Changes made to Cataloging Procedures

Chapter 1

- p. 1.5, **Street Date Materials** - New!

- p. 1.5, **Advanced Readers Copies** – New!

Chapter 2

- p. 2.2

  - Must match table: 440 changed to 490

- p.2.4, **When No Match is Found**

  - If no match is found, the member may contribute bibliographic records meeting the Evergreen Indiana standards. Approved sources for contributed records may include: bibliographic utilities (such as OCLC or Library of Congress), vendors (such as Ingram, Midwest Tapes or Baker & Taylor), cataloging agents or services, or an EI Certified Cat-1 cataloger on the local staff. Records must meet the standards below. Members are responsible for ensuring they are authorized to share those records in a union catalog.

- p. 2.5, **Editing In-coming Records from Bibliographic Databases: Dos and Don'ts**

  - In general, consider more information to be better than less information. Always feel free to add relevant information, such as content notes, to descriptive records. Always edit incorrect information in controlled headings (MARC fields 1xx, 240, 6xx, 7xx and 8xx) to match authorized headings in the LOC authority file.

- p. 2.7, **Fields which should be deleted in Evergreen**

  - 510 Citation References: Should be deleted IF it contains only coded information rather than text, such as 4 digit numeric or alpha-numeric codes. Can be retained if it contains text referring to journals or other review sources.

- p. 2.17, **245 Title**

  - Please note that [large print], [book], [book on CD] and [DVD] are NOT included in the list of AACR2 General Material Designators. If found on records in EI, these should be corrected.

- 2.19, **300 Physical description**

  - For printed materials with text only on one side of a page, use leaves instead of pages.

- p. 2.20, **490-8xx series fields, 1-Series traced**

  - ~~Please check the Evergreen Indiana database to see if the series has already been established.~~ Please check the authority files at LOC or OCLC for an established series title. If not found, check the Evergreen Indiana database to see if the series has already been established.

- p. 2.22: **245 Title**

  - ~~DVD ROM~~ changed to Software

- p. 2.23, **521 Audience field**
  - Information which is tied to the suggested age level, reading level and ratings standards for the material being cataloged should be recorded in the 521 audience field. If 521 field is entered in the record, the Audience code in the Fixed Fields and should be entered into bibliographical records must correspond with the information in the 521.

- p. 2.27, **856 Electronic Locations/Access**
  - Please check any links to make sure they work.

- p. 2.30, **856 Electronic Location/Access**
  - For more information on the 856 tag, please see Adding Remote Access Records (Downloadable Audiobooks, Ebooks, Etc.) on page 3.40.

- p. 2.39, **Cataloging Videos on DVDs and Blu-Ray discs in Evergreen Indiana**
  - DVD-Video discs require either a DVD player or a DVD computer drive with DVD player software. DVDs will also play in a Blu-ray player. Blu-ray Discs require a Blu-ray player, and will not play on a standard DVD player. Any special equipment needed for playback should be noted. This information is commonly found on the packaging, either stated in text or in the form of a logo.
  - Since Blu-Ray discs require a special player and are formatted differently than DVDS, there should be separate MARC records for DVDs and Blu-Ray discs in Evergreen Indiana. In many ways, this is similar to the old question concerning video tapes which used to be available on both VHS and Beta. The tapes played on different types of video recorders, were different widths and required different MARC records for cataloging purposes.

- p. 2.43, **Adding Remote Access Records (Downloadable Audiobooks, Ebooks, Etc.)**
  - Entire section is new!

Chapter 3

- p. 3.7, **Item Categories for Local Original Cataloging Records**
  1. Artificial kits created by the library. ~~NOTE: This type of record can stay in Evergreen Indiana indefinitely but should not be put in OCLC, should the library use OCLC. Libraries should remove these record when the materials in question are no longer in its collections.~~
  2. Vertical file materials. ~~(This type of record can stay in Evergreen Indiana indefinitely.)~~

- p. 3.13, **Variable Fields: 245 Title**
  - Types of Materials

  DVD ROMS has been replaced by *Software*

*Please note that [large print], [book], [book on CD] and [DVD] are NOT included in the list of AACR2 General Materials Designators. If found on records in EI, these should be corrected.

- p. 3.16, **300 Physical description**

    o For printed materials with text only on one side of a page, use leaves instead of pages.

- p. 3.17, **490-8xx series fields: 1-Series traced**

    o ~~Please check the Evergreen Indiana database to see if the series has already been established.~~ Please check the authority files at LOC or OCLC for an established series title. If not found, check the Evergreen Indiana database to see if the series has already been established.

- p. 3.24, **856 Electronic Location/Access**

    o Please check any links to make sure they work.

- p. 3.27, **856 Electronic Location/Access**

    o For more information on the 856 tag, please see Adding Remote Access Records (Downloadable Audiobooks, Ebooks, Etc.) on page 3.40.

- p. 3.36, **Cataloging Videos on DVDs and Blu-Ray discs in Evergreen Indiana**

    o DVD-Video discs require either a DVD player or a DVD computer drive with DVD player software. DVDs will also play in a Blu-ray player. Blu-ray Discs require a Blu-ray player, and will not play on a standard DVD player. Any special equipment needed for playback should be noted. This information is commonly found on the packaging, either stated in text or in the form of a logo.

    Since Blu-Ray discs require a special player and are formatted differently than DVDS, there should be separate MARC records for DVDs and Blu-Ray discs in Evergreen Indiana. In many ways, this is similar to the old question concerning video tapes which used to be available on both VHS and Beta. The tapes played on different types of video recorders, were different widths and required different MARC records for cataloging purposes.

- p.3.40, **Adding Remote Access Records (Downloadable Audiobooks, Ebooks, Etc.)**

    o Entire section is new!