

Copy Cataloging

Searching for Bib Records to Match

When copy cataloging, the first step is always to look for a record in Horizon that matches the item you wish to catalog. If the item is not in Horizon, you will probably proceed to FirstSearch to try to find an OCLC WorldCat record that you can import.

Search by the following fields, in the following order:

- 1 ISBN or LCCN, if you have one
 - Hyphens are optional – it doesn't matter if they are in or out.
 - If searching FirstSearch, you don't have the option for LCCN.
 - Remember that an ISBN search may bring up more than one result.
- 2 If you don't have a number or don't get a match, search title, author, or combination of title and author (if the title is a single word or the author has a common name, the combination approach is often the better choice)
 - Combination searches in Horizon are fastest if done as a General Keyword search. If you are looking for "Gone With the Wind" by Margaret Mitchell, type **gone wind mitchell** as a General Keyword search.
 - In FirstSearch, use Boolean searching (AND search) to search in the Title and Author fields.
- 3 If there is a series or other searchable name, you may try that also. This is a long shot, but it may produce results.

Points To Keep In Mind

- It is important to search thoroughly for matching records. Failure to do so will result in duplicate records being added to the database. A clean database benefits all LLSAP libraries. Don't stop with an ISBN search – be persistent!
- Search the Horizon database at the time you do your cataloging. A record may have come in literally minutes before you are ready to add your item. If you search the Horizon database and are delayed in completing cataloging on that item, search again when you are ready to catalog.