BEYOND THE 008

FALL 2013 CATALOGING ROUNDTABLE

RECORDED LIVE ON NOVEMBER 21, 2013

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INTRODUCTION

{Sarah Childs}

Good morning everybody! This is Sarah Childs, and I am the chair of the Evergreen Indiana Cataloging Committee. And I am here to present the Fall Roundtable to you this morning. I'm afraid it's not not the most exciting stuff so I'm going to do my best to keep your attention. But we're talking about the MARC record and you all know about the 008 fixed fields. And we're going to talk about other fields in the MARC record that have coding that can affect the way the catalog works and displays.

So, let's get started. [1:20]

SLIDE 1: CONTACT INFORMATION

Here is my contact information, e-mail address and phone number, and I always like to put those out there to remind you that, hey, I am glad answer questions any time. Particularly, I am glad to answer questions about cataloging in Evergreen Indiana. If you get off that topic, then I might not be so helpful.

But for that I'm always glad to help out and do troubleshooting if need be. [1:48]

SLIDE 2: 007 FIELD

OK, so like I said we're...you're all familiar with 008 field, because we talk about that in the advanced training and probably many of you are familiar with it from previous cataloging training, but there are other fields in the MARC record that work similarly to the 008 and the 007 is one of them.

So, the 007 field provides coded information about the physical characteristics of an item. It provides different information and has, depending on the type of material, and so it has different codes for different types of materials. So the 007 is sort of like the 008 in that, depending on the type of material, you have to enter things into different fields and provide different information. It can be repeated if there's multiple types of materials associated with a record. There...you can use it for books, but generally one isn't entered into book records, and even though we're talking about 007, it has no *License to Kill*.

Let's take a look some 007 fields in the MARC record.

So, I guess since we're talking about the 007 fields; we'll go with *Skyfall.*

Okay, so, as you all know, though the fixed fields at the top of the record display in this handy grid,

unfortunately you don't have a handy grid like this for the 007 field. All you have is this line down

here with numbers...with letters entered into the various positions. It works a lot like the 008 field would if we didn't have the handy grid. So you have to know what the different positions are and where to enter the correct information.

One thing that you'll see about the 007 field is that this third slot is always empty. There's no...

There's no information in there, so you have that little break, which kind of helps make it easier to figure out what information goes where. [5:00]

SLIDE 3: 007 FIELD—SO WHAT?

Okay, so...so what? Why do we care about this 007 field? Just like the 008, the coded information it provides more information about the item that the record describes, and it can be used for things like search filters and generating icons for the record.

Currently, it is not used for that in Evergreen although in previous versions of Evergreen it actually did provide some display information, you might...you might remember that in previous versions in the display it would list things like videodisc or videocassette. And that was actually generated from the 007 field so when you saw ones that were wrong, it's because the 007 field wasn't coded correctly.

And so, it can be used for that kind of...for that kind of...display and, so, it's important to have that correct. Because that information could be really useful to users and in the future it's likely that Evergreen will make more use of the 007 field.

And it could be the discussion about having more specific icons like for Blu-ray and VHS and various things like that. Some of those icons would end up being generated by the 007 field so if we don't have these coded in the record and coded correctly then those icons won't display correctly. [6:39]

SLIDE 4: 007 FIELD—SO WHAT? II

So, it's particularly important with the DVDs and Blu-ray because of those are something that are really popular with the users and that it's important to them which one they're getting.

And this is something that you need to take a look at when you're adding records.

I'm going to talk about it in terms of creating records in Evergreen, and also we'll talk about it terms of copy cataloging. But, so...

If you create a new record in Evergreen, right now for our AACR2 templates we just have this K-DVD template and it does have here the 007 field in there. It's already got a...it's already coded for a common type of DVD. But when you create a new record it's actually important to take a look at this coding because this is the most common, but it might...not all of these codes might not apply to your item.

And in a few minutes we're going to talk about the different codes and what each of them means and so you can see why some of them will vary depending on what your specific DVD is.

But, so this one is only for DVD not for Blu-rays, because one of these codes specifically indicates that this record is for a DVD not a Blu-ray. It's actually this one right here.

So...this record...this record is for...so, like I said, this is the template for DVD, so it's coded for DVD. The "v" means DVD.

But this record is *Skyfall* and it's a Blu-ray record. And you can see it's coded correctly right here, it's got an "s", which the "s" means this record is coded as Blu-ray.

So, that's good!

So, if you use the DVD template for AACR2 to catalog a Blu-ray record you need to make sure that you're checking the 007 and correcting But the good news is you could, instead of using this DVD template, use the new RDA template which is coded for Blu-rays.

Okay, here we go. So, there's a DVD RDA template that's got the DVD code, and then you can see here there's a Blu-ray template. And it's got the Blu-ray code. So it's got the Blu-ray code already in that...in there.

So this is one of the reasons why it's important to use the right template for the type of item that you're using, because there might be information encoded in the template beyond the obvious.

So if you're not used to dealing with the 007 then you might not have ever...it...you...it probably never would have occured to you to to look at this and recognize that these were different...these are different depending on the type of item you have.

Okay.

So, so, when you're doing original cataloging you can use the new Blu-ray template but if you use the DVD template, don't forget to change the code. [10:39]

SLIDE 5: 007 VIDEO RECORDING CHEAT SHEET

Okay, so here's a little cheat sheet for the 007 field for video recordings.

So, you can see these are, sorry, so you can see that these are..have subfields. At OCLC they use...in Bib Formats and Standards, they use subfields for the different letters. In Evergreen, we have the...we don't...we don't divide them by subfields so you just use character positions, so the character position is listed here.

The very first character position, it's called zero (00) so you have 01 and then you saw that there was the blank spot. So the blank spot is, would be subfield "c" or character position 02 and there's nothing there so you see it. We just skip. The blank spot, that would be "c" or "02".

So, you've got zero, 1,2,3,4,5,6 et cetera.

Okay.

So. The first position is for video recordings; that's going to be the same no matter what kind of videorecording you have: VHS, DVD, Blu-ray. It's always going to be "v" for videorecording.

So for your...the second one is going to vary depending on whether or not you've got a disc or a cassette. So if you have it, a disc, a DVD or Blu-ray, which is what you're usually going to have, it'll be "d". But if you happen to have a VHS then it's "f". So, if you're still...if you've still got VHS in your collection, then I've got VHS on here for you too.

There's been a...the third slot which according to the way we would probably normally count it, is the fourth slot, is...tells whether this is in color...whether the movie is in color. So this is one that could change from the...what you have in the template. The template says it's color because vast majority of materials that you catalog are going to be in color. But you're going to run into a few things that are black and white or then there's "m" for mixed, and mixed would be something that some parts of it are in color and some parts of it are in black and white like *The Wizard of Oz* or a lot of PBS television programs that are...that are history programs go back and forth between color and black and white, so those would be mixed.

Then you've got video recording format and this is the one that I talked about which tells you whether or not it's DVD or Blu-ray.

And so I've got this one in red because you really want to pay attention to this one because if--if this is wrong, then anything that the system builds for sorting or display, for searching or display, that isn't going to work for your record.

So, we've got "v" for DVD, "s" for Blu-ray, and "b" for VHS.

So then you've got "a" for sound on medium and 99% of the time, your items are going to have the sound on medium. DVDs and Blu-rays and VHS, pretty much always are not...have sound so the only exceptions...the only times when this would happen would be for some reason we had a completely silent item. And...and so even if you have a silent film, it's likely that you have sound on the medium because there's probably music associated with it. So, it would be extremely rare to have something that was completely silent.

Maybe if you had a DVD recording, like, if some...the lay...of old home movies that nobody had recorded any...they hadn't added any music or recorded any narration to go with it when they transferred it to a DVD. That might be a case when it would be silent, but, like I say, that would be extremely rare so I just have "a" for here. If you needed it to be silent, you could look that up, because that would be such a rare occasion.

And then the medium for the sound, so this is...so the medium for the sound is going to be the videorecording, so it's coded at either for videodisc "i" for DVD and Blu-ray or "h" for VHS.

The dimensions, this is the dimensions of the tape, so you have "z" for DVD and Blu-ray and "o" for VHS.

Which "z" basically is not applicable. And then configuration of playback channels, so this is also about the sound, and this one is actually optional. You don't have to include $i, but I...gener-generally most modern DVDs it's going to be "q" for multi-count...-channel so it's going to be, you know in surround sound, but it could be in stereo, it could be mono-track...that would be pretty rare... and if you don't know you could just code it as "u". Usually with modern DVDs, it says right on the case what kind of sound it has. And that's going to be in the record elsewhere where you've got, you know, like, Dolby Digital Surround Sound et cetera, so...[16:40]

SLIDE 6: 007 FIELD – USEFUL LINKS

That is the cheat sheet for video recordings. If you need more detailed here are links to access it. You can take a look at it either at the MARC site or at Bib Formats and Standards. So let's take a look at MARC here. So...we've got...it's...this...shows all of the different types of 007 fields.

So specifically today we're covering video recordings, but it varies depending on the type of material you have. So, another common one that you're going to see is sound recordings, so let's take a look at that one.

So...this page shows all the different types, and, if you click on the title, it takes you to more specific information about what are the valid codes for each of the slots for that type.

So...sound recordings, you're almost always to have sound discs.

And so, the good thing about the 007 field is that a lot of it's pretty standardized so for the same type of material you're going to have the same information over and over again, with only small variations for things, like, when you have black and white instead of color, or, for a music CD, a small variation might be again the type of sound, so it it's...if it's not surround sound, if you've got stereo or a single track.

But most of it is going to be standardized, so, if you have a CD, all...it...all the things are going to be coded the same for CDs every time. So that makes it easier, and you start to get used to seeing what goes in what slot. You know, okay, if you look at it, and it looks weird, because it's not like the same one you've seen every time, then you know to check things out.

So, you code "d" for sound disc, and then the speed, whether...whether or not there's a groove with...with music CDs the groove isn't applicable. Because this would...this is for records basically. So, the nice thing about looking at the MARC version instead of...or...at the Bib Format and Standards instead of the basic MARC's site is it sort of gives you a little more information...about...about each one.

So, here...here we're looking at basically the same thing on the MARC's...on the Bib Formats and Standards' site where you can see all the lists the different types of 007 fields and you can look in specifically and let's again look in at sound recordings. So, if you scroll down it...it tells you more information about each one. So, instead of just giving you the speed, it tells you which one is for compact discs, so, obviously, that's a little more helpful than just the list if you don't know off the top of your head what is the speed of a compact disc and what is the speed of the kind of record that you have, et cetera.

So, I think the MARC...that the Bib Formats and Standards is a little more helpful than the MARC site but it's really matter of preference. [20:45]

SLIDE 7: 006 FIELD

Okay, so...so, that is a brief introduction to the 007 field.

Now we're going to talk about 006.

So, the 006 field is used to provide material characteristics in addition to those found in the 008 fixed fields. So the 008 fixed fields are not repeatable. So the 006 works like a second, or third, or fourth, et cetera 008 field when needed. So you can provide material characteristics for accompanying items with the 006 and it's also used in situations where an item combines more than one material type. So, this doesn't happen very often, but you could have something that was, for instance, a serial and a record...and a sound recording, and so then you'd needed an 006 field to record the information about the serial because the sound recording 008 field doesn't have room to input information about serials.

So, let's take a look at the 006.

So, I'm going to pull up the kit template here. Oh, and we don't have any 006 fields in the kit temp-[laughing]...kit template.

So, but what you'll notice that the 007 field had...that the...that the kit template has by default 2 007 fields. It's got one for video recordings and one for sound recordings.

So, this is something I really want to point out to you because, when you're creating a kit, you need to take a look at the 007 fields and include only what's applicable to your...to your kit so if your kit doesn't have any video recordings or sound recordings you would take both of those out. If it has a video...if it has, like, multiple video recordings and no sound recordings, then you would want to change the sound recording one to a video recording one.

And, you might also need to include an 006 field. So, the default up here is the kit form, and so you might also want an 006 form field, so...so to code the information about the additional materials...[23:53]

SLIDE 8: 006 FIELD EXAMPLES

A case when you'd...let's see...other cases when you're going to have 006 field...would be a book with an accompanying CD-rom, a DVD that has an accompanying music CD.

So, because the 008 field codes the information about the main item, with a book with an accompanying CD-rom, you're going to have information about the 008...about the book in the 008, then you'd also want, you also might want an 006 for information about the CD-rom. [24: 35]

SLIDE 9: 006 FIELD LINKS

So, here are the links to the 006 field information in the MARC and the Bib Formats pages. The...the same type of information as you find for the 007. The specific lists of each type of 006 field that you might have. Each...and what can be coded...what should be coded in each position.

And again, the...I-I think that the Bib Formats is a little more user friendly but it's just your own preference.

QUESTION: (Mary Emmrich) "The same would apply for book and CD sets, correct?"

Alright. ...the same would apply for book and cd sets as well. So, yes, with a book and CD set...

Let's...let's pull some of those up.

And, let's see, we have another question: are 006s required or only a suggestion for items with accompanying materials?

That a good question.

Technically, they're required, [laughing] but you'll note that a lot of records are missing them.

Okay, so, here are some book and CD sets, so let's take a look at these and we'll look and see what...what we've got.

Okay, so, here you see this is a...it's a...it's a...set that's a CD and the read-a-long book. So, and up here at the top you'll note, there is an 006 field and an 007 field.

So the... the 006 field is going to be for the book, because this is for the accompanying material.

And this record, the main item is the sound disc, so we've got the 008 field is the sound recording field, so our 006 field is for the book which the accompanying material. And then you have an 007 field which is for the sound disc. So you have additional information about the sound disc beyond what's in the 008 coded into the 007 field.

So, yay! It's a good record! I have a feeling if we go through all of these we will find they don't all have the 006 and 007.

Another good one.

QUESTION: (Jennifer Steffey) *"How do you determine what is the main material and what is accompanying?"*

With...a lot of times that falls under cataloger's judgement.

With book and CD sets, we really recommend that you consider the CD the-the main item just because as far as the user is concerned that's the thing that, like, people are going to be more interested in knowing.

Usually, books don't come with CDs, so the CD is what makes it special.

And so...so...that's one of those things that you can really go either way, but in Evergreen Indiana we recommend that you make that, with a book and CD set, that you consider the CD the primary material. When you...when you...with other materials it can be really...it can really vary. With...with books that come...with adult books that come with accompanying CDs and whatnot, probably you're usually going to consider the book the main material and the other matter accompanying. So, like, if you--you have the...a textbook that comes with a CD-ROM or, you know, a music book that comes with a music CD, usually if you're going to put...

A lot of this might depend on what collection you're going to put in, so if you...if you're...if you know this is going in your nonfiction collection then to you the book is the main item and the other material is accompanying.

Yes, when you...with a book and CD read-a-long set, if you're considering the CD, this...the main item then, yeah, the type is "i" for sound recording.

Okay, this one is actually...looks like a...this is an electronic resource, and so you'll see that this has actually got several different fields. You have an 006 and 2 007s.

So, the 006, it...so it's-it's coded as a sound recording and the 006, let's... let's take a look at this so when you come along upon a record and you see the 006 or 007 in there and you're...you think, "Okay, what does this mean?" You can just simply go and look it up. So, we've got 006 and we want to know what...what's the 006 field...for? So, we've got an "m". So the "m" tells us it's a computer file and electronic resource.

So that...so...for this you have an 006, because, in the basic 008, you can provide information about a sound recording but it's intended...but it doesn't have room in the fixed fields to provide it information to tell you about the electronic nature-nature of the resource. So this is one where the 006 isn't about accompanying materials. It's additional characteristics beyond what you can provide in the 008 field.

So then you have an 007. You have a couple of 007 fields. And so, and, like I mentioned, these are repeatable, so one...let's see, this one I think is the sound recording one...

So, yeah. So "s" tells us it's a sound recording, and then the "c" is for electronic resource.

So this is a...both an electronic resource and a sound recording so you have 007s for both.

This shows you how...how much information that ends up being provided in these fields and how one resource can end up having...needing a lot of additional codes.[33:04]

SLIDE 10: KITS RECORDS AND THE DOUBLE 00S

Okay. Okay, so, we talked about kit records and that when you're using the kit templates you need to check and make sure they're correct and that you have the right ones.

And so we saw that book, by default, the template includes an 007 field for a video recording and an 007 field for a sound recording and so this is something I'm really pointing out because it varies so widely. And it...a lot of the kit templates the... the 007 field is pretty consistent and it's going to be the same from thing to thing and you don't really have to worry about the coding on it much.

With kits, that's really not the case. You need to pay attention to what you have because if you don't change it then any future development that's based on the 007 field, your kits are going to look really strange to your users.

And so, be sure you delete or add these fields as needed with those templates. [34:25]

SLIDE 11: EDITING THE 006 AND 007

Okay, so, let's talk about how you can edit them in Evergreen.

You have to use the flat text editor right now. And, unlike the 008, you saw, there's no helpful grid, so you have to be careful to enter the correct codes in the right slot. So...but one thing to keep mind is you can copy and paste these. So when you are cataloging the same type of material over and over, and you know that the codes are all the same, you can copy it from one record into the new record and just paste it instead of having to carefully code each slot for every record that you do when it's the same thing over and over.

So, if we turn on the flat text editor, you can see that spaces are indicated by a backslash. So, you want to make sure that you...that you're using the correct characters and you just have to be ready to count and make sure that you're entering the right one in the right place.

The easiest thing to do, I think, when you're filling one out is to just start at the beginning, code it, take a look at it, you can pull up your reference and go back and forth and just code each slot as you go down...go down the line.

So, if we're coding a...a video...let's say, in this case, we got a sound recording...so usually, what I do is, I just come down here to the first one, and I take a look and I enter it in the space and then I just go right on down the line. So, and you can, you know, mini-minimize this so you can be looking at both at once if you need to.

And it also really helpful to make the little cheat sheets like I did for the video recordings.

So, for things that you commonly use, I-I have, especially if I'm cataloging a bunch of the same type of thing, that doing...particularly doing original cataloging, I-I have a cheat sheet that I refer to. And I can post those for you guys on the... the Evergreen Cataloging blog. (http://catalog.evergreen.lib.in.us)

But, so, here we've got the "s" for sound recording, then "b" you can see it's a "z". "z" is other so it says none of these codes is appropriate. That's because it's online and all of these are physical carriers.

And then a lot of these are going to...you can see, we've got a bunch of "u's" and "n's" because most of these things are about the physical characters...characteristics so they don't apply for an electronic.

And we've got a question.

QUESTION: (Doug Conrads) "Using the flat text editor, do you input the alphabetic codes of MARC?"

Yes, that, well...I-I'm not sure I understand the question.

The...yes...so using it...using the flat text editor is how you can edit these if you...for the 006 and

007, if you turn it off, you'll see that...or, actually, you can...it looks like you can edit them. I'm sorry! In previous versions of Evergreen you couldn't. [Laughing]

So it looks like it you actually can do this straight from the...the...the normal MARC display, so, hey, it's easier than I thought it was!

So you can...so then it's really up to you whether you prefer to use the flat text editor or the regular display.

Oh! That's a good point. But if this field...if it...this you do need to use the flat text editor for so if...if you, say you have a audiobook record that doesn't have a book and CD set record and you note it doesn't have the 006 and 007 and you want to add them, then in order to add them, you have to use the flat text editor for that. You can't add additional lines.

If I...I'm doing control-delete...or control-enter here to add additional lines, and it won't let me so, you can't add these fields from the standard MARC editor. You have to use the flat text editor to new...use new...new ones...to create new ones for now in this current version of Evergreen. [40:00]

SLIDE 12: FOLLOWING THE LDR

Okay, let me just...moving this along 'cause, wow, I'm taking more time on this than I...

Okay, so, the final field that I want to talk about is the LDR field, which is called the leader. And so, unlike the rest of the fixed fields, the leader doesn't contain information about item the record describes. The leader contains information about the record itself. So, and a lot of information that's in the leader is also on the 008. So, they kind of work in tandem. [40:47]

SLIDE 13: LDR LINKS

And here we've got the links to Bib Formats...Bib Formats and MARC to the information on the leader.

In this case I actually like the MARC version better than OCLC.

But, so, it gives you information about what the leader, what information is in there and you can see how some of it repeats from the 008. So, like, the type of record, that sounds familiar to you, I'm sure, we put that in the 008, the bibliographic level is also in the 008, but then it's got some information that not in the 008. And that most of this is not something that you really have to worry about. It's sort of created by default. It's already encoded in your record, and you don't...you don't need to worry about it, just be aware of it.

But there's one sort of exception that has been causing us some problems in Evergreen, and you might have run into it...run into this before. [42:01]

SLIDE 14: IMPORTANCE OF GOOD LDRSHIP

So, like, so, the ILS uses the information in the leader to process the record and so if it's coded incorrectly, it can cause problems. So, if your leader's bad, so is your record. [42:15]

SLIDE 15: IMPORTANCE OF GOOD LDRSHIP II

So, the one that's been causing us problems is the ninth place in the leader which is for character encoding scheme, and our ILS requires for this to be unicode and so it needs to be coded as "a". And if it isn't coded as "a", then the system can't handle characters like diacritics and some punctuation, and it just...basically, it seems like the system freaks out, and it won't do anything with the record at all. So the records become unsearchable and they won't display. So, if you run into this problem where you have records where you...you've got...you've got item in hand, and you can pull it up with your item barcode but then when you search in the catalog and what...it's not coming up, this is why. [43:06]

SLIDE 16: IMPORTANCE OF GOOD LDRSHIP III

So, the good news is that we have created a report to find, thanks to the helpdesk, to find all the records that have this error, and I've actually been going through and recoding them and they're almost all completely corrected. And we think that this is a bug that was from an earlier version of Evergreen and it's not happening anymore. So, this is only...it basically it only affects...affected a few older records. And so we likely shouldn't have to worry about it in the future. But, just to make you guys aware of it. So if you run into this, definitely report it because we want to know, so, but it's easy to fix it for a specific record.

So, let me talk about it...that for just a second.

Okay, so, here's one that I haven't fixed yet.

So they can be retrieved by the database ID or, like, the TCN, but most of them aren't searchable. So, let's see if this one...actually this one might be searchable. I don't see any weird characters in it. Oh, no, I bet there's some in here.

Okay, let's give it a shot!

Okay, so the name of this is *Jacob Two-Two and the Book of Magic*. And, let's see...here, we'll get more specific.

Okay, so, we've got a record.

Okay, so this one actually is working. It doesn't have any weird characters. So, the good news is, that, if it...if the characters in it are normal, then the record still works. But if you have any non-standard characters then the record doesn't work. And the majority of the records with this problem had non-standard characters in them. And one of the problems with this is that even though it doesn't have any non-standard characters in it right now, so, if somebody decided to, say, paste a summary or a 505 into this. And correct...or correct the one that exists and they pasted it from another from, say, online, you could paste in non-standard characters and not even realize it. Then, when you save the record, now, all of a sudden, the record is broken, and it won't work any more, and you don't know why. So, that's why it's important to have this coded even in, like, this case where this record's still fine.

So, like I said, it's an easy fix, and, so, you just have to add an "a" into the...into this empty space. So, now if I save this record that solves the problem.

Okay.

So, you can see that in here, there's...

Oh, but the leader, you actually have to use the flat text editor for. You can see when I click on it, nothing happens. So, if I go into the flat text editor, then I can add the "a". And you can see there's two spaces here the middle: one of these spaces needs to be "a". And it's a really important that you have the characters in the correct spot, and this is the same with the 007 and the 006. If they're not in the correct spot, then you're providing completely different information. So, I can't just type the "a"; I actually have to backspace and put where I have to paste it. I have to...if I just add an "a", and there's still this extra space in it now, then everything past where I added the "a" would be off. But it's pretty easy because, you know, because it's always a space and then the "a".

So, we'll come back to this and I'll see if we run into one of the ones that is unsearchable. But, I know a number of you have run into these unsearchable records in the past and so this is why it was happening and how it's being fixed. So, hopefully, you shouldn't have this problem in the future.

Okay.[48:50]

SLIDE 17: CLEAN CATALOG PSA

So, now we're going to switch gears off of the 007, 008, all of these fixed fields and talk about something a little different but still cataloging. [49:03]

SLIDE 18: HOORAY FOR THE DEDUPE!

Okay, so, hopefully everybody's really enjoying the benefits of the recent duplication! There's a...I know that me and the staff at our library have really been happy to find fewer records wade through. And it-it makes the cataloging a lot quicker for us. Please, continue to report the mis-merges to everyone, and also, I just want to emphasize, how important it is when people report these that you check them and fix them. Because if you don't, then not only is it providing...it...it makes the catalog inaccurate for your patrons, but also you can end up transiting things that people don't want. Because, if you place a hold on something, thinking...and the record says it's one thing and then it arrives at the library and that's not at all what it is, then they just have to send it back and place a new hold and so that's terrible customer service. And creates extra work for everyone. So, even though checking it seems like a hassle, it's important to do that. So check it and fix it when you find...when you see these records, when you see the information about the mis-merges on the listserv.

And so, that's a reminder that it is really important to check your e-mail and watch for information from the listserv! [50:29]

SLIDE 19: RECORD DUPLICATES

Okay, so, the record duplicates. We all want the catalog be as accurate as possible, and we also want it to be efficient. You don't want to have a lot of duplicate records in there, because then you're wading through them. You can't fill holds as easily. And so, it's way easier for both us and the users when we don't have duplicate records. And, if you search for new item and there are a lot of different records, that's confusing because you can't tell are these actually different...you can't immediately tell are these actually different or...or are they just duplicate records? So then you have to go through and look at each record and examine them and figure out, wait, is...does my item...does it...is it important for me to attach my item to one of these records or is any of them fine? So, the best way to avoid the duplicates is to not create them in the first place. [51:33]

SLIDE 20: WHEN TO ADD A NEW DVD RECORD

Now, we have a lot of old duplicates in the system and obviously we're not creating those. Those are the result of migrations and...but...you also really need to be careful when cataloging that we're not adding new duplicates to just builds to this problem. And so, we have a general policy that things that have different binding but the same content can go on the same record. And this applies to DVDs too. And with DVDs basically it's not a different binding, it's a different container.

So, let's talk a little bit about when to add DVD records. Because DVDs are one of the things that there's probably the most duplicate records for.

So, when should you add a DVD record? Only if your item doesn't match any of the existing records. And when you're trying to decide if your item matches an existing record, don't judge by UPC alone, because that might be the only difference between your item and the record that's already in Evergreen.

So what should you judge by? You want to pick...see if your...if your item has the same aspect review ratio, so, whether it's widescreen or full screen. Whether the display is the same, if the same language options, so, if it's got the same subtitles and audio language options and special features. And if it does, you have a match, so you don't have to create a new record even if your item has one UPC code and the record shows something else in the 024. So, just like with a paperback book that's been rebound where you can add that ISBN to the record, you can just add your UPC to the record. [53:31]

SLIDE 21: WHEN TO ADD A NEW DVD RECORD II

So, it's important to have a good record in the first place so that other catalogers can tell if your item is a match. So, I talked about the aspect ratio and the bonus features and the audio options, and so, if none of those things are listed in the record, then catalogers can't tell if their item is a match for the existing record or not. So, if they're not...

So, a good record is going to list those things if they apply to the DVD. Now sometimes the DVD doesn't have any of those things. It doesn't have, now it doesn't have bonus features or language options and so the record wouldn't mention them. But, just because a record doesn't mention them, doesn't always mean that the item doesn't have them. It just might not be a very good record.

So, this is why it's important for your record be as complete as possible, because it tends to add to...lead to duplicates because somebody will look at the record and say, "Well, my item has bonus features and audio options and the record...the record doesn't say that, so it must not be a match." But, maybe, they just didn't add them to the record.

So, you...so if your item otherwise exactly matches, you...but none of those things are listed, you might...this might be a case where you want to contact the person with that record and say, "Hey, does your item match mine?" And then you're not creating into a duplicate record.

And sometimes...and if you have the opposite problem or the record lists that it had bonus features and language options, but you look at the container of your DVD and it doesn't list any of those things?

Sometimes it doesn't...some...sometimes it just might be that they're not listed on the container but the disc actually does have them. So, if you have a DVD drive on your computer, then it's really simple to just pop that disc into your computer and take a look. Oh, does it have language options? Does it have bonus features? It just takes a second, 'cause all you have to do is look at the menus. You don't actually have to watch a movie to determine these things.

And so, I do that all the time.

QUESTION: (Helen Gross) "If everything matches except company producing, then you make a new record?"

Probably not, production company is something that I...you know, it...people might enter it differently onto the record. People...that's one of those things that could be catalogers' judgment. So, production company in most cases, probably you would still consider that to be a match.

QUESTION: (Ruth Cushman) "What about dates - if that's the only difference?"

What about dates? That one...that's an excellent question because dates with dvds are really sticky. Very often you'll see that the date is in brackets, and so, you might see on your DVD the date; it has just a copyright date, and then it's got a bracketed date that may match or may not on the record.

Usually with the...if it's within a year basically don't worry. What should be in the record is the date the DVD was released. And sometimes that DVD, that date is on the container of the DVD, and sometimes it's not. So, if it...and a lot of times, especially if it's an older or not very good record, the date in the record is for the date the movie was released. Not the date the DVD was released, and so it might be a year off but it's not. It's just that it was incorrectly cataloged, not that the items are actually different.

So, I hope...I'm sure that's about clear as mud because dates tend to be complicated with DVDs. But really...the...I mean, but the...that's why often it...if it's within a year, you're probably fine.

Okay. [57:58]

SLIDE 22: BLU-RAY AND DVD SETS

So, one thing where you're going to have...when...this is one of the things that sort of compounds, the making it difficult to find the right record for DVDs, is that now you have records that at first glance are purely identical because you've got the Blu-ray version and DVD version. So, you actually have to see more, you can't tell just from the short display that these are different and you have to look in more detail.

So, but obviously, you do need to have your Blu-ray discs and your DVD discs. Those do belong on separate records because they're different formats. Now if it came in a set, you can have them on the same record but we really recommend that you don't do that. It-it just doesn't serve anybody well. Because your patrons are going to want...your patrons are almost always going to want the Blu-ray or the DVD. They're not going to want both.

They might not care which one they get but they don't want both together. They're going to watch the movie. They're not going to, you know, they're not going to watch the DVD in their car and the Blu-ray in their house. It's just, which is sort of...They just want to watch the movie and they want, so one disk is fine. If you separate them, then you're going to get more circulation out of them, because two people...it can be watching the movie at the same time.

And it makes them easier to find in the catalog, and it's just much more user friendly to divide the sets.

But, we...we're not insisting on it, so if you...if you feel very strongly for some reason that it's better for your library to keep the sets together, then the record will describe both the Blu-ray and the DVD.

And so, it's going to have an 007 for both the Blu-ray and the DVD. It...when you got individual ones you want to make sure that the 007 is correct. So, you're going to have a DVD 007 for DVDs, a Blu-ray 007 for Blu-rays.

And, you're going to also indicate it...that it's a Blu-ray record. It's going to say in the 538 that it requires a Blu-ray...it's going to...that it's Blu-ray and requires a Blu-ray player, and have a 250 that says it's the Blu-ray version.

So, these aren't duplicates because they're a different format and when you're...so if you have a set then you could end up with a Blu-ray record, a DVD record and a record for the set, Blu-ray plus DVD. And obviously, that just makes it that much more confusing for the patrons which is another reason why we recommend having... separating the sets.

And I want to point out that very often the DVDs that come in the set with the Blu-ray are the exact same disc that you could buy individually and so you don't need to create an additional record for the DVD from the set that's separate from the DVD that sold individually. You can add your DVD holding to the existing DVD record. Occasionally, they're different, and then you would need to create a new record. [1:01:41]

SLIDE 23: MERGING HELPS TOO!

Okay and so, the first line of defense against duplicate records is not creating them. The second line of defense is merging. So, DVDs, especially old DVDs, are one of the things that there are more duplicates for than anything else. And one of the reasons for this is that DVDs usually don't have ISBNs and the ISBNs are what we use for the deduplication. So, the DVDs aren't really affected very much by the deduplications script.

And another reason why there are lots of DVD records is that a lot of the DVD...DVD records are very brief and so, when the migrations occur, the system can't match them.

So, if you know that you have your older records...your older DVD records are very brief with not very much information about the DVD, then it's a huge help if you can go through and merge them because you can tell what your DVD is. You can take a look at the DVD and go, "Oh, this is the version we have."

If there are not a lot of versions of the DVD then it can be more straightforward to merge when there are lots of brief records, but when you have something where you have a lot of different editions, so say, like, you have a DVD of *Gone with the Wind*. If your record just says "DVD-*Gone with the Wind*", then there's no way for somebody to tell, is this, you know, the 50th anniversary edition? Is this a widescreen version? Is this, you know, does it have bonus edition...bonus features? Does it not? Nobody can tell except for you, because you can get your DVD, take a look, and merge it to the...a full record for what you have.

And this provides a lot better access for your patrons, because now you have a record that's got subject headings and summaries and it tells...lists the actors in the film and it can...it tells whether or not you have bonus features, so if somebody's like, "Oh, I've been really wanting to watch, you know, the...the bonus features for this particular movie!" They don't want...which a lot of people love to watch bonus features.

So that is...can be a draw for your patrons. Then having your right items attached to a good record let's your patrons know what you have. And it can increase circulation. And it makes things easier to find, so that certainly is something that would help everyone. Because then when somebody else is cataloging *Gone with the Wind*, if you've gone through and merged in your records then that's five less *Gone with...Gone with the Wind* records that somebody has to go through to figure out, "Wait, is this one the one that's a match for mine? Is this one the one that's a match for mine?"

So, we really encourage you to take a look at your older DVD records and merge them to good records. [1:04:48]

SLIDE 24: USEFUL WEBSITES

So, here are our standard links that I like to provide. The Procedure Guide, the Cataloging Manual, and the Cataloging Blog and also Bib Formats and Standards.

And so, any more questions about duplicates or merging or the 006, 007, and LDR field? [1:05:16]

QUIZZES

Okay we've got...we've got a few quizzes for you. A couple of things to see if you were paying attention and also a poll to help us out in planning the next roundtable. So, let's see...

We've got a question about the leader, and also some practical information about the 007. And second one is sort of an opinion poll but I also...I do have kind of one in mind.

So we'll give you a minute to take a look at those and then talk about them. So, and, don't worry, you're...we're not going to punish anybody for getting a wrong answer. So, go ahead and feel free to jump in; answer the poll. You'll still get your LEU, even if you get them wrong.

Okay, so, the first one is, "What is the leader?"

And we've got:

- The leader stands...the LDR stands for Leader and it provides information about the MARC record. It...
- The leader is...stands for length a DVD runs, and it is where the running time for the movie should be recorded.
- A leader stands for Leader and that's where you put the most important information about the item.
- Or none of the above.

Okay, so, the correct answer is the first one. It--it does stand for leader and it does provide information about the MARC record. The second one where it says it stands for Leader, we had a few people put...guess that and it's not where you put the most important information about the item.

The leader, it provides information about the MARC record, not the item being cataloged.

Okay, so, our next question: "What is the most practical thing to take away from this roundtable?"

- Well, so the first one is make sure you examine every single code and digit in every MARC record.
- Check records for video recordings for the 007 and make sure it's coded for the correct format.
- And the 006 provides additional information beyond the 008.
- And the 007 field is repeatable.

So, the...the last four are all correct. I think that the "Check video recordings for the 007 field and make sure that it's correct." Or I should say the last three...

Sorry, the formatting is weird so we've got extra bullets in there.

So, they're all true, but I think that the video recording one is the most practical. This is something that you should do and look at when you're cataloging your records. The first one, "make sure you examine every single code and digit in every MARC record," I don't think that's very practical advice because probably most people don't have time to do that, to be quite frank. In an ideal world, you would do that, but, I mean, I recognize that I don't have time for that and I'm sure you don't either.

But, this points you to some things that you should be aware of that can cause problems, and that...to look at, if, hmm, something seems weird about this record, and, likely in our next version of Evergreen, we will be...we will have an option to filter the searches for DVDs by whether it's a Blu-ray or a VHS or a DVD. So this is why we really focused on video recordings, which would be really useful for the patrons but it will only be really useful for the patrons if the 007 fields are coded correctly. So I wanted to make everybody aware of the 007 and what they're for, and why you should take a look at them. And at the very least make sure that the code for the type of video recording it is is correct even if you don't look at every single code in the 007 field.

When you're doing original cataloging, I do think you should look every single code and make sure it's all correct because you have...you're creating this record and you should take ownership of it and make it the best record that it can be. When you're doing copy cataloging you kind of have to trust the cataloger that came before you, and so you don't necessarily have to look at it quite as carefully. But you...but as you know you should look for the basic matching points and one of the basic matching points is, is your item a DVD or a Blu-ray? So you'll want to make sure the record reflects that accurately. [1:11:09]

POLL: FUTURE ROUNDTABLES

And finally we've got a little poll for you.

Okay, so, which one of these would interest you most for a future roundtable?

Probably should have made this a multiple selection option that, would any of these you?

And, if you have an idea for something that you think would be super helpful, please go ahead and enter that in the chatbox. If there's something that you've been dying learn about...

Okay, right now it's looking like original records is taking the lead.

Okay.

Q&A

QUESTION: (Jeanne Brock) Please go over the kit coding again.

Okay, so we have request to go over the kit coding again. So, specifically, do you mean the coding for...do you mean in general? Do you mean the coding for the 006 and 007?

'Cause, of course, there's a lot of coding, but let me...I can pull up the 006 and...or I can pull out...up the kit template and do you mean kits and do you mean general kits or the audiobook read-along?

COMMENT: (Jeanne Brock) General kits, you mentioned earlier

Okay, general kits.

COMMENT: (Mary Emmrich) Sarah, I think it would be helpful to define the term "kit" for everyone.

Okay, we have that...it would be helpful to define the term "kit." Okay, if only that could be done!

So there...so there are actually in a few different definitions of what a kit is, and it kind of depends on the context. For cataloging purposes, something that's coded as a kit would be something that includes materials that have multiple formats without any one being the primary item in that...without any of them being primary. So when you're talking about a book with...that comes with a CD, you are usually considering one of those to be the primary item. When you have a kit one, you don't have something that's primary.

COMMENT: (Jeanne Brock) Educational kits.

There's also educational kits that include a tool...that could include...that can really include just about anything. They often include toys, sometimes they don't even include media but they just are kits that include various packets and books. And workbooks et cetera. And so, even though those technically don't include various types of media, they're still considered an educational kit.

So let's load the kits...

Okay, so, yeah, educational kits are probably the ones that we have to deal with most commonly in public libraries, so--so, basically here is the original...here is the template for kits. So when you have a kit, you're going to take a look at what types of materials are in your kit. So, if you have a kit that

is basically all textual material, which could happen where you just have several different work...you have a few different workbooks, maybe it has flash cards, so essentially, it's all text. Flash cards are kind of iffy; those might be considered art. But, so, then you would actually go ahead and remove the 007 because the...you're not...you don't have additional accompanying material.

If you have a kit that includes an audiobook...that includes a CD or a CD-rom, then you're going to add an 007 for the CD-ROM. If you have a kit that includes a DVD, then you would include the appropriate 007 for the DVD.

So, like I...we include the 00...two of them in the template by default sort of just as a "Hey, don't forget about these!" So you need to take a look at them and see if they apply to what you're cataloging.

Does that help? Is there something else I could be more...I could cover more specifically?

And you might well be including 006s as well. It going to depend on what...it's going to depend on the content of your kits.

So kits, they...every kit is different. And so, in this record, you'll see, you know, it sort of provides a little bit of guidance where it says, like, right here, list the types of materials found, the size of the container, the contents of the kit.

So, this isn't just to tell you, you know, "oh, this is what I need to put here." Now, when you create this, you're going to remove the little descriptions. And if you don't have any 599 you would remove that too.

So, let me know if you had further questions about that, and the floor is now open for any questions. This is a roundtable so in addition to the LEU portion...the roundtable portion which is LEU-free is

an opportunity to ask any questions, any burning issues that you got, anything that come up for you lately, something you've been wondering out...about, let us know and we'll do what we can to help!

QUESTION: (Mary Emmrich) Would we be able to put together an RDA cheat sheet for our smaller libraries, or for libraries that cannot afford the RDA toolkit?

Actually, that...we--we've sent out a lot of information on RDA. The thing about RDA is that it's really not possible to create a cheat sheet per se, because there's so much that needs to be covered! So, I--I actually...I have been meaning to create a tip sheet that basically compiles all of the--the links for RDA information that we've sent out. And I'll make a note to get to that in--in the next week or two.

And--and you'll see that the RDA templates are now up, so that's something that actually kind of can help as a little bit of a cheat sheet that you can take a look at those and know...to see, sort of, what you might expect to see in an RDA record.

COMMENT: (Christie Carnahan Whitton) On the RDA site, there are good examples that all can view

Oh, and Christie points out that on the RDA site, there are good examples of it that anybody can view, so and those are accessible even if you don't have the toolkit. And that's something that I'll include in the...the round-up of links.

QUESTION: (Karen Reynolds) What kind of a record would be a temporary record?

Why would you use a temporary record?

Okay, generally you wouldn't, but, say, for instance, you have a--an item that's...is, like, a local item that going to require original cataloging that somebody wants to check out right now. You could...probably the best thing to do would be to use the Pre-Cat function for that, but you could also create a temporary record especially if this is something that maybe you have several people that are waiting for.

So, you could create a temporary...so, if you create a temporary record then you could place holds on it, and then when all these people have used it, when it comes back in, then you can create your full record. So it--it's going to be a rare thing, but it is an option for something like that.

QUESTION: (Jennifer Steffey) Will there be a list of the minimum RDA tags that are required by Evergreen?

Well, no.

I mean, if you take a look at the templates, those...I guess, those are sort of the minimums. Basically, I--I just don't think that that's something that we could reasonably do, because a lot of them it's if-then type of situations. So you can't come up with a minimum tag list because it depends on what--what you have in your hand. Things are required in specific situations, so there's no way to cover every specific situation.

QUESTION: (Karen Reynolds) What would I do with materials I want to add for our library only, that are for our literacy program?

If it's...it depends.

Are you talking about it...

So, if you have something that, for instance, doesn't, okay, so it doesn't go outside of your library, then, I think, you need to catalog it as...Well, like, in terms of circ modifier, it's probably going to...it...you...It-it depends and it might be better if you have...if you have something specific, if you send me an e-mail, I can probably answer it a little more directly. But you can set things as not holdable. So, that prevents it from transiting.

Yeah. So there is...so there's a couple of...there are a couple of different parameters. So, if it's something that is locally...by locally, you mean, just staff and you don't want it visible on the OPAC, you can also mark things that are not OPAC, that you can also make them not OPAC visible. If it's something that your users can use and you do want OPAC visible...there's a little bit of...there's...you can't really make anything holdable for your patrons and not holdable for everyone else, so that's a consideration.

QUESTION: (Helen Gross) Going back to DVDs, if there are different producers, say Sony and Arc out of Canada and you put them on the same record, do you make note of the second producer in 500 field or a simple copy note?

Well, let's see. Okay, so, say Sony and Arc of Canada...and you put them on the same record, do you make note of the second?

Okay, if...it depends.

If your item...If it's a matter of the record lists one and your item lists two, then I would probably say, "Don't worry about it," and just add your holding. If it's a record...if it's an...if it's an issue of the, your item lists one and the record lists a different one that's a...a little bit sticky. You might...that might be a case where you stick the disc in and take a look because you might find that if you look at the actual movie you're... the disc does list the one that's in the record. And then again, yeah, if it...you could put a copy note to yourself to indicate, "Okay, this is what our container said."

It's--it's, it wouldn't be something that would go in a 500 field. If it's something applies to everyone. it actually still goes in the 260 or 264.

QUESTION: (Mary Emmrich) What about age protection?

Let's see. What about age protection?

Yeah, so, with...well, with age--age protection makes it so your patrons can place a hold but nobody else, but that only lasts for six months. So, I mean, I guess, if you are really determined and keep track of it you could delete and re-add it every six months. And that's actually something that really should probably be addressed by EC, that there are some materials that are not going to...that, you know, are local type materials only. I mean, I think that they've never addressed this because it...it goes contrary to the spirit of the consortium, but I think practically, we can recognize that there're some things that, you know, it's better not to circulate beyond your library, so that...and that might be a...might be something to take to the EC.

QUESTION: (Shayna Myers) When will this be available online to review?

We have a question about when this will be available online to review.

So, it will be posted on the ISL website, probably in a week or two.

So, other questions?

And so many things that I have to say really fall back on the whole old catalogers' judgment that a lot of things that it's hard to answer without having a specific item in hand to compare to a record. So when you...and if you run into something like that, and you have a specific example, that's a great time to send me an email and I can...'cause it's much easier to tell you when I have something specific to address than a general question because it can...it can really vary a lot from item to item.

And I'm happy to look at that kind of thing!

QUESTION: (Mary Emmrich) May we have access to the PowerPoint presentation, also?

And, yeah, the PowerPoint presentation will be up as well. And sure, we can...when it goes up, we'll...we can send it out on the listserv.

QUESTION: (Kim Edwards) Since I wasn't able to log on my login, how will I receive LEU and find out what happened that caused me to be unable to use my login?

{Anna}

Kim, since you posted in the chatbox, I have a record of it, so you'll get your LEU. No worries.

{Sarah}

Wow, Jennifer, thanks! I'm glad you found it interesting, because I was afraid everyone was going to be bored to tears!

Alright, thank you everyone! And again, I'm happy to answer specific questions.

And so next time for roundtables, when you think, "Oh, oh, I don't know how to handle this, then put it aside and bring the question to the roundtable. Or again, just e-mail me.

Thanks everybody!

QUESTION: (Christie Carnahan Whitton) Sarah, will you include your cheat sheets as an attachment to the listserv?

The question about the cheat sheets. I'm going...I'll put those on the cataloging blog so they'll be there for reference and so whenever I post to the cataloging blog, I send that out to the listserv. [1:34:38]