

Copy Cataloging

How Much Editing Can I Do To a MARC Record?

The answer to that question is – **not much**, especially with OCLC records. The State Library and OCLC have created SILC, the new statewide online catalog, with local holdings based on matching up OCLC-derived records in the various LLSAPs. If records in our database are heavily edited, or edited in the wrong places, they won't match and won't appear properly in SILC. Also, we want to avoid duplicate records, and overly edited records prompt other librarians to enter “new, clean” records for the same title.

YOU MAY

- Delete 049 \$a. **DO NOT delete 049 \$b.** This subfield is used by TMQ in the batchloading process to get new holdings back into WorldCat.
- Delete any 900 tags that appear in red in MARC Editor.

YOU MAY NOT

- Delete subject headings
- Change a record to match what you have in hand

Adding information / enhancing a record

The State Library has instructed that libraries wishing to add information to a record (added subject headings, analytics, etc.) do so in OCLC and then import the enhanced record back into the LLSAP database. This is not done at the copy cataloger level; **any enhancements should be done by a certified original cataloger.** Questions about enhancing records should be directed to the RPLS Database Standards Committee.

Correcting typographical errors and other “mistakes”

The best practice for cleaning up a “messy” record in Horizon is to overlay that record with the proper bibliographic record from WorldCat. OCLC cataloging is not perfect, however, and libraries will sometimes discover typos and other errors in those records as well.

If that is the case, the library must report the error to OCLC, wait for the change to be made, and import the corrected OCLC record back into the LLSAP database. The form for reporting errors to OCLC is located at <https://www3.oclc.org/app/bibchg/> **Error reporting should be done by a certified original cataloger.** Questions about reporting errors in OCLC records should be directed to the RPLS Database Standards Committee.