

Original Cataloging Part 1: How to Avoid Original Cataloging Annual Conference 2014

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The Best Way to do Original Cataloging



Copy Cataloging Sources

- **Our Evergreen Indiana Consortial Catalog**
 - **Z39.50 Sources**
 - Free sources: LOC, Kansas City, etc.
 - Paid sources: OCLC, SkyRiver
 - **Batch Loading Sources**
 - Paid sources: BookWhere, vendors
- Free Sources:**
- Tool for records based on Amazon info:
<http://chopac.org/cgi-bin/tools/azorder.pl>
 - Many library OPACs allow you to save and download MARC records.

Finding Existing Records

- **Make sure you check all record sources open to you carefully.**
- **Use the Numeric search for ISBN, rather than keyword search as it checks for both the 10 and 13 digit versions.**
- **Also do a title/author search. Sometimes the existing ISBN in a record includes spaces or dashes and won't come up.**

Finding Existing Records

- Sometimes an existing record may be a match, but does not include your ISBN. See [*Some exceptions and special situations*](#) on page 2.2 of the EI Cataloging Procedures Guide for information about when you can add ISBNs to records
- If you find a close match, but it is not exact, and doesn't fall in the Special Cases mentioned above, **do *not* import the record and edit it to match your item.** This causes problems for other catalogers, so please be considerate of your colleagues!

Finding Existing Records

- You may find an existing record in Evergreen that is similar to your item, but not an exact match.
- The Flat Text editor makes it very easy to copy that record and create a new one based on the existing record.
- Just make sure that you strip out or replace all information from your copy that doesn't apply to your item, like OCLC numbers, ISBNs or UPCs, descriptions that don't apply, etc.

Using the Flat Text Editor

For more info on the Flat Text Editor, see page 14.12 of the [EI Cataloging Manual](#)

Record Summary ([Add Volumes](#)) ([View MARC](#))

Title: Frozen
Author: Buck, Chris.
Bib Call #: 791.43/72

Record 1 of 2

Options

Stack subfields Flat-Text Editor Fast Item Add

Call Number Item Barcode

```
=LDR 00620cgm a2200205Ka 4500
=001 20162677
=003 EG-IN
=005 20140324151122.0
=007 vd\cvaizg
=008 060124s2014\\x\xu102ng\\f\\v\leng\d
=024 1\$z786936838923
=028 42$a119417$bWalt Disney Studios
=041 1\$aeng$afre$aspa$jeng$jfre$jspa$heng
=082 04$a791.43/72 $223
=245 00$aFrozen$h[videorecording] /$cdirectors, Chris Buck, Jennifer Lee ; writers, Chris Buck [and
three others] ; producers, Aimee Scribner, John Lasseter.
=246 30$aDisney Frozen
=250 \\$a[DVD version], Collector's edition.
=260 \\$aBurbank, CA :$bdistributed by Buena Vista Home Entertainment,$c[2014]
=300 \\$a1 videodisc (102 min.) :$bsound. color :$c4 3/4 in.
```

MARC record sources

Bolded options are consortiums that are especially extensive sources of records.

- Albuquerque-Bernalillo County Library System (NM) <http://albuq.cabq.gov/>
- Carrollton Public Library (TX) <http://innovative.cityofcarrollton.com/>
- Greenwich Library (CT) <http://pac.greenwichlibrary.org/>
- Kentucky Department of Libraries and Archives (KY)
<http://kdl.kyvl.org/vwebv/searchBasic>
- La Porte County Library (IN) <http://catalog.lapcat.org/>
- Luzerne County Library System (PA) <http://209.50.143.33/>
- MeLCat (MI)** <http://elibrary.mel.org/search>
- Merlin Library Catalog (Northern WI) <http://merlin.nwls.lib.wi.us/>
- Middle Country Public Library (Long Island, NY) <http://www.mcpl.lib.ny.us/search.html>
- Multnomah County Library (OR) <http://catalog.multcolib.org/search>
- Newport Beach Public Library (CA) <http://millennium.newport.lib.ca.us/>
- Norwalk Public Library System (CT) <http://catalog.norwalklib.org/>
- Oakland Public Library (CA) <http://catalog.oaklandlibrary.org/>
- OPAL Catalog (OH) <http://cat.opal-libraries.org/search/X>
- Portsmouth Libraries (NH) <http://12.30.15.69/>

MARC record sources

- **Prospector (CO)** <http://prospector.coalliance.org/>
- Riverside Public Library (CA) <http://read.riversideca.gov/>
- SageCat (Eastern OR) <http://eos.eou.edu/>
- San Francisco Public Library (CA) <http://sflib1.sfpl.org/>
- Scottsdale Public Library (AZ) <http://libcat.scottsdaleaz.gov/>
- St. John the Baptist Parish Public Library (LA) <http://opac.stjohn.lib.la.us/>
- St. Joseph County, Mishawaka-Penn-Harris, Plymouth, and Bremen Public Libraries (IN) <http://stjos.sjcpl.lib.in.us/>
- SWAN Libraries (IL) <http://swan.mls.lib.il.us/>
- Thousand Oaks Public Library (CA) <http://search.tolibrary.org/>
- Thurgood Marshall Law Library (Texas Southern University) <http://library.tsulaw.edu/>
- Virginia Theological Seminary (VA) <http://librarycatalog.vts.edu/>
- Watauga Regional Public Libraries (TN) <http://libraries.etsu.edu/>
- WebPac Prolibraries.url *Has list of record sources. Some are repeats, some untested.*
[http://wiki.library.oregonstate.edu/confluence/display/WebOPAC/Libraries+that+have+inst
alled+WebPac+Pro](http://wiki.library.oregonstate.edu/confluence/display/WebOPAC/Libraries+that+have+installed+WebPac+Pro)
- York County Library System (PA) <http://millennium.yorklibraries.org/>

Chopac MARC tool

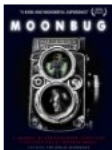
- <http://chopac.org/cgi-bin/tools/azorder.pl>
- Click the box if you want RDA.
- Find your item using the tool. You may have a couple of choices.
- Click view to take a look at them and choose.

Enter Keywords, ISBN, EAN or UPC:

RDA Format | Choose a Country:

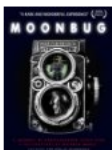
2 Records Found (Page 1 of 1)

< Prev Next >



[Customer Reviews](#)

Marc Functions



Steve Pyke's Moonbug: Apollo Astronauts and Their Journeys in Space and to the Moon

Good Guys Media, 2013.

\$12.99



[Customer Reviews](#)

Marc Functions

2 Records Found (Page 1 of 1)

< Prev Next >

Chopac MARC tool

- You can do some editing before you export.
- Note the Find and Replace tool.

Find: Replace: RDA Format

```
000 00000ngm 2200000 a 4500
001 ASINB00EI3YEF2
008 140331s2013 xxu eng d
020 |c $12.99
245 10 Steve pyke's moonbug |h [videorecording] : |b apollo
astronauts and their journeys in space and to the moon / |c Buzz
Aldrin, Walter Cunningham, Wally Schirra, Frank Borman.
260 [S.l.] : |b Good Guys Media, |c 2013.
300 1 videodisc (95 min.) : |b sd., col ; |c 4 3/4 in.
511 1 Starring Buzz Aldrin, Walter Cunningham, Wally Schirra,
Frank Borman.
520 Bitten by the 'Moonbug', photographer Steve Pyke sets out
on a journey across America in his search to meet and photograph
the Apollo space pioneers. A journey in which he was to meet the
adventurers, risk takers and dreamers who were behind one of the
most historic endeavours of our time. Moonbug explores the
experiences of the science-fiction dream come true with the
astronauts who made the bold step. From living rooms and moonscape
deserts, to Cape Canaveral, Steve captures these pioneers in
frank, revealing portraits, while unraveling their very personal
and divergent memories. Pyke shares intimate moments with his
subjects and their frank accounts of the risk-taking, monumental
journey. Moonbug is as much an exploration of memory and
perception and the documentation of time as it is space. The
engaging, articulate astronauts offer philosophical insights into
the motivations behind their participation and the bigger picture:
how we understand and perceive the universe, where we fit in among
these 'signposts of history' and the vulnerability of our lonely
```

as

Chopac MARC tool

- In some cases you'll find a Worldcat and/or Classify button.
- Try clicking them.

Find: Replace: Go | Reformat | RDA Format

```
000 00000ngm 2200000 a 4500
001 ASINB008DV70CY
008 140331s2012 xxu eng d
020 |c $19.95
024 1 880081000003
245 10 This is your ocean [videorecording] : sharks / Wyland, Guy Harvey, Jim Abernethy, Dr. Sylvia Earle, Emma the Tiger Shark.
250 First Time on DVD ed.
260 [S.l.] : Status Productions, c 2012.
300 1 videodisc (45 min.) : sd., col ; 4 3/4 in.
511 1 Starring Wyland, Guy Harvey, Jim Abernethy, Dr. Sylvia Earle, Emma the Tiger Shark.
520 Three of the world's top artists shatter your perception of sharks in this award-winning film festival hit. THIS IS YOUR OCEAN: SHARKS follows Wyland, Dr. Guy Harvey and Jim Abernethy as they plunge into the waters of the Bahamas to paint a new picture of sharks. There you'll learn why it's protect the ocean's remaining sharks - and what will happen if we don't. You'll also meet Emma, a 14-foot tiger shark. With breathtaking footage shot on location around the world, and breakthrough discoveries, it's an adventure that will have you seeing sharks very differently. Film Festivals: Miami Beach Wildlife Film Festival 2012 Official Selection San Francisco Wildlife Film Festival 2012 Official Selection Vancouver Festival of Ocean Films 2012 Official Selection 2011 Newport Beach Film Festival 2011 Official Selection Woods Hole Film Festival 2011 Official Selection KIDS FIRST! Film Festival Official Selection Celebrate the Seas, Washington, D.C.
```

Export as .lfts Save to Batch Worldcat Classify New Search

Chopac MARC tool

- **The classify button may add subject headings or Dewey numbers to the record**
- **The find in World Cat button will take you to World Cat. If there is a record, you may be able to find it to download elsewhere, or you can find subject headings and other data.**

Chopac MARC tool

- Choose the .mrc or .marc export format
- If you have several to do, you can save them in a batch.
- If you just have one, you can click Export here and export it immediately.

]journey. moonbug is as much an exploration of memory and perception and the documentation of time as it is space. The engaging, articulate astronauts offer philosophical insights into the motivations behind their participation and the bigger picture: how we understand and perceive the universe, where we fit in among these 'signposts of history' and the vulnerability of our lonely

Export as .mrc Save to Batch New Search

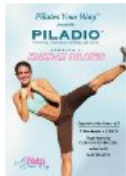
Chopac MARC tool

- Once you've saved the records you need, go back to the main page.
- Then click Export Saved Records

Enter Keywords, ISBN, EAN or UPC:

RDA Format | Choose a Country:

2 Records Found (Page 1 of 1)



[Customer Reviews](#)

Marc Functions

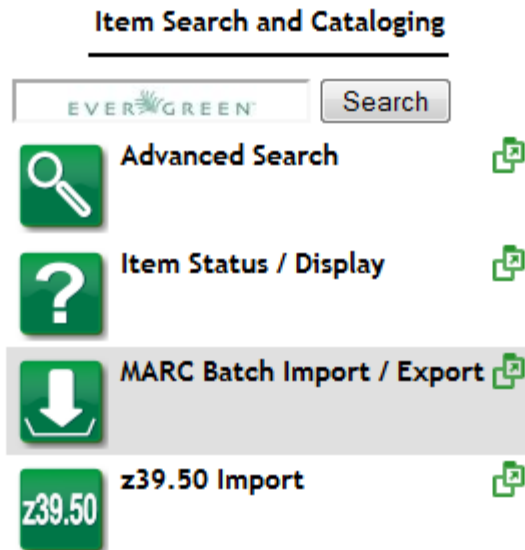
<input type="button" value="View"/>	<input type="button" value="Export"/>	<input type="button" value="Save"/>
-------------------------------------	---------------------------------------	-------------------------------------

Chopac MARC tool

- Then upload the files into Evergreen using the Batch Loader. You will find the files in your Downloads. They will be named Azmarc.
- After you upload it, delete them from your Downloads file so you don't end up with a bunch with the same name.

Batch loading the Chopac files

- To upload your files, open the Batch loader by clicking on Marc Batch Import/Export on the home screen



Batch loading the Chopac files

Evergreen MARC File Upload

Create or choose an upload queue

Record Type

Create a New Upload Queue

Record Match Set

Holdings Import Profile

Select a Record Source



or Add to an Existing Queue

Limit matches to bucket

Record Import Actions

Merge Profile

Import Non-Matching Records

Merge On Exact Match (901c)

Merge On Single Match

Merge On Best Match

Best/Single Match Minimum Quality Ratio New Record Quality / Quality of Best Match

Insufficient Quality Fall-Through Profile

Check import Non-Matching Records

Copy Import Actions

Auto-overlay In-process Acquisitions Copies

Click browse to choose your upload file. Once you've selected a file, click upload

File to Upload:

Batch loading the Chopac files

For more information about Batch loading see the [EI Cataloging Manual, Chapter 24](#)

Once you've loaded the files:

- Find the records in Evergreen
- **do some record clean up**
- Add your holdings! 😊

Chopac Tool Benefits

- This is a really, really useful tool that builds MARC records from Amazon data
- It's wonderful because if it's on Amazon, you can use this to make a basic MARC record
- It gives you a great head start. You can do an AACR2 record or an RDA record
- It's a huge time saver for creating MARC records that can't be found elsewhere

Chopac Tool Drawbacks

- **The records aren't complete. They require additional editing.**
 - **There probably won't be subject headings.**
 - **They don't have 007 fields**
 - **The 700 fields will likely need editing. They may need a 100 field.**
 - **You'll need to delete the 856 field.**
- **Some records will be better than others.**

World Cat

- If you haven't found a record you can import, you may still be able to find a record you can copy.
- Check <http://www.worldcat.org/> for your item. You will be able to look at the item in other library catalogs. Some catalogs allow you to display the MARC records, which makes it very easy to recreate the record in EI.

World Cat

Home ▾ Search ▾

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Sign in to create lists, bibliographies and reviews of library materials

User Name:

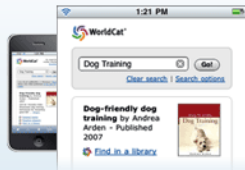
Password:

Remember me on this computer.

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Visually explore the interconnectivity and relationships between WorldCat Identities.



Questions?



Come back for Part 2!

Creating Original Records

So you really, truly have to create an original record. From scratch.

Now what?