

Hello All,

Here is general overview of the materials that we covered in the August 1st Barcoders Prep Session. I've also attached the fill-in-the-blank sheet of the Terms that I mentioned that can be used to practice. Before going in to take the Barcoders Evaluation it might be a good idea to review the materials listed below.

The Marc codes of the fields listed below (they are defined in the handouts given at the session)

- 010 – Library of Congress Control number (LCCN)
- 020 – International Standard book number (ISBN)
- 100 – Main Entry – primary, personal name
- 110 – Corporate entry
- 130 – Uniform entry
- 240 – Uniform title
- 245 – Title Statement and / Statement of Responsibility
- 250 – Edition Statement
- 260 – Publication, place, name and date (watch for different dates!)
- 300 – Physical description (watch for different pages and size)
- 440- Series statement (440 traced 490 untraced)
- 500 – General notes
- 600 – Subject entries
- 700 – Added entries

The chief sources of information covered in order of preference:

Books-

1. Title page (t.p.)
2. Facing title page, or
3. If there is no t.p., then the substitute that supplies the most complete information, e.g.

Videorecordings & DVD's -

1. the item itself (e.g. the **title frames**)
2. its container (and container label) if the container is an integral part of the piece (e.g. a [videocassette]) (not talking about the box here)
3. If the information is not available from the chief source, take it from, in order of preference:
4. accompanying textual material
5. container, (e.g. a box)

Audio Cassettes -

1. Item itself, including any labels, etc. that are permanently affixed to the item or a container
2. The container itself
3. Accompanying material

CD (Compact Disc) –

1. The item itself (e.g., labels on record or cd)
2. Accompanying materials

3. Container

Searching:

Get a feel for searching in staffpac, you might want to try searching by **Title, Author**, some **combination searches** as well as **Numeric** searches.

Listed below are some criteria that are helpful in determining if bibliographic records can be considered matches with the item in hand. The majority of this matching criterion comes from *Deb Fritz's Quick Match* handout sheet issued at the 2006 Cataloging Boot Camp at Richland College.

Not Ok to add holdings if;

- Different words in the title
- Difference in responsibility parties **on item and record** or **if responsibilities conflicts with the main entry** (100 field)
- If the editions are different
- Not ok if publishers are truly different
- If the countries are different (could be ok if there are multiple countries on the resource and one matches record)
- Illustrations versus no illustrations
- Questionable if over 5 cm in size difference
- Accompanying material in hand and not in the record
- If there is an actual difference in the contents (e.g. songs, chapters)

OK to add

- Ok to add it all else matches up and there is an ISBN on the resource but not in the record or if there is an ISBN on the record but absent on the resource
- Ok if difference in accompanying material is minor
- Ok if the [GMD] are the only difference (in our Horizon database GMDs are displayed as [soundrecordings], [soundrecordings (CD)], [videorecordings], [videorecordings (DVD)], [text (large print)], etc...)

Practice adding your holdings to a bibliographic record-

- Know your library codes
- The hardest part here will be learning to navigate to the correct screens if you are not used to adding records. Practice, practice, practice!
- Remember, if you add an item and use another libraries location code or if you copy their record and don't change their codes, you could be adding to their holdings! The option you want to choose when adding a new record is **NEW not COPY** and check each field carefully.

You'll do great!

Robert