

WYLD TECHNOTE: CIP Record Enhancement

CIP (Cataloging in Publication) records can be identified by their encoding level (Enc_Lv) in the fixed field of the bibliographic record and by their lack of information in the 300 tag (physical description). Because these records are created prior to the publication of the materials, the records contain incomplete, and occasionally incorrect, information. For this reason, it is important to verify both the LC number (tag 010 |a) and the ISBNs (tag 020) to be sure it is the correct item.

Libraries are strongly urged to enhance these CIP records whenever one is encountered as it benefits all WYLD libraries.

To make modifications to the bibliographic record, you must use the Modify Title wizard found in the group of Title Maintenance wizards in the Cataloging Toolbar.

Fixed Field:

Encoding level: The encoding level of a CIP record is an 8 and appears in the fixed field as the fourth element in the first line: **Enc_Lv: 8**. When enhancing the CIP record, you need to change this encoding level to a blank. Tab over to this element in the fixed field, or position your cursor on this element and click the mouse. Hit the space bar to create the blank space OR highlight it with your cursor and use the delete key to remove the 8.

Illus: This abbreviation for illustrations appears as the third element of the third line of the fixed field for printed materials. The codes used here describe the illustrative matter of the book and correspond to the illustrations listed in the 300 tag (which also must be enhanced). If there are no illustrations, leave **Illus.** in the fixed field blank. Up to 4 (four) single characters can be used and could include:

a (basic illustrations) b (maps) c (portraits) f (plates)

Right click in the datawell next to the prompt to see additional options.

A more extensive list of codes and their meaning can be found in "Understanding Marc Bibliographic" provided by the Library of Congress. Most WYLD libraries have a copy of this publication but may have older editions. Each edition has a different colored cover. The 2009 version of this is available on the Library of Congress web site at: <http://lcweb.loc.gov/marc/umb/>

Dates: The last element in the second line of the fixed field is a place for entering a single date. This **Date 1** element should match the publication date in the book in hand and the date entered in the subfield "c" of the 260 or 264 tag in the bibliographic record (260 |c). If it does not, correct the fixed field date and the date in the 260 or 264 tag to match the date in the item in hand. The date is just the year; it does not include a month designation. The date that appears in a hitlist is the date from the fixed field, not the date from the 260 or 264 tag.

Additional comment: If corrections are made to the fixed field date and the 260 or 264 subfield "c" date, it may also be necessary to correct the date that appears as part of the call number in the 050 tag. This is the LC call number and is used by some of the WYLD college libraries. They would appreciate the correction.

Example of a bibliographic CIP record in WYLD:

The screenshot shows a bibliographic record with the following fields:

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	8
Desc	i	Enrd	100027	Dat_Tp	s	Date1	2016
Date2		Ctry	nyu	Illus		Audience	a
Repr		Cont		GovPub		ConfPub	0
Festschr	0	Indx	0	Fiction	1	Biog	
Lang	eng	Mod_Rec		Source			

The tag list below shows:

Tag	Ind.	Contents
001		ocr957154677
003		OCOLC
005		2016026112637.0
010		2016011497
040		DLC beng erda cDLC
020		9781681191563 (hardback)
020		1681191555 (hardback)
020		p9781681191560 (ebook - ePDF)
020		p9781681191577 (ebook - ePDF)
035		(OCOLC)957154677
042		lcac apcc
060	00	PZ7.Y817 Pht 2016
082	00	E 223
100	1	Yoon, Salina, aauthor, eillustrator.
245	10	Penguin's Christmas wish / cby Salina Yoon.
263		1609
264	1	New York : bBloomsbury Children's Books, c2016.
300		pages cm
336		text bxd 2ndacontent
336		still image bbd 2ndacontent
337		unmediated br 2damedia
338		volume bnc 2dacarrier

Annotations in the image include:

- Red box around '8' in Enc_Lvl: "Delete Enc_Lvl 8. Check Date1 against date in 260 or 264 tag."
- Red box around 'Illus' field: "Illus: Add code(s) for illustrations if present. Right click in white space next to prompt to see options."
- Red box around tag 263: "Delete 263 tag with pre-publication date. Complete 300 tag."
- Red box around tag 300: "Add paging, illustrations, and size to 300 tag: 40 pages :|bcolor illustrations :|c23 x 23 cm"

Variable Fields:

Tags in the body of the CIP bibliographic record also need to be reviewed for accuracy and incomplete information.

1xx tag: Be sure this main entry is accurate. If there are dates associated with a personal name entry (100 tag), be sure they are correct. If "UNAUTHORIZED" appears next to the information in the 1xx tag, click on the Validate Headings shield Helper to verify the heading in the bibliographic record.

The invalid name will appear as an unauthorized heading in the next window displayed. If that name appears in the Authority File hitlist in the middle of the window and you're sure it is the right person, click on that entry to highlight it. To replace the incorrect entry in the bib record with this correct version of the name, click on the Get From List button in the upper right corner of the window. To get out of the Validate Headings Helper, click on the Next button.

If the correct name does not appear in the Authority File hitlist, click the Skip button or the Skip Rest button on the far right of the window. This will return you to the CIP bibliographic record without changing the form of entry of the invalid heading. Sometimes the only problem is mistyped dates associated with the name or a misspelling of the name.

Example of Author Record in Authority File

Modify Title: Validate Headings

100 ind:1

Heading Thorpe, Stephen J., 1944-?

Index LCNAME

Unauthorized heading

Get the currently selected authorized heading

Browse LCNAME Thorpe, Stephen J., 1944-?

Authority term

- Thorpe, Scott
- Thorpe, Stephen J., 1944-**
- Thorpe, Steve A., FRS
- Thorpe, Sylvia
- Thorpe, Viviana Gómez
- Thorpe, W. H. (William Homan), 1902-1986
- Thorpe, William H. (William Homan), 1902-1986
- Thorpe, William Homan, 1902-
- Thorne-Reeeton, J. C. 1959-

Control	Description	Extended info
000	*****c2*****1*****	
001	n 80114749	
003	DLC	
005	20011201073253.0	
008	800909n acannaabn***** n*aaa****	
010	n 80114749	
035	(OCoLC)oca00495426	
040	DLC bng cDLC dOCoLC	
053	0 PS3570.H684	
100	1 Thorpe, Stephen J., 1944-	
670	His Walking wounded, 1980. bt.p. (Stephen J. Thorpe) CIP data sheet (b. 1944)	

245 tag: Often the title proper (unlabeled subfield "a") and/or subtitle (subfield "b") change from the time the CIP cataloging is done from galley proofs until the item is actually published. Correct the title/subtitle according to the title page (or other chief source of information) of the item in hand.

Also check the indicators for this tag. Indicators are the 2 (two) digits that appear in the column between the numeric field number and the tag datawell. The second indicator is particularly important here as it tells the system how many characters to skip when indexing the title. Therefore, if the title proper begins with an initial article (A, An, The), the second indicator should be 2, 3, 4 respectively so the system does not file on those initial articles. Examples:

245; 12; A search for adventure.....

245; 13; An unexplored cave....

245; 14; The life of a cat....

These second indicator values tell the system to skip the number of letters in the first word and the space following that word. Therefore in the last example above, the system correctly skips the three letters of the word "The" plus the space following it and indexes the title on the word "life". If there is no initial article, this second indicator should be a 0 (zero) so the system will file on the first word of the title.

245; 10; Walking wounded /|c.....

263 tag: Delete this tag. It contains the projected publication date. Highlight the tag and then right click to get the drop down menu from which you can select the Delete Field option. You can also delete that tag by highlighting it and then clicking on the red X Helper at the top of the window. Both of these actions will delete the entire tag. *****Do not use the backspace key or the delete key to try to delete the tag. These just delete the text of the tag but not the tag number itself resulting in an empty tag line.*****

300 tag: In a CIP record, this tag appears with only **p. cm.** supplied. Of course, since the item is not published at the time of cataloging, the physical description information is unavailable to the cataloger.

To benefit both public users and librarians alike, catalogers should complete this tag. The first subfield, which is unlabeled, is subfield "a" and contains the pagination (including any preliminary pagination), subfield "b" contains illustrations, and subfield "c" contains the size of the item in centimeters.

*****Remember, if you added a code in the fixed field for illustrations, you need to reflect that information here in subfield "b".*****

Examples of completed 300 tags:

300 ix, 227 p. ;|c24 cm.

300 [75] p. :|bcol. ill., maps ;|c23 cm.

300 422 p., [54] p. of plates :|bill. ;|c25 cm.

300; 193 p., 16 leaves of plates :|bcol. ill., ports. ;|c24 cm.

When cataloging using RDA, these abbreviations would not be used. The words would be spelled out.

Examples:

300 ix, 227 pages ;|c24 cm

300 193 pages, 16 leaves of plates :|bcolor illustrations, portraits ;|c24 cm

When all of these enhancements have been made to the record, click the Save button to save the changes to the database.