

Copy Cataloging

Do I Have a Matching Record?

Now you have found a record that you think is a good possibility, either to attach your item to (Horizon) or to import into the database (WorldCat). How can you be sure?

1. Work with the MARC record or a full bibliographic record. Send the bib to MARC Editor (Horizon), or display the full bib record (WorldCat). Never work from a brief record.
2. Compare the following fields with the item you have in hand. If your item contains the information in the field, that information should match what is in the record.
 - Library of Congress Control Number (010)
 - ISBN (020)
 - Main Entry (1xx)
 - Added Entries (7xx)
 - Title (245).
 - \$a should have the title as it appears on the title page
 - \$h contains the GMD (general material designation) in brackets – describes the form of the item (videorecording, sound recording, etc.)
 - \$b is the parallel title or subtitle, also from the title page
 - \$c is the statement of responsibility – many times the author – as it appears on the title page
 - Edition (250)
 - Imprint (260) – information about the publisher
 - \$a is the place of publication – the record can have more than one \$a, but the first one should always match the first place of publication listed on your item
 - \$b is the publisher – the record can have more than one \$b, but the first one should always match the first place of publication listed on your item
 - \$c is the date of publication – may contain more than one date (copyright, pub. Date, printing date, etc.)
 - Physical Description (300)
 - \$a is the extent – number of pages, volumes, etc.
 - \$c is the size

- Series (440 or 490)
 - \$a is the title of the series
 - Notes fields (5xx) – may give you important information about specific variations in the item (physical format, reproduction, edition, contents)
3. Be sure to carefully match the item to the record. If you are unable to get a good match, it is likely that the cataloging of this item is beyond the scope of a copy cataloger. Refer the item to someone experienced in record editing or original cataloging.