

**Original Cataloging Part 2:  
Biting the Bullet  
Annual Conference 2014**

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# Biting the Bullet

- Sometimes you have a unique item or you just can't find record information anywhere.
- At these times you'll have to create a record from scratch.
- **Don't worry!**
- **You can do it!**

# Tools

- **Bib Formats & Standards:**

<http://www.oclc.org/bibformats/en.html>

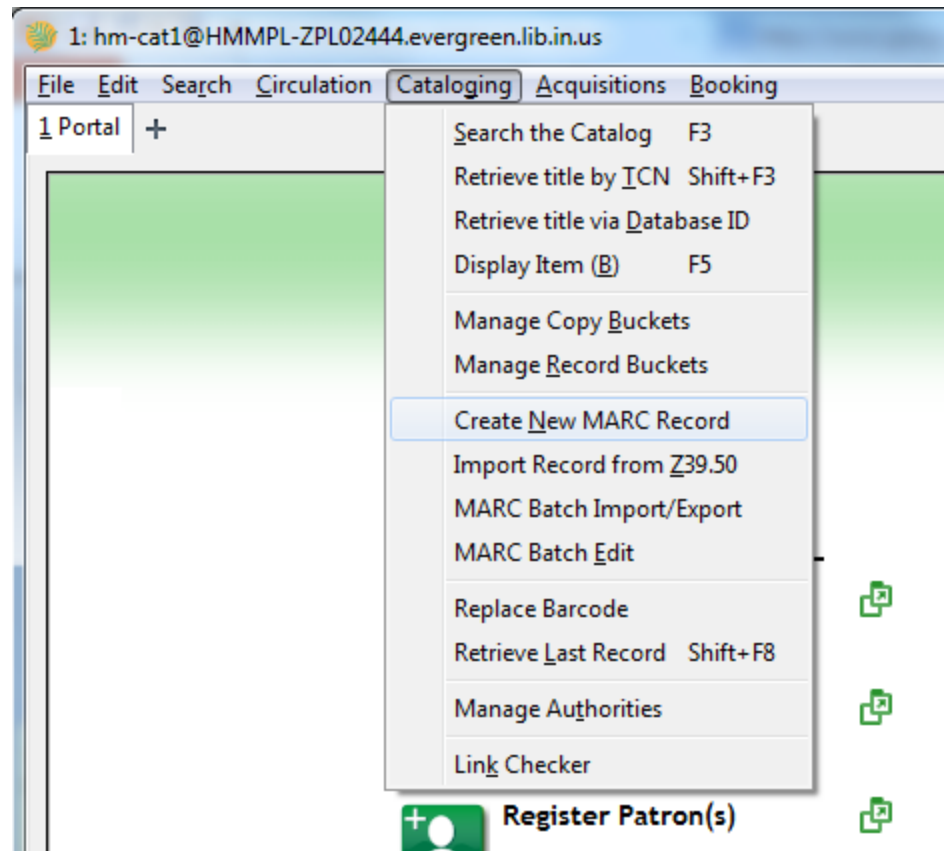
- **MARC 21**

<http://www.loc.gov/marc/bibliographic/ecbdhome.html>

- **RDA or AACR2**
- **Cataloging Listserv!**

# Creating Records in EI

Once you've determined that you do need to create a record, select **Create New Marc Record** from the cataloging menu.

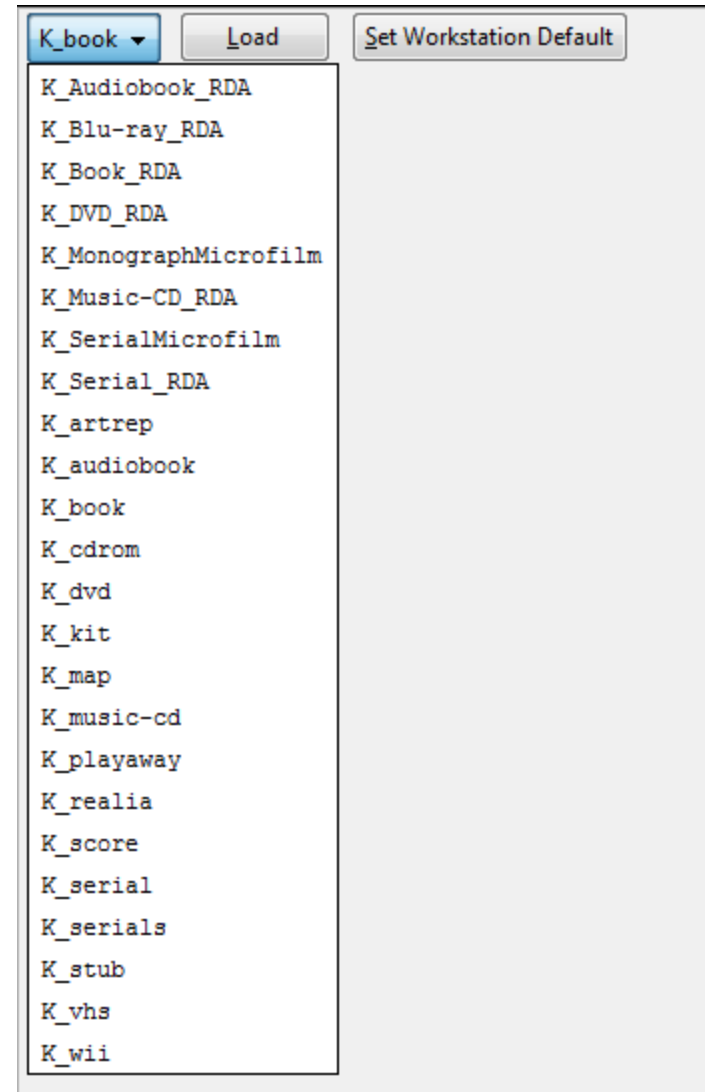


# Choosing Your Template

- **First, don't panic!**
- **Second, choose an appropriate record template**
  - Choose whether you will catalog in RDA or AACR2
  - If you have a strange format, and there is no template, let me know.
  - We can add new templates as needed!
  - (But be patient, it may take a little while)

# Choosing Your Template

- There are a few formats we have in AACR2 & not RDA & vice versa
- Most of the formats are self explanatory
- Resources consisting of multiple items can be tricky
- Magazines, newspapers, and some types of reference works all fall under Serial
- K\_stub is for temporary, on order records



# EL Record Templates

## Book

### AACR2

### RDA

MARC Record

Fixed Fields -- Record type: BKS

Type	a	ELvl	K	Srce	d	Audn		Ctrl		Lang	eng
BLvl	m	Form		Conf	0	Biog		MRec		Ctry	
		Cont		GPub		LitF		Indx			
Desc	a	Ills		Fest	0	DtSt	s	Date1		Date2	

LDR			00620cam a2200205Ka 4500
008			070101s 00 eng d
010			+a
020			+a
082	0	4	+a
092			+a
100	1		+a
245	1	0	+a +b +c
260			+a +b +c
300			+a +b +c
500			+a
520			+a
504			+a
650	0		+a +v
650	0		+a
700	1		+a

Fixed Fields -- Record type: BKS

Type	a	ELvl	K	Srce	d	Audn		Ctrl		Lang	eng
BLvl	m	Form		Conf	0	Biog		MRec		Ctry	
		Cont		GPub		LitF		Indx			
Desc	i	Ills		Fest	0	DtSt	s	Date1		Date2	

LDR			00534cam a2200253Ki 4500
008			070101s 00 eng d
040			+b eng +e rda
010			+a
020			+a
082	0	4	+a
100			+a
245			+a +b +c
264	1		+a +b +c
300			+a pages +b +c
336			+a text +2 rdacontent
337			+a unmediated +2 rdamedia
338			+a volume +2 rdacarrier
500			+a
504			+a
520			+a
599			+a Place to put information about the Record (ON-ORDER, TEMPORARY RECORD)
650			+a
650			+a
700	1		+a

# EL Record Templates

## Audiobook

### AACR2

### RDA

Fixed Fields -- Record type: REC

Type	i	ELvl	K	Src	d	Audn		Ctrl		Lang	eng
BLvl	m	Form						MRec		Ctry	
Desc	a					DtSt	s	Date1		Date2	
TrAr	n	Part	n	LTxt	f	FMus	n	AccM		Comp	nn

MARC Record

Fixed Fields -- Record type: REC

Type	i	ELvl	K	Src	d	Audn		Ctrl		Lang	eng
BLvl	m	Form						MRec		Ctry	
Desc	i					DtSt	s	Date1		Date2	
TrAr	n	Part	n	LTxt	f	FMus	n	AccM		Comp	nn

LDR		00620cim a2200205Ka 4500
005		20081217021957.0
007		sd fsgn---u
008		060124s nnnn f  n eng d
010		+a
020		+a ISBN
028	0 2	+a +b
100	1	+a
245	1 0	+a +h [sound recording] : +b / +c
260		+a +b +c
300		+a
500		+a
511	0	+a
500		+a
599		+a Field in which to put information about the record (ON-ORDER RECORD, TEMPORARY RECORD)
650	0	+a
655	7	+a Audiobooks. +2 lcgft
700	1	+a

LDR		00684cim a2200301Ki 4500
005		20081217021957.0
007		sd fsgn---u
008		060124s nnnn f  n eng d
040		+b eng +e rda
010		+a
020		+a
028	0 2	+a +b
100	1	+a
245	1 0	+a +b / +c
264	1	+a +b +c
300		+a
336		+a spoken word +2 rdacontent
337		+a audio +2 rdamedia
338		+a audio disc +2 rdacarrier
344		+a digital +b optical
347		+a audio file
500		+a
511	0	+a
500		+a
599		+a Field in which to put information about the record (ON-ORDER RECORD, TEMPORARY RECORD)
650	0	+a
655	7	+a Audiobooks. +2 lcgft
700	1	+a

If you have a non-fiction audiobook, be sure to change the LTxt field.  
If you have a book on cassette, you would need to change the 007



# EI Record Templates

## AACR2

## DVD

## RDA

Fixed Fields -- Record type: VIS

Type	g	Elvl	K	Srce	d	Audn	Ctrl	Lang	eng
BLvl	m	Form					MRec	Ctry	
				GPub					
Desc	a					DtSt	s	Date1	Date2
TMat	v	Time		Tech	l				

LDR				00620cgm a2200205Ka 4500
005				20081217023715.0
007				vd cvaizq
008				060124s n f vleng d
010				+a
020				+a
024	1			+a
028	4	2		+a +b
082	0	4		+a
245	0	0		+a +h [videorecording] : +b +c
260				+a +b +c
300				+a +b +c
538				+a
500				+a
511	1			+a
508				+a
521	8			+a MPAA rating:
520				+a
599				+a Place to put information about the Record (ON-ORDER RECORD, TEMPORARY)
650	0			+a
655	0			+a
700	1			+a

Fixed Fields -- Record type: VIS

Type	g	Elvl	K	Srce	d	Audn	Ctrl	Lang	eng
BLvl	m	Form					MRec	Ctry	
				GPub					
Desc	i					DtSt	s	Date1	Date2
TMat	v	Time		Tech	l				

LDR				00818cgm a2200385Ki 4500
005				20081217023715.0
007				vd cvaizq
008				060124s n f vleng d
040				+b eng +e rda
041	1			+a +j +h
010				+a
020				+a
024	1			+a
028	4	2		+a +b
082	0	4		+a
245	0	0		+a +b / +c
264	1			+a +b +c
300				+a +b +c
336				+a two-dimensional moving image +2 rdacontent
337				+a video +2 rdamedia
338				+a videodisc +2 rdacarrier
344				+a
347				+a video file +b DVD video
380				+a
538				+a
546				+a
500				+a Bonus features:
511	1			+a
508				+a
521	8			+a MPAA rating:
520				+a
599				+a Place to put information about the Record (ON-ORDER RECORD, TEMPORARY)
650	0			+a
655	0			+a
700	1			+a



# EI Record Templates

## Serials

### AACR2

Fixed Fields -- Record type: SER										
Type	a	ELvl	K	Src	d			Ctrl		Lang
BLvl	s	Form		Conf				MRec		Ctry
S/L		Cont		GPub						Alph
Desc	a					DtSt	c	Date1		Date2
SrTp		Regl		Orig		Freq		EntW		

LDR		00620cas a2200205Ka 4500
005		20081217023251.0
008		060124c d
010		#a
022		#a
037		#b Publisher's address
245	0 0	#a #b / #c
260		#a #b #c
300		#a #b #c
310		#a Current frequency of publication.
362	0	#a Beginning vol/beginning issue of publication, not the issues you have in library.
500		#a
599		#a Place to put information about the Record (ON-ORDER RECORD, TEMPORARY RECORD)
650	0	#a #v Periodicals.
700	1	#a

### RDA

Fixed Fields -- Record type: SER											
Type	a	ELvl	K	Src	d			Ctrl		Lang	eng
BLvl	s	Form		Conf	0			MRec		Ctry	nyu
S/L	0	Cont		GPub						Alph	
Desc	i					DtSt	c	Date1	2009	Date2	9999
SrTp	?	Regl	?	Orig		Freq	?	EntW			

LDR		00763nas a2200289Ki 4500
008		091207c2009999nyu?? ? 0 0eng d
010		#a
040		#a #b eng #e rda #c
022		#a
037	?	#b Publisher's address.
130	0	#a
210	0	#a #b
222	0	#a #b
245	0 0	#a #b #c
246	1	#a
264	1	#a #b #c
300		#a v. : #b #c
310		#a Current frequency of publication.
336		#a text #2 rdacontent
337		#a unmediated #2 rdamedia
338		#a volume #2 rdacarrier
362	0	#a Vol. of Publication, no. of issue (Dates of publication).
5xx	?	#a
599		#a Field in which to put information about the record (ON-ORDER RECORD)
650	0	#a #v Periodicals.
700	1	#a
710	2	#a

Use K\_Serials, not K\_Serial

# EI Record Templates

## Blu-ray RDA Only

Fixed Fields -- Record type: VIS											
Type	g	Elvl	K	Src	d	Audn		Ctrl		Lang	eng
BLvl	m	Form						MRec		Ctry	
				GPub							
Desc	i					DtSt	s	Date1		Date2	
TMat	v	Time		Tech	l						

LDR		00816cgm a2200385Ki 4500
005		20081217023715.0
007		vd csaizq
008		060124s n f vleng d
040		+b eng +e rda
041	1	+a +j +h
010		+a
020		+a
024	1	+a
028	4 2	+a +b
082	0 4	+a
245	0 0	+a +b / +c
264	1	+a +b +c
300		+a +b +c
336		+a two-dimensional moving image +2 rdacontent
337		+a video +2 rdamedia
338		+a videodisc +2 rdacarrier
344		+a
347		+a video file +b Blu-Ray
380		+a
538		+a
546		+a
500		+a Bonus features:
511	1	+a
508		+a
521	8	+a MPAA rating:
520		+a
599		+a Place to put information about the Record (ON-ORDER RECORD, TEMPO
650	0	+a
655	0	+a
700	1	+a

# EI Record Templates

## Playaway

## VHS

Fixed Fields -- Record type: REC

Type	i	ELvl	K	Srcce	d	Audn		Ctrl		Lang	eng
BLvl	m	Form	q					MRec		Ctry	
Desc	a					DtSt	s	Date1		Date2	
TrAr	n	Part	n	Ltxt	f	FMus	n	AccM		Comp	nn

LDR		00620cim a2200205Ka 4500
005		20081217022827.0
007		cz nza
007		sz zunznnznzneu
008		060124s nnnn q f  n eng d
010		+a
020		+a
028	0 2	+a +b
100	1	+a
245	1 0	+a +h [electronic resource] : +b / +c
260		+a +b +c
300		+a 1 sound media player : +b digital ; +c 3 3/8 x 2 1/8 in.
500		+a Earphones and AAA battery are required.
500		+a Issued on Playaway, a dedicated audio media player.
500		+a
511	0	+a
599		+a Field in which to put information about the record (ON-ORDER RECORD,
650	0	+a
655	7	+a Audiobooks. +2 lcgft
700	1	+a

The Playaway template.

Fixed Fields -- Record type: VIS

Type	g	ELvl	K	Srcce	d	Audn		Ctrl		Lang	eng
BLvl	m	Form						MRec		Ctry	miu
Desc	a			GPub							
TMat	v	Time		Tech	l						

LDR		00567cgm a2200277Ka 4500
005		20081217023251.0
007		vf cbahou
008		060124s miu n f  v eng d
010		+a
020		+a
024	1	+a
028	4 2	+a +b
082	0 4	+a +2
245	0 0	+a +h [videorecording] : +b / +c
260		+a +b +c
300		+a +b +c
538		+a VHS.
500		+a
511	1	+a
508		+a
521	8	+a MPAA rating:
520		+a
599		+a Place to put information about the Record (ON-ORDER RECORD, TEMPORA
650	0	+a
655	0	+a
700	1	+a

The VHS template.

# El Record Templates

## Realia

## Art Reproduction

Fixed Fields -- Record type: VIS

Type	r	ELvl	K	Srce	d	Audn		Ctrl		Lang	
BLvl	m	Form						MRec		Ctry	
				GPub							
Desc	a					DtSt	s	Date1		Date2	
TMat		Time		Tech	n						

LDR			00620crm a2200205Ka 4500
005			20081217023251.0
007			kz cr
008			060124s n d
010			+a
020			+a
245	0	0	+a +h [realia]: +b / +c
260			+a +b +c
300			+a +b +c
500			+a
520			+a
599			+a Place to put information about the Record (ON-ORDER RECORD, TEMPOR
650	0		+a
700	1		+a

The Realia template is used for physical objects such as bags, baskets, rocks, equipment, etc.

Fixed Fields -- Record type: VIS

Type	k	ELvl	K	Srce	d	Audn	n	Ctrl		Lang	
BLvl	m	Form						MRec		Ctry	???
				GPub							
Desc	a					DtSt	s	Date1	2009	Date2	nyu
TMat		Time	?n	Tech							

LDR			00000nkm a2200000Ka 4500
008			091207s2009 nyu??? ?neng d
007			kf zoh
010			+a
020			+a
245	0	0	+a Title +h [art reproduction] : +b / +c
246	?	?	+a
260			+a +b +c
300			+a 1 art reproduction : +b +c
490	1		+a +v
500			+a
520			+a
599			+a Field in which to put information about the record (ON-ORDER RECO
650	0		+a +v Computer games.
700	1		+a
710	2		+a
830	0		+a +v

The ArtRep template is used for cataloging prints of visual art.

# EI Record Templates

## Microfilm

### Monograph

Fixed Fields -- Record type: BKS

Type	a	ELvl	K	Srce	d	Audn	e	Ctrl		Lang	eng
BLvl	m	Form	a	Conf	0	Biog		MRec		Ctry	
		Cont		GPub		LitF		Indx			
Desc	a	Ills		Fest	0	DtSt	s	Date1		Date2	

LDR		00620cam a2200205Ka 4500
008		070101s ea 00 eng d
007		hu uuuuuuu
010		+a
020		+a
082	0 4	+a
092		+a
100		+a
245		+a +h [microform] +b +c
260		+a +b +c
300		+a +b +c
500		+a
650		+a +v
650		+a +v

Use for individually published books.

### Serial

Fixed Fields -- Record type: SER

Type	a	ELvl	K	Srce	d			Ctrl		Lang	eng
BLvl	s	Form	a	Conf	0			MRec		Ctry	nyu
S/L	0	Cont		GPub						Alph	
Desc	a					DtSt	c	Date1		Date2	9999
SrTp		Regl		Orig		Freq		EntW			

LDR		00658nas a2200253Ka 4500
008		091207c 9999nyu a 0 0eng d
007		hu uuuuuuu
010		+a
040		+a +c
022		+a ISSN
037		+b Publisher's address.
130	0	+a
210	0	+a +b
222	0	+a +b
245	0 0	+a +h [microform] +b +c
246		+a
260		+a +b +c
300		+a v. : +b +c
310		+a Current frequency of publication.
362	0	+a Vol. of Publication, no. of issue (Dates of publication).
500		+a
650	0	+a +v Periodicals.
700	1	+a
710	2	+a

Use for periodicals such as newspapers, magazines, & yearbooks.

# El Record Templates

## CD-Rom

## Wii

Fixed Fields -- Record type: COM

Type	m	ELvl	K	Srcce	d	Audn		Ctrl		Lang	eng
BLvl	m							MRec		Ctry	
				GPub							
Desc	a					DtSt	s	Date1		Date2	
						File					

LDR				00620cmm a2200205Ka 4500							
005				20090324044630.0							
008				070101s						eng d	
020				#a							
024 1				#a							
028				#a							
245 0				#a #h [electronic resource] :				#b /		#c	
246 3				#a							
246 3				#a							
250				#a							
260				#a #b #c							
300				#a 1 computer optical disc :				#b sd., col. ;		#c 3 3/4 in. +	#e
538				#a System Requirements:							
500				#a							
500				#a							
500				#a							
520				#a							
521 8				#a							
650				0 #a							
710 2				#a							

Fixed Fields -- Record type: COM

Type	m	ELvl	K	Srcce	d	Audn	g	Ctrl		Lang	eng
BLvl	m							MRec		Ctry	xxu
				GPub							
Desc	a					DtSt	s	Date1	2011	Date2	
						File	g				

LDR				00620cmm a2200217Ka 4500							
005				20081217023251.0							
007				co cga							
008				060124s2011		xxu	g g			eng d	
024 1				#a							
028 5 0				#a #b							
245 0 0				#a #h [electronic resource] /				#c .			
260				#a :				#b ,		#c .	
300				#a 1 computer optical disc :				#b sd., col. ;		#c 4 3/4 in. +	#e
538				#a System requirments: Nintendo Wii.							
500				#a Note source of title.							
500				#a Note number of players.							
521 8				#a ESRB rating: .							
520				#a							
599				#a Place to put information about the Record (ON-ORDER RECORD, TEMPORARY RECORD)							
655				0 #a Computer games.							
710 2				#a							

You can use these templates for other types of computer games if needed with some editing.



# El Record Templates

## Map

## Score

### MARC Record

Fixed Fields -- Record type: MAP

Type	e	ELvl	K	Srce			Ctrl		Lang	
BLvl	m	Form					MRec		Ctry	
				GPub			Indx			
Desc	a				DtSt	s	Date1		Date2	
SpFm		Relf		Proj	CrTp					

LDR		00620cem a2200205Ka 4500
005		20081217023251.0
007		aj canzn
008		060124s d
010		+a
020		+a
034 0		+a
052		+a
245 0 0		+a +b / +c
255		+a
260		+a Scales differ.
300		+a 1 atlas ( p.) : +b +c
500		+a
520		+a
599		+a Place to put information about the Record (ON-ORDER RECORD, TEMPORAR
650 0		+a
700 1		+a

The Map template is to be used with maps and atlases.

Fixed Fields -- Record type: SCO

Type	c	ELvl	K	Srce	d	Audn		Ctrl		Lang	eng
BLvl	m	Form						MRec		Ctry	nyu
Desc	a					DtSt	s	Date1		Date2	
TrAr		Part		LTxt		FMus	a	AccM		Comp	

LDR		00620ccm a2200205Ka 4500
005		20081217023251.0
008		060124s nyu a eng d
010		+a
020		+a
028 0 2		+a +b
082 0 4		+a +2
100 1		+a
245 0 0		+a +b / +c
260		+a +b +c
300		+a 1 score( p.) : +b +c
500		+a
520		+a
599		+a Place to put information about the Record (ON-ORDER RECORD, TEMPORAR
650 0		+a
700 1		+a

The Score template is used for musical scores in books or sheets.

# EI Record Templates

## Kit

Fixed Fields -- Record type: VIS

Type	o	Elvl	K	Srce	d	Audn		Ctrl		Lang	
BLvl	m	Form						MRec		Ctry	
				GPub							
Desc	a					DtSt	s	Date1		Date2	
TMat		Time		Tech							

LDR		00620com a2200205Ka 4500									
005		20081217023251.0									
007		vd uvaizu									
007		sd fsngnn----u									
008		060124s								d	
010		+a									
020		+a									
024	1	+a									
028	4	2	+a +b								
082	0	4	+a +2								
245	0	0	+a +h [kit] : +b / +c								
260		+a +b +c									
300		+a List of types of materials found in the kit : +b +c size of the container for the material.									
500		+a									
520		+a									
505	0	+a Contents of kit.									
599		+a Place to put information about the Record (ON-ORDER RECORD, TEMPORARY RECORD)									
650	0	+a									
700	1	+a									

Kits are especially challenging, because every kit can be different. Make sure to list the contents of the kit, and to use appropriate 006 and 007 fields. The template has an 007 for a DVD and one for a compact disc by default. You may or may not need those for your kit.

# Creating your record

- Don't forget that the templates are just a starting point.
- You will need to check each of the fixed fields to make sure they are correctly coded for your items.
- You will find that you will need to add some variable fields and delete others.
- Read all the default information in the templates. It may not apply to your item, or it may just be telling you what to enter.
- Every MARC record is different, so we can't have a perfect template.

# Using a Model

- When possible, find a **(really good)** record for a similar item to guide you.
- What makes a record good?
  - It's complete: has appropriate fixed fields, 006 and/or 007 fields, etc.
  - It follows cataloging standards, either RDA or AACR2
  - It current, meaning it has up to date subject headings and follows current standards (Really old records could be pre AACR2, for instance)

# Using a Model

You may want to look at more than one record for guidance. Examples of helpful models include:

- Records for earlier editions.
- Records for other works by the same author or artist.
- Records for items in the same series.
- Records about the same subject are a good starting point for determining subject headings and call numbers.
- Records for a different format of your item can be helpful as well.

# Filling in the fields

- Generally it's recommended to fill in the variable fields first, and then come back and fill in information in the fixed fields.
- Don't assume that any information already coded in the fixed fields is correct. It may be different for your item.
- Depending on whether you're doing RDA or AACR2, the theory varies somewhat, but basically either way you're filling in the appropriate information into the fields to accurately describe the item.

# Coding Your MARC record

- Be sure to review the 007 and 006 fields.
- If you do not code these fields correctly, it's likely to create problems for searching and display of your record in the future.
- The easiest way to add, delete or change the 007 or 006 fields is to use the flat text editor.
- Note that if there is already an 007 field in your record and you want to add an additional one, you should use the flat text editor. The Create/Replace function will overwrite the existing 007 field.
- Again, refer to Bib. Formats and Standards or MARC 21 for information on how to code the fields when needed.

<http://www.oclc.org/bibformats/en.html>

<http://www.loc.gov/marc/bibliographic/ecbdhome.html>

# Coding Your MARC record

- When you open the template, it will have a combination of blank fields, filled in information, and information about what goes in the fields.

## The Kit template

Fixed Fields -- Record type: VIS									
Type	o	Elvl	K	Srce	d	Audn		Ctrl	Lang
BLvl	m	Form						MRec	Ctry
				GPub					
Desc	a					DtSt	s	Date1	Date2
TMat		Time		Tech					

LDR		00620com a2200205Ka 4500							
005		20081217023251.0							
007		vd uvaizu							
007		sd fsngnn----u							
008		060124s						d	
010		+a							
020		+a							
024	1	+a							
028	4 2	+a	+b						
082	0 4	+a	+2						
245	0 0	+a	+h [kit] :	+b /	+c				
260		+a +b +c							
300		+a List of types of materials found in the kit : +b +c size of the container for the material.							
500		+a							
520		+a							
505	0	+a Contents of kit.							
599		+a Place to put information about the Record (ON-ORDER RECORD, TEMPORARY RECORD)							
650	0	+a							
700	1	+a							



# Coding Your MARC record

- Here we're cataloging a kit with no media pieces, so we have cleared the 007 fields. We have deleted unused fields such as the 024 and the 028.
- We have also deleted or replaced text and fields that did not apply to the record, such as "Contents of the kit"

Fixed Fields -- Record type: VIS											
Type	o	ELvl	I	Srcce	d	Audn	j	Ctrl		Lang	eng
BLvl	m	Form						MRec		Ctry	inu
				GPub							
Desc	a					DtSt	s	Date1	1993	Date2	
TMat	b	Time	nnn	Tech	n						
LDR				01081nom	a2200289Ia	4500					
005				20130329165525.0							
008				130329s1993	inunnn	j		bneng	d		
006				aa	j	000	1				
020				+z	0688091725						
020				+z	9780688091729						
092				+a	[E]						
100	1			+a	McKee, David.						
245	1	0		+a	Elmer	+h	[kit]	/	+c	by David McKee ; designed by Anne Wilkinson.	
260				+a	Portage, Ind. :	+b	Crocodile Creek,	+c	c1993.		
300				+a	1 book, 1 stuffed elephant, and 18 stuffed flannel board pieces	+c	in bag 46 x 36 cm.				
500				+a	Book published: New York : Lothrop, Lee & Shepard, [1989], c1968.						
520				+a	This storytelling kit includes a stuffed Elmer the elephant as well as various stuffed pieces with velcro for use with a flannel board to aid in telling the story of Elmer by David McKee.						
650	0			+a	Elephants	+v	Juvenile fiction.				
650	0			+a	Flannel boards.						
650	0			+a	Storytelling.						
700	1			+a	Wilkinson, Anne.						

# On Order Records

- The K\_stub template can be used for On Order/Temporary records, but you can also use any appropriate templates for your item type.
- When you use it, or create any On Order record please fill in as much identifying information as you have. This makes it easier for people to determine if the item they have matches your On Order/Temporary record.
- If there is a full or CIP record already in the catalog or available for import, you don't have to create an On Order record



# On Order Records

- If you are attaching holdings to an existing On Order or Temporary record, and you have the item in hand, you should upgrade the record.
- With On Order records, this can be done by overlaying the record, and/or doing any edits necessary to CIP information. See [Cataloging Tip #31](#) for info on upgrading CIP records.
- If you have the item in hand, the record should no longer be an On Order record! It doesn't matter if you didn't input the original On Order record. EI records belong to everyone.

# Locally Produced Materials

- In many cases you will need to create original records for locally produced materials that are not conventionally published.
- Examples of this include genealogical information, Cemetery Records, journals, scrapbooks, pamphlets, etc.
- You may just have to do the best you can with the information provided on the material, but it's always helpful to find records for similar items as a guide.
- It can be helpful if staff request that when people provide this material, they include a title page and pertinent information such as author or creator, and date created.

# Locally Produced Materials

When cataloging local materials, determine if the item would be considered published or unpublished.

- If there are multiple copies made to be distributed in some way, consider it published.
- If the item is meant to exist as a single instance, consider it unpublished.

# Unpublished Materials

## AACR2

The 260 subfield a and subfield b can be omitted, with the information known about date the materials were produced supplied in 260 subfield c.

Example:

260		+c [2014?]
-----	--	------------

## RDA

A second indicator of 0 for production would be used with the 264 field, rather than a second indicator of 1.

The producer would be the author or group responsible for the work.

Example:

264	0	+a Zionsville, Ind. :	+b Rotary Club of Zionsville,	+c 2014.
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# Self-Published Materials

If the materials are known to be published by the author, then the author's name and home town (if known) can be listed in the 260 or 264 field.



# Unknown Publication Information

- Note that there are specific rules in AACR2 and RDA on how to indicate when information about the item is unknown.
- When you provide information not found on the material, use square brackets to indicate this.
- In RDA you should strive to find the information from another source when possible, but if completely unknown enter as below:

	AACR2	RDA
Unknown place of publication	S.I.–Capital S, lower case L.	Place of publication not identified
Unknown publisher	s.n.	Publisher not identified

# Unknown Publication Information

Here is an example of an AACR2 record for an item where the publisher and place of publication are not listed on the item.

082	0	4	#a 813/.54 #b 22
100	1		#a Klein, Edward, #d 1936-
245	1	4	#a The Obama identity : #b a novel (or is it?) /
246	1		#i At head of title: #a Birth certificate
260			#a [S.l. : #b s.n. ], #c c2010.
300			#a xviii, 336 p. ; #c 22 cm.
600	1	0	#a Obama, Barack #v Fiction.

# Unknown Publication Dates

- When the date of publication is unknown, provide your best guess. If it is a guess, this is indicated with a question mark in the 260 or 264 subfield c. [1984?] S.l.–Capital S, lower case L.
- The date is then coded in the fixed fields as a single date. Any unknown digits are entered as u. 1984, 197u, 20uu.

	AACR2	RDA
Decade can be guessed	[197-?]	[Between 1970 & 1979?]
Century can be guessed	[19--?]	Between [1900 and 1999?]

# Example Cemetery Transcription

## TCN: AUTOGENERATED-19488

Fixed Fields -- Record type: BKS											Bibliographic source		
Type	a	ELvl	I	Src	d	Audn	e	Ctrl		Lang	eng	System Local - Invisible w/o holdings	
BLvl	m	Form		Conf	0	Biog		MRec		Ctry	inu	Update source	
		Cont		GPub		LitF	0	Indx	0				
Desc	a	Ills		Fest	0	DtSt	q	Date1	2000	Date2	2009		
LDR		00620cam a2200205Ia 4500											
001		18035853											
003		EG-IN											
005		20100805192935.0											
008		070101q20002009inu e 000 0 eng d											
092		#a 977.201											
245	0 0	#a Orange County, Indiana cemeteries.											
260		#a [S.l. : #b s.n., #c 200?].											
300		#a 1 v. (unpaged) ; #c 29 cm.											
505	0	#a Binder contains partial transcriptions (pulled from various internet sites) of the following: Agan Family Cemetery -- Africa Cemetery -- Bowles Cemetery -- French Family Cemetery -- Allen Family Cemetery -- James Baker Cemetery -- Beech Grove Cemetery -- Big Branch Pioneer Cemetery -- Bluff Springs Cemetery -- Brooks Family Cemetery -- Burgess Family Cemetery -- Campbell Family Cemetery -- Cane Creek Cemetery -- Carroll Family Cemetery -- Cornwell Family Cemetery -- Cox Family Cemetery -- Critchfield Family Cemetery -- Ames Chapel Cemetery -- Fairview Cemetery -- Finley Cemetery -- Doctor Line Cemetery -- Alson Harvey Farm Cemetery -- Elijah Hawhee Cemetery -- Green Hill Cemetery -- Hancock Cemetery -- Harned Family Cemetery -- Harrison Family Cemetery -- Higgins Cemetery -- Hillsboro Cemetery -- Knights of Pythias Cemetery -- Lick Creek Settlement Cemetery -- Lick Creek Friends Cemetery -- Lowe Cemetery -- Marlett Cemetery -- Meacham Cemetery -- Sarah Miller Cemetery -- Millis Family Cemetery -- Moore's Ridge Cemetery -- Newberry Cemetery -- Joshua Nichols Cemetery -- Noblitt-Webb Cemetery -- Old Methodist Cemetery -- Old Union Cemetery -- Painter's Creek Cemetery -- Patoka Memorial Cemetery -- Potter's Field Cemetery -- Providence Cemetery -- Robinson-Pace Cemetery -- Rock Springs Cemetery -- Scott Cemetery -- Springer Cemetery -- Stampers Creek Baptist Church Cemetery -- Sutherlin Family Cemetery -- UB Church Cemetery -- Wesley Chapel Cemetery -- Wilson Family Cemetery -- Winger Cemetery -- Worrell Cemetery -- Wolfe Family Cemetery -- Granny Wise Cemetery.											
650	0	#a Cemeteries #z Orange County (Ind.)											
651	0	#a Orange County (Ind.) #x Genealogy.											
901		#a AUTOGENERATED-19488 #b AUTOGEN #c 18035853 #t biblio											

# Example Yearbook

## TCN: 5758583

Fixed Fields -- Record type: SER											Bibliographic sou			
Type	a	ELvl		Srcd	d			Ctrl		Lang	eng			
BLvl	s	Form		Conf	0			MRec		Ctry	inu		Up	
S/L	0	Cont		GPub	u					Alph	a			
Desc	a						DtSt	u	Date1	19uu	Date2	9999		
SrTp		Regl	r	Orig			Freq	a	EntW					
LDR				01148cas	a2200277	a	4500							
001				5758583										
003				EG-IN										
005				20110328181613.0										
008				940106u19uu9999	inuaru			u0uuua	0eng	d				
043				+a	n-us-in									
090				+a	H 051.772 Plainfie									
110	2			+a	Plainfield Junior High School (Plainfield, Ind.)									
245	1	0		+a	Reflections.									
260				+a	[Plainfield, Ind. : +b The Junior High School],									
300				+a	v. : +b ill. ; +c 27 cm.									
310				+a	Annual									
500				+a	Plainfield Library Local/Indiana Collection has: 1968-69, 1970.									
500				+a	Description based on: 1968-69.									
500				+a	Reflections is the Plainfield Junior High School student yearbook.									
591				+a	H 2976 (1968-69) ; H 2977 (1970)									
610	2	0		+a	Plainfield Junior High School (Plainfield, Ind.)			+x	Students		+x	Yearbooks.		
650		0		+a	School newspapers and periodicals			+z	Indiana		+z	Plainfield.		
730	0	1		+a	Plainfield Junior High School yearbook.									
998				+a	a110132									
901				+a	5758583			+b	System		+c	5758583	+t	biblio



# Example Scrapbook

## TCN: 5559280

Fixed Fields -- Record type: BKS											Bibliographic source		
Type	a	ELvl		Srcce	d	Audn		Ctrl		Lang	eng		
BLvl	m	Form		Conf	0	Biog		MRec		Ctry	inu		
		Cont		GPub		LitF	0	Indx	0				
Desc		Ills	o	Fest	0	DtSt	s	Date1	2005	Date2			

LDR	1		00718nam a2200181 4500
001			1p120051660
005			20050721135310.0
008			050721s2005 inuo 000 0 eng d
020			+a \$40.00
092			+a HER.RM 920 SCR
245	1	0	+a Scrapbook of Opal L. Catlin, music teacher
260			+a [Lebanon, IN : #b s.n.], #c 2005.
300			+a 19 p. : #b ill. ; #c 31 x 26 cm.
500	1		+a Donated by Lawrence J. Catlin.
520			+a Scrapbook compiled by music teacher Opal L. Catlin of students and musicians, and their recitals.
650		0	+a Musicians #z Lebanon #z Indiana.
998			+a a72188
901			+a 5559280 #b System #c 5559280

# Questions?

