WYLD Cataloging Standards

2017


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Dept. of Administration & Information
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WYLD Cataloging Workflow

1. Recent circulation? Classic? Rare? Last copy?
   - Yes: Search WYLD Database
   - No: Is it worth cataloging?
     - Yes: Search LCMARC Database
     - No: WEED

2. Search WYLD Database
   - Record found
     - Choose record
     - Merge duplicates
   - Duplicate record found
   - Close match found
   - No record found in WYLD

3. Search LCMARC Database
   - Record found
     - Copy to WYLD
     - Record found
     - Copy to WYLD & edit
     - Close match
   - No record found

4. OCLC
   - Record found
     - Record loaded to WYLD
   - No record found
     - Choose appropriate mechanism by answering questions on the following page
       - Get record from another source
       - Copy & edit existing WYLD record
       - Original cataloging template
       - Brief Title
       - Ephemeral checkout
Choosing the Appropriate Cataloging Mechanism

If unsuccessful in locating a record for an item that requires cataloging, the following mechanisms are the options from which to choose to enter the material into the WYLD Database.

- Get record from another source
- Copy & Edit existing WYLD record
- Original cataloging template
- Add Brief Title (On-The-Fly)
- Ephemeral Checkout (un-cataloged)

Choose the appropriate mechanism by answering the questions at the far left in the chart below to identify the best potential mechanisms for access. Then, verify the choice on the following page by matching its features against the library’s needs.

<table>
<thead>
<tr>
<th>Question</th>
<th>Mechanisms possible if answer is “yes”</th>
<th>Mechanisms possible if answer is “no”</th>
</tr>
</thead>
</table>
| Need for quick circulation?     | Copy & edit existing record  
Add brief title  
Ephemeral checkout             | Get record from another source  
Copy & edit existing record  
Original cataloging template   |
| Need access from WYLD CAT?      | Get record from another source  
Copy & edit existing record  
Original cataloging template   | Add brief title (shadowed)  
Ephemeral checkout             |
| Is cataloging capacity limited? | Get record from another source  
Copy & edit existing record  
Original cataloging template  
Add brief title  
Ephemeral checkout             | Get record from another source  
Copy & edit existing record  
Original cataloging template   |
| Need title or other data on notices? | Get record from another source  
Copy & edit existing record  
Original cataloging template  
Add brief title                 | Ephemeral checkout             |
CHOOSING THE APPROPRIATE CATALOGING MECHANISM (continued)

If unsuccessful in locating a record for an item that needs cataloging and a potential mechanism has been chosen from the preceding page, verify the choice by matching its features below against the library’s needs.

<table>
<thead>
<tr>
<th>Mechanism</th>
<th>Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>GET RECORD FROM ANOTHER SOURCE</td>
<td>Minimal cataloging</td>
</tr>
<tr>
<td></td>
<td>Potentially permanent record</td>
</tr>
<tr>
<td></td>
<td>Ready to circulate quickly</td>
</tr>
<tr>
<td></td>
<td>Access from WYLD CAT</td>
</tr>
<tr>
<td></td>
<td>Data on notices</td>
</tr>
<tr>
<td>COPY AND EDIT EXISTING WYLD RECORD</td>
<td>Minimal original entry</td>
</tr>
<tr>
<td></td>
<td>Minimal cataloging skills/knowledge</td>
</tr>
<tr>
<td></td>
<td>Editing skills</td>
</tr>
<tr>
<td></td>
<td>Potentially permanent record</td>
</tr>
<tr>
<td></td>
<td>Ready to circulate quickly</td>
</tr>
<tr>
<td></td>
<td>Access from WYLD CAT</td>
</tr>
<tr>
<td></td>
<td>Data on notices</td>
</tr>
<tr>
<td>ORIGINAL CATALOGING TEMPLATE</td>
<td>Cataloging skills/knowledge required</td>
</tr>
<tr>
<td></td>
<td>Editing skills</td>
</tr>
<tr>
<td></td>
<td>Potentially permanent record</td>
</tr>
<tr>
<td></td>
<td>Slower to circulate</td>
</tr>
<tr>
<td></td>
<td>Access from WYLD CAT</td>
</tr>
<tr>
<td></td>
<td>Data on notices</td>
</tr>
<tr>
<td>BRIEF TITLE (ON THE FLY)</td>
<td>Easy to input</td>
</tr>
<tr>
<td></td>
<td>Minimal MARC format</td>
</tr>
<tr>
<td></td>
<td><strong>Not</strong> intended as permanent record</td>
</tr>
<tr>
<td></td>
<td>Ready to circulate quickly</td>
</tr>
<tr>
<td></td>
<td>No access from WYLD CAT (shadowed)</td>
</tr>
<tr>
<td></td>
<td>Data on notices</td>
</tr>
<tr>
<td>EPHEMERAL CHECKOUT (UNCATALOGED)</td>
<td>Easy to input</td>
</tr>
<tr>
<td></td>
<td>No MARC format (created through Circ.)</td>
</tr>
<tr>
<td></td>
<td><strong>Not</strong> intended as permanent record</td>
</tr>
<tr>
<td></td>
<td>Ready to circulate quickly</td>
</tr>
<tr>
<td></td>
<td>No access from WYLD CAT</td>
</tr>
<tr>
<td></td>
<td>No data on notices</td>
</tr>
</tbody>
</table>
Section 1: INTRODUCTION

1.1 Cataloging in a Union Database

The Wyoming Libraries Database (WYLD) is a union database created from the bibliographic records of many libraries and special collections throughout Wyoming. The WYLD database is continually expanded and updated through the adding, editing, or enhancing of bibliographic records by participating institutions. Cataloging in WYLD requires a spirit of sharing and cooperation as well as a common understanding of what is expected of each participant. In the union environment the concept of “ownership” or “authorship” of a bibliographic record vanishes. These WYLD Cataloging Standards have been created to maintain the integrity of the database by providing standards and guidelines for institutions to follow.

Because the ultimate product of cataloging is the Public Access Catalog, the introduction of the PAC to the WYLD system made it imperative that the system’s shared bibliographic database reflects standards that promote the most usability and impose the least hazard to library patrons in all of the WYLD member libraries. Therefore, the WYLD Cataloging Standards have been assembled by the WYLD Database Manager and the Online Quality Committee, endorsed by the WYLD Governing Board, and published by the Wyoming State Library. Each WYLD participating library will be required to sign a governance agreement which contractually binds them to adhere to these guidelines.

In developing these standards and in recognizing that the bibliographic record is the foundation of WYLD’s public access catalog (WYLDCAT), the committee adopted the philosophy that “quality records create a richer database.” These guidelines are intended for use by all catalogers in the WYLD Network. Their purpose is to provide the greatest benefit to the majority of WYLD catalogers.

1.2 Participants’ Roles in Maintaining the WYLD Database

1.2.1 Participating Institutions have the obligation to:

- Maintain the quality of the WYLD database by adhering to the provision of these guidelines.

- Verify with the WYLD Database Manager that any current or proposed local cataloging practices do not compromise the integrity of the database.
• Direct questions affecting WYLD database quality, not answered by documentation, to the WYLD Database Manager.

• Adhere to documentation provided by the WYLD Database Manager, including documentation created by system vendor.

• Attend WYLD database training on an ongoing basis to understand the provisions of these guidelines and to be aware of system changes.

• Attend cataloging training sessions to be informed of current cataloging practices.

1.2.2 The WYLD Online Quality Committee has the obligation to:

• Monitor database quality and recommend appropriate action to the WYLD Governing Board.

• Assist the WYLD Office staff in setting standards to maintain the integrity of the union bibliographic database.

• Review the WYLD Cataloging Standards annually. It is the recommendation of the OQC that Cataloging Standards remain broad. Issues specific to the software vendor are addressed in technotes.

• Support the WYLD Office staff in conducting training sessions for WYLD member libraries’ staff in cataloging in the union database environment.

• Poll members, solicit comments, and represent their interests on the committee.

1.2.3 WYLD Office staff has the obligation to:

• Provide initial training to all new member libraries.

• Rely on the vigilance of participating institutions in maintaining the database so that WYLD Office staff may fulfill their roles as facilitators and problem solvers.

• Be the first and primary source for answers to questions regarding cataloging and database maintenance for WYLD member libraries. Such questions requiring further consensus of the consortium will be referred to the WYLD Online Quality Committee.
• Coordinate, in consultation with the WYLD Training Committee, regional training for WYLD member libraries’ staff responsible for creation and maintenance of records in the union database.

• Coordinate the publication of standards and documentation on the maintenance of the database including production of technotes to address issues specific to the current software vendor.

• Engage in regular maintenance of the database.

• Keep current of changes in cataloging procedures by attending conferences/workshops and by reading professional publications.

• Keep current of local system changes, upgrades, and the implementation of new features. Questions concerning changes, additions or revisions to these standards should be submitted to the WYLD Online Quality Committee and the WYLD Office via e-mail. Working in partnership with the WYLD Office staff, the Committee will carefully consider all suggestions and comments for revision of these guidelines.

Section 2: WYLD BIBLIOGRAPHIC RECORDS

2.1 Bibliographic Standards

All bibliographic records added to or created in WYLD must adhere to the following standards:

• All records intended to be permanent bibliographic records in WYLD must be full MARC cataloging records.

• International Standard Bibliographic Description (ISBD) punctuation must be used for all records originally cataloged and added to WYLD.

• Resource Description and Access (RDA) and Anglo-American Cataloging Rules (AACR2R), and latest revisions, as adapted by the Library of Congress and Library of Congress Rule Interpretations of AACR2R.

• All access points must be in RDA form.
• Library of Congress subject headings (LCSH) serve as the primary thesaurus for subject heading formation. Genre, LC Annotated Card (Children’s) and National Library of Medicine (MeSH) headings may also be used. A bibliography of resources for cataloging is included in Appendix H.

2.2 Editing Records

An accurate and complete MARC record is the basis for providing access to library holdings in WYLD. WYLD participants are prohibited from deleting fields used by another participating institution to provide additional access to a record. WYLD participants are encouraged to enhance and correct bibliographic records. The OCLC documentation: OCLC Input Standards Tables and Bibliographic Formats and Standards should be followed with regard to the question of when to edit an existing record or create/request a new record. Within Bibliographic Formats and Standards, Chapter 4 entitled “When to Input a New Record,” is a particularly helpful guideline.

2.2.1 Enhancements to Bibliographic Records

It is desirable for WYLD participants to add subject headings, added entries, and descriptive information (i.e., contents notes, etc.) to WYLD records. Do not delete contents notes (tag 505). Do not alter dates on serial bibliographic records to reflect specific holdings. Do not add local notes (59x tags) or item specific 5xx notes to the shared bibliographic record. Indicate differences in the notes area of the item record. Do not alter existing 300 tag information to reflect specific item in hand. Indicate differences in the notes area of the item record. Refer to Section 2.6 on Item Records.

2.2.2 Corrections to Bibliographic Records

Because errors in bibliographic records may interfere with retrieving an item in WYLD, guidelines have been established for revising or correcting elements of a bibliographic record. Library of Congress practice and heading formation may be verified both online and offline through the use of the appropriate Library of Congress (LC) Documentation. Endeavor to correct errors and omissions as time and resources permit. Each library may correct errors as they are found, or errors may be reported to the WYLD Office via e-mail. Provide information from the item’s title page and verso of the title page.
2.2.2A General

Typographical errors in bibliographic records should be corrected. Typographical errors in access points should be verified against the item in hand before corrections are made. (Sample access points: 1xx tags, 2xx tags, 4xx tags, 5xx tags (keyword), 6xx tags, 7xx tags, 8xx tags).

Add tags in the correct sequence. For instance, a 246 tag should not be added at the end of a record nor should a 7xx tag be added at the beginning of a record or among 5xx tags.

When adding or editing enhanced contents notes (505 tags), change the second indicator to a zero. Do not add initial articles to the subfield "t" for individual titles.

Do not add subfield "t" to terms such as Introduction, Foreword, Preface, Bibliography, Notes, Glossary, or Index. These generic terms should be entered in the subfield "g". Do add subfield "r" for author information and subfield "g" for numbering or duration information if it is available.

For bibliographic records for the print version of the title, if there are 856 tags, remove those 856 tags with URLs that do not link to an online version of the print material. Remove those tags with URLs that are for Cover images, Publisher descriptions, Table of contents, Sample texts, Contributors biographical information.

2.2.2B Fixed Field

Fixed field elements control the retrieval of a title if the search strategy used for retrieval is limited by the type of material, language, or date. Errors in the fixed field should be corrected. Missing information should be entered. The encoding level should be updated if the record is enhanced. Fixed field elements are described in Appendix C.

2.2.2C Field Tags and Subfield Codes

All MARC field tag and subfield code errors must be corrected. If deleting a tag, remove the entire tag. Do not leave empty tags or subfields.
2.2.2D Indicators

Errors in assigning indicators should be corrected. Particular attention should be paid to filing indicators used in title fields. The most generally used filing indicators are: zero (0) if there is no initial article; two (2) if the initial article is “A”; three (3) if the initial article is “An”; four (4) if the initial article in “The”. Foreign language initial articles should also be considered and can be found in the Library of Congress MARC Code List for Languages.

2.2.2E Name Headings

The form of the heading may be changed to conform to RDA and AACR2R. Choice of entry for a record should be corrected if appropriate to do so or with consultation with the WYLD Office.

2.2.2F Uniform Titles

The form of entry should be corrected for uniform titles. Choice of entry for a record should be corrected if appropriate to do so or with consultation with the WYLD Office.

2.2.2G GMDs

Libraries should no longer add general material designations (GMDs) to WYLD bibliographic records. However many imported records still have GMDs in the 245 field. WYLD libraries are responsible for removing these GMDs that display in square brackets in a subfield h of the title field.

Examples: |h[sound recording] |h[videorecording]

Refer to Appendix D for the full list of GMDs that may still display on bibliographic records. These GMDs in bibliographic records are obsolete and should be deleted.

The information previously provided by the GMD is now found in the combination of RDA tags 336-338. Refer to Section 2.4.5C on RDA tags 336-338.

There are instances of phrases or single words displaying in square brackets in the 245 tag that are not in the subfield h and are not GMDs. These are added to clarify specific types of local records. Example: [book club kit] Refer to Section 2.4.4B.
2.2.2H Series Statements

Series tracing status (traced vs untraced) may be changed to conform to Library of Congress tracing practice, although such editing should not be necessary as the Authority Control processing will make the necessary corrections. All 490 0 series are indexed in the WYLD database. MARC21 Format for Bibliographic Data indicates an 830 tag (Series added entry, uniform title) should be present if a 490 1 tag is used. Do not change a 490 tag into a 440 tag. A 440 tag should not contain information identical to that found in the 490 tag.

2.2.2I Topical Subject Headings

Subject headings are sorted and indexed in WYLD by the thesauri that produced the heading. No changes, other than corrections of obvious typographical errors, are made to subject headings. Do not delete any subject headings. Do not strip any subfields from subject headings. WYLD member libraries may add local subject headings (69x tags) to enhance any record. Refer to Sections 2.4.5C2 on Creating Subject Headings and 2.4.5C3 on Local Subject Headings.

2.2.2J Names Used as Subject Headings

a) Personal name headings used as subject headings have a MARC field tag of 600; corporate names have a field tag of 610; and conference names have a MARC field tag of 611. Formulate the heading according to rules found in RDA and AACR2R. Follow Library of Congress practice for the assignment of form and topical subdivisions.

b) Geographic names used as subject headings have a MARC field tag of 651. Geographic names include names of places and geographic features (mountains, lakes, etc.). Formulate the heading according to RDA and AACR2R. Follow Library of Congress practice for the assignment of subdivisions.

2.2.2K Index Terms — 600, 610, 611, 630, 650, 651, 653, 654, 656, 657, 690, 691 MARC Fields

Do not change a MARC field of 653, 654, 655, 656, 657 to a 650 or 651 tag. Do not change a 650 tag with a second indicator of 1 (LC Juvenile heading) to a 650 tag with a second indicator of 0. Do not change a 650 tag with a second indicator
of 2 (MeSH, medical heading) to a 650 tag with a second indicator of 0. Do not change a 655 tag with a second indicator of 7 (Genre heading) to a 650 tag. Refer to Section 3 on Authority Control.

2.2.2L Cataloging-in-Publication Records (CIP)

WYLD participants should upgrade CIP records (Encoding level 8) for all formats to full-level cataloging to reflect information appearing on the item as published. Changes in title and/or other access points may occur when the record is upgraded because of differences between prepublication information and final publication. Libraries should check the following tags for CIP changes, and/or the need to complete information within the tags:

1xx Author
245 Title
250 Edition statement
260 Publication statement
300 Physical description
And all other data on record

Libraries should delete the 263 tag that appears in a CIP record. The 300 tag of a CIP record will contain only a lower case ‘p’ and ‘cm’. Pagination, illustrations (if applicable), and size should be supplied by the cataloger using correct abbreviations and punctuation. Refer to technote on CIP Enhancement.

2.2.2M Reading Levels (Lexile, Accelerated Reader, Guided Reading)

Reading levels can be found primarily in records for print materials (MARC format) and sound recordings (MUSIC format), although there are a few in the videorecording format (VM).

Lexile measure is used to match readers with books. Readers and books are assigned a score on the Lexile scale. Lower scores reflect easier readability for books and lower reading ability for readers.

521 tag. Use for Lexile information. The first indicator is 8. Use subfields “a” and “b”.

The Lexile measure is in subfield “a” (which does not normally display in WYLD bibliographic records, but is implied as the first subfield) and the program name is in subfield “b”.
Lexile Measures

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>up to 300L</td>
<td>230L to 420L</td>
<td>190L to 530L</td>
</tr>
<tr>
<td>2</td>
<td>140L to 500L</td>
<td>450L to 570L</td>
<td>420L to 650L</td>
</tr>
<tr>
<td>3</td>
<td>330L to 700L</td>
<td>600L to 730L</td>
<td>520L to 820L</td>
</tr>
<tr>
<td>4</td>
<td>445L to 810L</td>
<td>640L to 780L</td>
<td>740L to 940L</td>
</tr>
<tr>
<td>5</td>
<td>565L to 910L</td>
<td>730L to 850L</td>
<td>830L to 1010L</td>
</tr>
<tr>
<td>6</td>
<td>665L to 1000L</td>
<td>860L to 920L</td>
<td>925L to 1070L</td>
</tr>
<tr>
<td>7</td>
<td>735L to 1065L</td>
<td>880L to 960L</td>
<td>970L to 1120L</td>
</tr>
<tr>
<td>8</td>
<td>805L to 1100L</td>
<td>900L to 1010L</td>
<td>1010L to 1185L</td>
</tr>
<tr>
<td>9</td>
<td>855L to 1165L</td>
<td>960L to 1110L</td>
<td>1050L to 1260L</td>
</tr>
<tr>
<td>10</td>
<td>905L to 1195L</td>
<td>920L to 1120L</td>
<td>1080L to 1335L</td>
</tr>
<tr>
<td>11-12</td>
<td>940L to 1210L</td>
<td>1070L to 1220L</td>
<td>1185L to 1385L</td>
</tr>
</tbody>
</table>

The chart above displays the typical Lexile ranges within a given grade level, for both readers and text. Use this chart to estimate the reader’s Lexile range based on grade level. However, remember that not all students in the same grade level read at the same Lexile level.
Lexile measures are sometimes displayed without the “L” following the number. These values without the "L" are estimates of Lexile text measures and are not certified Lexile measures.

**Lexile codes**: these designations are used with the Lexile measures to indicate special characteristics of the text.

- **AD** (Adult-directed text): This text is to be read to, or with, the reader.

- **NC** (Non-conforming text): This text contains vocabulary and sentence length that is not consistent with the publisher's intended audience. Usually this text is written at a higher level than what is suggested by the content and format of the text.

- **HL** (High-low): This text has a Lexile level lower than the average reading ability of the intended age group; those with high interest and low readability.

- **IG** (Illustrated glossary): This text contains “independent pieces” of text such as a glossary, illustrations and diagrams.

- **GN** (Graphic novel): This text uses voice or thought bubbles and is written in graphic novel or comic book form.

- **BR** (Beginning reading): This text has a Lexile level of zero or below. It is shown with just the BR designation and no zero or negative number. This text is usually read aloud to the student.

- **NP** (Non-prose): This is applied to any book that has content with over half nonstandard prose such as poetry, plays, or songs. These books don’t receive a Lexile measure; they just have the NP code.

*The above is from Ebsco Help file in Novelist Plus*

These **Lexile codes** are entered in the same format as the Lexile measures.

- 521 tag. Use for Lexile information. The first indicator is 8.

- Use subfields “a” and “b”
The Lexile code is in subfield “a” (which does not normally display in WYLD bibliographic records, but is implied as the first subfield) and the program name is in subfield “b”.

Do not use punctuation anywhere in this tag or at the end of this tag.

Make sure you use a zero and not the letter “o” in the Lexile measure.

Do not add extra spaces in this tag. Use only a single space between the Lexile code (e.g. IG) and the Lexile measure (e.g. 780).

521 8 IG 780|bLexile
521 8 BR|bLexile

Enter the tag exactly as shown here. Use the capitalization as shown above; use the text as shown above.

Do not include additional information within this tag.

Do not put the text in quotation marks.

Any deviation from this format means the entry can’t be extracted for a limiting option in the public catalog.

Accelerated Reader (AR) is a computerized program that tests reading comprehension. Readers select books on their reading level, read independently, and take an independent comprehension test on the computer. Each book is worth a certain number of points based on its length and reading level.

526 tag. Use for Accelerated Reader. The first indicator is 0 (zero).

Use subfields “a” and “c”

The program name is entered in subfield “a” (which does not normally display in WYLD bibliographic records, but is implied as the first subfield) and the reading level is in subfield “c”.

Do not use punctuation at the end of this tag. The only punctuation that should appear in this tag is in the subfield “c” if the reading level is as shown below. This example: 4.5 is for the fifth month of grade 4.
Do not add extra spaces in this tag.

526 0 Accelerated Reader|c4.5

Enter the tag exactly as shown here. Use the capitalization as shown above; use the text as shown above.

Do not include additional information within this tag.

Do not put the text in quotation marks.

Any deviation from this format means the entry can’t be extracted for a limiting option in the public catalog.

To see a chart comparing Lexile measures, Accelerated Reader level and Guided Reading level, click here.

Another site that can offer assistance is AR Bookfind. This site will ask you to identify that you are a librarian, but it asks no further questions about yourself.

Within a title record in AR Bookfind, there are 3 lines in the middle of the record that have a question mark at the beginning of each of those lines. Clicking on the question mark next to the first line that has information similar to this: IL: LG - BL: 3.3 - AR pts: 0.5 opens a pop-up window that offers information on what these elements mean.

(If you have a pop-up blocker on your browser, you won’t get to see this little explanation box. This pop-up box in AR Bookfind describes the elements in that line as shown in the example above. If you can’t see the pop-up box, below is a brief representation of what can be found there).

IL = Interest level
In this group, there are the following definitions: LG = lower grades (k-3); MG = middle grades (4-8); MG+ = upper middle grades (6 and up); UG = upper grades (9-12)

Most MG books are marked as YA (young adult) for interest level.

BL (ATOS book level)
Book level 4.5 means the text could likely be read independently by a student whose reading skills are at the level of a typical fourth grader during the fifth month of school. The example above is 3.3 so third grade, third month.
**Lexile measure:**
This represents the complexity of a text. Lexile measures are expressed as numeric measures usually followed by an "L" (for example 680L) and are placed on the Lexile scale. This Lexile scale is a developmental scale for measuring reader ability and text complexity, ranging from below 200L for beginning readers and beginning reader materials to above 1600L for advanced readers and materials.

Those values without the "L" are estimates of Lexile text measures and are not certified Lexile measures.

**Accelerated Reader points (AR Pts)**
Each book that has a reading level practice quiz is given a point value. AR points are computed based on the difficulty of the book (ATOS readability level) and the length of the book (number of words). The AR Pts in the example above have a value of only 0.5.

**Guided Reading**
Scholastic Guided Reading is used in the classroom for small-group reading and for independent reading. The levels range alphabetically from A to Z. Level A represents the lowest level and level Z is the highest. At [Scholastic Book Wizard](https://www.scholastic.com/bookwiz/), you can search a book title and upon retrieval view Guided Reading level, Lexile measure, and Accelerated Reading level.

521 tag. Use for Guided reading level. The indicators are blank.

Use subfields “a” and “b”

The Program name is in subfield “a” (which does not normally display in WYLD bibliographic records, but is implied as the first subfield) and the level designation is in subfield “b”.

Do not use punctuation anywhere in this tag or at the end of this tag.

Do not add extra spaces in this tag.

521 Guided reading level|bM

Enter the tag exactly as shown here. Use the capitalization as shown above; use the text as shown above, except for the level in subfield “b” which will change.
2.2.3 Deletion of Bibliographic Records

WYLD participants may delete a bibliographic record from the database if their item is the last remaining copy. Duplicate records should be merged or reported to the WYLD Office via e-mail.

2.3 Overlaying a WYLD Record

A WYLD record may be replaced by overlaying the WYLD record with a record from an outside database accessible through the cataloging features provided by the current operating system.

2.3.1 Guidelines for Overlaying

WYLD participants may overlay an existing record if a record from LC, or OCLC will:

- Replace the existing record with a more complete MARC record

- Enhance access points and/or notes

Libraries are encouraged to overlay, whenever possible, any Brief Title/On-The-Fly records with minimal level cataloging and minimal access points.

Libraries should never degrade a record by removing valid fields or subfields or by removing valid access points. Libraries should never change the description or forms of entry from current (RDA or AACR2R) to previous standards.
2.3.2 Guidelines for Editing When Overlaying

Edit the record in accordance with the guidelines established in Section 2.2.

a) Add MARC fields, from the existing WYLD record, which contain any unique numerical access points that are indexed and not included in the overlaying record (i.e., ISBN, ISSN, etc.). Any new ISBNs added to a bibliographic record should be added below the existing ISBN fields (020 tag) in a separate 020 tag. ISBNs for paperback versions of a title may be added to the record for the hardcover version instead of creating a bibliographic record if the content of the publication is the same. Add the publisher name and format in parenthesis after the ISBN if they are different from that described in the 260/264 tags (publisher) and 300 tag (format for paperback is generally recognized as a size of 18 cm).

Example tag: 020 __ 0345378490 (Ballantine pbk.) ;|c$7.99

b) Add all access points from the existing WYLD record that are not represented in the overlaying record. Special attention must be paid to retain 49x and 8xx series headings, local subject headings (69x) and other access points in the 6xx or 7xx fields.

c) Add all other bibliographic information including contents notes (505 tags) from the existing WYLD record that is not local or copy specific in nature and is not represented in the overlaying record.

d) Correct invalid indicators or add correct indicators to fields where indicators are missing. Refer to Understanding MARC Bibliographic (machine readable cataloging) or MARC Bibliographic Format Guide for assistance in determining appropriate indicators to use.

2.4 Adding Bibliographic Records to WYLD

WYLD participants are able to add records to the WYLD database by:

- Transferring records from another bibliographic database
- Copying and editing from existing databases
- Performing original cataloging online in WYLD
2.4.1 Guidelines for Adding

a) Immediately prior to adding a new record, search the WYLD database using as many search keys or strategies as necessary to invoke a retrieval, in order to determine that a duplicate record will not be added.

b) **Do not** add new records to:
   
   - Reflect new cataloging rules
   
   - Reflect local cataloging policies, except for differences allowed in Section 2.5.3.
   
   - Reflect a different choice of main entry
   
   - Reflect additional information
   
   - Reflect new printing date

c) **Do add** records to reflect successive entry cataloging for non-government serials. The WYLD bibliographic database should contain one record for each of these serial titles.

   - Successive entry cataloging for non-government serial titles is generally practiced. Successive entry cataloging is the practice of creating a new record for a serial whenever a major change is made to the title proper or the language of the publication changes.

   - **Do not** add a new record for annual publications such as travel guides (Fodor’s, Mobil, Baedeker’s, Frommers, etc.), record books (Guinness Book of World Records, etc.), cookbooks (Taste of Home annual recipes, Best American recipes), collection books (any Kovels title, Scott Standard Postage Stamp Catalog, U.S. Coin Digest, etc.). If the year appears as part of the title, look for the serial record where the title does not contain any designated year. Exceptions to this are poetry or short story anthologies where a 505 contents note is desired to list the specific titles contained in that volume (Best short stories of…, Best plays of…, Best science fiction of…, etc.).

   - **Do not** add an online serial record in addition to the record for paper issues, simply add the 856 tag for the valid URL to the existing record.
d) **Do not** add a paper or microform bibliographic serial record when there is an existing electronic serial record. Many federal document serials have gone online only as a means of publication. In those cases, there will be no bibliographic records reflecting the paper or microform formats. These electronic resource records generally contain notes describing alternative forms of access. **Refer to Section 2.4.10 for specific procedures for handling federal documents serials.**

e) **Do not** add a new serial record to reflect successive entry cataloging for state document serials. State document serials no longer reflect successive entry cataloging for title changes and continuations. State document serials are collapsed into a single record for the most recent title with notes added to describe title changes and years associated with each title variation.

2.4.2 Transferring a Record into WYLD from Other Databases

- More than one record may exist in an external bibliographic database to reflect the same bibliographic item. Choose the most complete record for the item in hand.

- Editing of transferred records must follow the guidelines of Section 2.2.

2.4.3 Bringing a Record into WYLD from OCLC

This may be done either by using OCLC Connexion, or by accessing OCLC as one of the other databases referred to in Sections 2.3.1 and 2.4.2. When accessing OCLC through the cataloging utility, it is possible to overlay existing WYLD records.

2.4.4 Copying/Duplicating a Record in WYLD

**Copy cataloging for the WYLD database may be accomplished by:**

Transferring an existing record from one of the external bibliographic databases into WYLD and editing in the WYLD database so that the new record reflects the item in hand.

2.4.4A **Copying an existing WYLD record and editing it to reflect the new title in hand.**

   a) Editing of copied records must follow the guidelines of Section 2.2.
b) Do not copy records to reflect a paperback version of a title published in hard copy. Add the ISBN for the paperback copy in an 020 tag below the existing ISBN (if there is one) to reflect the differences in publisher and format as described in Section 2.2.

C) Do not copy records to reflect a “Book-of-the-Month Club edition,” a “Book Club edition,” or any other print edition where only the font or formatting is changed but where the text is not altered, or to reflect a “widescreen or full screen version” of a video. This edition information may be added to the item record as a note. Refer to Section 2.6 on Item Records.

d) Do not copy records to reflect a new printing date.

e) Do not copy records to create a new year of an annual publication for which there is an existing serial record in WYLD unless a specific contents note is needed as in the case of anthologies. Refer to Sections 2.4.1 c) and 2.4.7.

2.4.4B Creating Holdable Book Club Kit Records

Search WYLD for an existing book club kit record for the title you wish to add. If there is already a book club kit record, use it and add your library’s specific information to that record.

If there isn’t already a book club kit record in WYLD, copy the record of the title you need to create the bibliographic record for the book club kit. If that title isn’t already in WYLD, import the record from OCLC or LC.

If an original record has to be created, include the tags shown here.

Edit the record as described below to create the single book club kit record.

Retain the 001 tag, replace any prefix before the number.

Replace the ocm/ocn designation that was before the number with the code: WYLD

So where it used to be: ocm41580492, it is now changed to: WYLD41580492

A record from LC has no prefix before the number: 18534988, so add it: WYLD18534988
A record created through original cataloging needs to have the 001 tag added with a unique number preceded by the WYLD code.

Example: **WYLD20608266**

This designation before the number is an important element in making these records holdable.

**Remove the 010 (LC number) and all the 020 (ISBN) tags.** These are SmartPort match points and since SmartPORT settings vary, it is important to avoid any possibility that these book club kit records would be overlaid.

**Remove the 035 tag.** This is another SmartPort match point.

**Add to the 245 tag the simple indication [book club kit] immediately after subfield a.**

Do not add additional 245 library specific information. Do not add the GMD for kit or any other designations that also indicate this record is for a book club kit.


The phrase is in square brackets but not entered as a GMD so there is no |h (subfield h).

**Add the 246 alternate title of Book club kits.**

Example: 246 3 Book club kits

That’s first indicator 3, blank second indicator.

**Added the 250 tag for Book club kit.**

Example: 250 Book club kit.

**Leave the 300 tag as it is.** Do not add library specific information to this tag, or replace the physical description with other kit information.

Example: 300 267 pages ;|billustrations ;|c23 cm.

**Add the 490 series tag.**

Example: 490 1 Multiple titles for book club discussion groups.

That’s first indicator 1; blank second indicator.
Repeat the same information in the 830 tag.

Example: 830 0 Multiple titles for book club discussion groups.

That’s blank first indicator, second indicator: zero

Enter generic information that can be applied to all holdings libraries in the first 500 tag.

Example: 500 Entire kit must be checked out. Please ask librarian for assistance in locating these materials.

Add 500 tag with specific library information and identify it with the library’s name. Add libraries in alphabetical order. These multiple tags display in WYLD Cat.

Example: 500 NATRONA: Multiple volumes plus looseleaf pages in a canvas bookbag. Kit includes 6-12 books, discussion questions, author biographies, suggested further reading, and list of other books by the same author.

Example: 500 SHERIDAN: Multiple volumes plus binder of looseleaf pages in a canvas bookbag. Each kit contains 10 books, discussion questions, author biographies and suggested further reading.

Add the 650 subject heading for Book clubs (Discussion groups) as the first subject heading so it is easy to find and not added multiple times.

Example: 650 0 Book clubs (Discussion groups)

Save the bibliographic record.

Add holdings. Do not use |z (subfield z) in the call number.

Delete holdings and bibliographic record when appropriate.

Delete item specific information (500 tag) in bibliographic record when deleting library holdings if bib record will not be deleted.
Example Record: Where rivers change direction

<table>
<thead>
<tr>
<th>Tag</th>
<th>Ind.</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td></td>
<td>WYLD1580492</td>
</tr>
<tr>
<td>003</td>
<td></td>
<td>OCoLC</td>
</tr>
<tr>
<td>005</td>
<td></td>
<td>20000023113758.0</td>
</tr>
<tr>
<td>035</td>
<td></td>
<td>(Sirs) i0874806178</td>
</tr>
<tr>
<td>035</td>
<td></td>
<td>AFL-3960</td>
</tr>
<tr>
<td>036</td>
<td></td>
<td>2015969</td>
</tr>
<tr>
<td>040</td>
<td></td>
<td>DL.CkDL.CkBBF</td>
</tr>
<tr>
<td>043</td>
<td></td>
<td>n-us-wy</td>
</tr>
<tr>
<td>049</td>
<td></td>
<td>BBFA</td>
</tr>
<tr>
<td>050</td>
<td>00</td>
<td>F767 F39b567 1999</td>
</tr>
<tr>
<td>082</td>
<td>00</td>
<td>978.7H20332032</td>
</tr>
<tr>
<td>090</td>
<td></td>
<td>F767 F39b567 1999</td>
</tr>
<tr>
<td>100</td>
<td>1</td>
<td>Spragg, Mark,j</td>
</tr>
<tr>
<td>246</td>
<td>9</td>
<td>Book club kits</td>
</tr>
<tr>
<td>250</td>
<td></td>
<td>Book club kit.</td>
</tr>
<tr>
<td>260</td>
<td></td>
<td>Salt Lake City :bUniversity of Utah Press,c1999.</td>
</tr>
<tr>
<td>267</td>
<td></td>
<td>267 p. ;c23 cm</td>
</tr>
<tr>
<td>490</td>
<td>0</td>
<td>Multiple titles for book club discussion groups.</td>
</tr>
<tr>
<td>500</td>
<td></td>
<td>Entire kit must be checked out. Please ask librarian for assistance in locating these materials.</td>
</tr>
<tr>
<td>500</td>
<td></td>
<td>NATRONA: Multiple volumes plus looseleaf pages in a canvas bookbag. Kit includes 6-12 books, discussion questions, author biographies, suggested further reading, and list of other books by the same author.</td>
</tr>
<tr>
<td>500</td>
<td></td>
<td>SHERIDAN: Multiple volumes plus binder of looseleaf p. in a canvas</td>
</tr>
<tr>
<td>600</td>
<td>10</td>
<td>Spragg, Mark,j</td>
</tr>
<tr>
<td>650</td>
<td>0</td>
<td>Ranch Life in Wyoming [Park County.</td>
</tr>
<tr>
<td>651</td>
<td>0</td>
<td>Park County (Wyo.) vBiography.</td>
</tr>
<tr>
<td>651</td>
<td>0</td>
<td>Shoshone National Forest (Wyo.) vBiography.</td>
</tr>
<tr>
<td>651</td>
<td>0</td>
<td>Park County (Wyo.) vSocial life and customs.</td>
</tr>
<tr>
<td>650</td>
<td>0</td>
<td>Book clubs (Discussion groups)</td>
</tr>
<tr>
<td>830</td>
<td>0</td>
<td>Multiple titles for book club discussion groups.</td>
</tr>
</tbody>
</table>

2.4.5 Original Cataloging

2.4.5A Original cataloging for the WYLD database may be accomplished:

- By contacting the WYLD Office. Requests for cataloging may be directed to the WYLD Database Manager. If the request is for the cataloging of state document records, those requests will be forwarded to the Wyoming State Library documents cataloger.

- Online in WYLD by choosing the appropriate format for the item in hand. If so desired, WYLD Office staff will assist by reviewing records created online by member libraries when given the record’s title control number.
• Offline through informal partnership agreements with other Wyoming libraries or regional cataloging centers (if available) or by submitting information on items needing cataloging to the State Library.

For cataloging information from another library, submit the following to that library for each record sought. Take information from the actual item.

Scan the title page and verso of the title page or their equivalents to the library doing the cataloging.

2.4.5B Standards for Original Cataloging in WYLD

a) WYLD participating libraries will use the appropriate format for the item in hand. Appendix B contains a listing and definition of record formats.

b) Records will be completed to Level 2 description as prescribed by RDA or AACR2R and illustrated in Appendix E.

c) Fixed field elements must be entered as completely as possible.

d) All access points must conform to RDA or AACR2R.

e) International Standard Bibliographic Description (ISBD) punctuation must be used.

f) All applicable mandatory MARC fields (Refer to Appendix C) and associated elements must be completed for the chosen record format. Correct indicators and subfield codes must be used.

g) The primary subject thesaurus for WYLD is Library of Congress Subject Headings although Genre heading or MeSH heading may also be used. All subject headings in the 6xx field must be formatted in accordance with Library of Congress practice. Correct indicators and subfield codes must be used.

h) Locally-assigned subject headings must be tagged with the appropriate MARC field (69x). Do not assign the 69x field to headings established as valid LC subject headings.

i) Local holdings and/or copy-specific information usually entered in the 049, 59x, or the 9xx fields of the MARC bibliographic record are maintained online by the
owning library in the WYLD item record. These MARC fields should not be entered into the bibliographic record.

2.4.5C Process of Original Cataloging in WYLD

2.4.5C1 Creating Material Descriptions

- Enter LCCN (Library of Congress Control Number) in an 010 tag. 010 __ LC number with no hyphen or spaces within the number

- Enter ISBN (International Standard Book Number) in an 020 tag. 020 __ ISBN with no hyphens or spaces within the number

- Enter valid Main Entry headings in upper and lower case according to standardized headings. Do not enter main entries (authors or titles) in all upper case unless they are entered as such in their authorized forms.

  a) All Main Entry headings should be tagged correctly including correct indicators and subfield codes. These vary depending on type of entry. Refer to the MARC Bibliographic Format Guide.

  b) Follow Standards a) - e) as described in the section on Standards for Original Cataloging, Section 2.4.5.

  c) Create 1xx tags if the work has an author. An editor is not considered an author so would be entered as an Added Entry (7xx tag).
     100 __ Personal Name Main Entry
     110 __ Corporate Name Main Entry
     111 __ Meeting Name Main Entry
     130 __ Uniform Title Main Entry

- Identify valid Main Entry Headings

  a) Conduct an author search online in the WYLD bibliographic database to see what authors have already been used. To determine if the heading is authorized, check the WYLD Authority File. If the heading is not in the WYLD Authority File, conduct an online search of the authority file at the Library of Congress.
b) Verify the correct form of heading, correct heading construction, and correctly constructed subdivisions.
   Example: 100 1_ Turner, R. M.|q(Raymond M.)

c) Identify dates of a personal name subject heading:
   100 1_ Bridger, Jim,|d1804-1881.

d) Display the record in MARC format to identify the proper MARC tags and subfield codes for subdivisions.

In a bibliographic record in WYLD, an author followed by the word “UNAUTHORIZED” indicates it is not a valid heading. Verify this by checking the WYLD Authority File.

- Create title entry (245 tag).

   The indicators vary depending on the type of entry. The first indicator is the number 1 if there is an author (1xx tag). If there is no 1xx tag, the first indicator is a zero. The second indicator determines the number of characters to skip for the purposes of indexing. If the title begins with an initial article (the words: A, An, The), the second indicator should be set to omit these words in indexing. If the initial article is “A”, the second indicator should be set to 2. If the initial article is “An”, the second indicator should be set to 3. If the initial article is “The”, the second indicator should be set to 4.

   245 __ Title

   Examples:

   100 1_ Lee, Katie

   245 10 All my rivers are gone /|cKatie Lee.

   245 00 Everything Irish

- Create other tags to further describe the material

   250 __ Edition statement (no indicators) Transcribe this as found on the material.

   (Under RDA rules, if the statement is spelled out on the material, transcribe it in that spelled out form).
260 __ Publication information (no indicators) (AACR2R, should be replaced with 264 RDA tag)

264 __ Production, Publication, Distribution, Manufacture, and Copyright Notice (Indicators vary depending on the function).

264 **First indicator** - Sequence of Statements

**Blank** - Not applicable/No information provided/Earliest. To be used when the material is first cataloged.

“No information provided” is defined for monographs that are complete as originally issued. This is the most common.

2- Intervening. To be used when the Place or Name changes. More common with serials or monographic series where the original location or publisher is no longer the same as the current place or publisher name.

Example: 264 2 1 |3April 1954-April1996: |aHauppauge, New York :|bBarron’s (In the past in WYLD, this has been recorded in a note field).

3- Current/Latest. To be used when the Place or Name associated with the earliest statement changes. The current statement would be added with first indicator value 3.

Example: 264 3 1 |3<1992->: |aNew York :|bFodor’s Travel Publications (In the past in WYLD, this has been recorded in a note field).

264 **Second indicator** - Function of entity

**Zero** - Production. The statement relating to the creation of material in an unpublished form.

Example: 264 _4 [Salt Lake City, Utah] :|b[producer not identified],|c[1926?]}

1 - Publication. The statement relating to the publication, release, or issuing of the material.


2 - Distribution. The statement relating to the distribution of the material.

3 - Manufacture. The statement relating to the printing or duplicating or the material in a published form.

Example: [Place of manufacture not identified] :|bPanda Game Manufacturing

4 - Copyright date.

(In WYLD use the copyright symbol where the second c is shown in this example).

The 264 tag can display multiple times on a bibliographic record depending on the indicator value.

300 __ Physical description (no indicators)
With RDA cataloging, the elements in this tag are not abbreviated.

Example: 300 __ 245 pages :|bcolor illustrations ;|c24 cm
(cm here is not an abbreviation; it is considered the symbol for centimeters, therefore it is not spelled out nor is it followed by a period).

336-338 RDA tags created for the replacement of GMDs (General Material Designation found in the 245 tags) Even though the GMD wasn’t typically used for print materials, these three RDA tags are used in records for print materials as well as in the records for other cataloging formats. Technotes have been created that provide the terms available for each of these three tags. Examples are given along with a table from the Library of Congress that provides the combinations of terms used for all three tags when describing specific materials. Technote: Elements for RDA tags 336, 337, & 338

Example of combination of elements for a map:
336_|atext|btxt|2rdacontent
337_|aunmediated|bn|2rdamedia
338_|asheet|bnb|2rdacarrier

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30
336 __ Content of the material being described (no indicators)

Example for a printed book: 336__ |atext|btxt|2rdacontent
Subfields a & b vary so the elements for those subfields are provided in technotes. In the display the subfield code and delimiter for subfield “a” is not shown. The subfield 2 and the information within that subfield can be typed by the cataloger.

If the printed material has a lot of illustrations, like a book of photography or a children’s picture book, it is appropriate to add a second 336 tag for the illustrations. So in this case there would be two 336 tags.

Example:
336__ |atext|btxt|2rdacontent
336__ |astill image|bsti|2rdacontent

An example for a DVD: 336__ |atwo-dimensional moving image|bttdi|2rdacontent

An example for a CD book: 336__ |aspoken word|bspw|2rdacontent

An example for music on CD: 336__ |aperformed music|bprm|2rdacontent

337__ Media type reflects the intermediation device needed to view, play, or run the contents of the material. (no indicators)

Example for a printed book: 337__ |unmediated|bn|2rdamedia

Example for a DVD: 337__ |avideo|bv|2rdamedia

Example for a CD book: 337__ |aaudio|bs|2rdamedia

Example for music on CD: 337__ |aaudio|bs|2rdamedia

338__ Carrier (format) type reflects the format for storage and housing of the material based on what the media is in the 337 tag. (no indicators)

Example for a printed book: 338__ |avolume|bnc|2rdacarrier

Example for a DVD: 338__ |avideodisc|bvd|2rdacarrier
Example for a CD book: 338__|audio disc|bsd|2rdacarrier

Example for music on CD: 338__|audio disc|bsd|2rdacarrier

Other RDA tags that can be added:

**340 for physical characteristics** of material that requires technical equipment for its use or material that has special storage needs (no indicators)

In WYLD this is seen primarily in large print records.

Example for large print: 340__|large print|2rda

(Subfield n is used to indicate font size. It can be entered as a general indication of font size or more specifically)

Example: 340__|giant print (36 point)|2rda

**344 for technical specifications of sound characteristics** for sound recordings or videorecordings (no indicators)

Example for a sound recording: 344__|digital|optical|g stereo|2rda

Example for a DVD: 344__|digital|optical|surround|H Dolby|2rda

Other subfields can be added.

**345 for technical specifications of projection characteristics** for moving images (no indicators)

Example for a DVD: 345__|IMAX|24fps|2rda

**346 for technical specifications of video characteristics** (no indicators)

Example for a DVD: 346__|b NTSC|2rda

Example for a VHS recording: 346__|VHS|b NTSC|2rda

In older bibliographic records the information in tags 345 and 346 is often found in a note and not in these specific tags.
347 technical specifications of digital file characteristics for the
digital coding of text, image, audio, video (no indicators)

Example for an MP3: 347__ |a audio file|b MP3|f 32 kbps|2 rda

Example for a DVD: 347__ |a video file|b Blu-ray|e region A|2 rda

490 __ Series (indicators vary, zero or 1)
In WYLD the 490 tag with a first indicator of zero does serve as a
series access point so users can retrieve titles associated with that
series without having to know the official form of entry for the series.

In WYLD the 490 tag with a first indicator of 1 (one) has a
corresponding 8xx tag which contains the authorized (official) form of
the series.

Example:
490 1__ Magic tree house ;|v#12
800 1__ Osborne, Mary Pope.|t Magic tree house series ;|v#12

5xx __ Notes (indicators vary)

Refer to Bibliographic Formats and Standards for additional
information on these and other tags and subfields.

2.4.5C2 Creating Subject Headings

- Enter valid Library of Congress (LC) subject headings in upper and lower
case according to standardized headings. Do not enter subjects in all
uppercase.

- All subject headings should be tagged correctly, including correct
indicators and subfield codes. Refer to the MARC Bibliographic Format
Guide.

- Follow Standards f) - h) as described in the section on Standards for
Original Cataloging, Section 2.4.5.

  600 _0 Personal Names
  610 _0 Corporate Names
  650 _0 Topical Headings
  651 _0 Geographic Names/Headings
• Identify valid LC Subject Headings

• Online, conduct a subject search in the WYLD bibliographic database to see what subjects have already been used. To determine if the heading is authorized, check the WYLD Authority File. If the heading is not in the WYLD Authority File, conduct an online search of the authority file at the Library of Congress.

• Offline, consult Library of Congress Subject Headings if this volume set is available.

• Verify the correct form of heading, correct heading construction, and correctly constructed subdivisions.

  Example: 650 _0 Economic forecasting|zWyoming|y21st century.

• Identify dates of a personal name subject heading: 600 10 Bridger, Jim,|d1804-1881.

• Display the record in MARC format to identify the proper MARC tags and subfield codes for subdivisions.

In a bibliographic record in WYLD, a subject followed by the word “UNAUTHORIZED” indicates it is not a valid heading. Verify this by checking the WYLD Authority File.

2.4.5C3 Local Subject Headings

• Search the WYLD database. If no relevant LC heading exists, determine if the heading has already been used by another library. If so, the new heading should match the existing, established form of heading, in tagging, terminology and format, to maintain consistency in indexing. Consult with the WYLD Office before creating any headings so they can be added to the WYLD online list of local headings.
• Use 650 tags with a second indicator of 4 for Wyoming award winning titles. Do not use 690 tags for these.

  Examples:
  650 _4 Soaring Eagle Young Adult Award Books.
  650 _4 Indian Paintbrush Honor Books.
  650 _4 Buckaroo Book Award.

• Use 69x tags with no indicators for other local subject headings. Do not tag as a local heading an LC subject heading to which has been added a geographic subdivision (Wyoming) or a free-floating subdivision such as “Statistics.”

  Example: School libraries|zWyoming|vStatistics.

  This is not considered a local subject heading and should not be entered as a 69x tag.

• Refer to the **MARC Bibliographic Format Guide** for valid subfield codes.

  Examples:
  690 __ Topical Headings
  691 __ Geographic Headings

Online sources are available for establishing geographic subject headings. The Geographic Names Information System (**GNIS**) has a web site which also has a [query form](#).

There are also several sources listed in WYLDCAT that may be useful in establishing a standard form for Wyoming geographic locations and topics. For a list of sources, conduct the following subject search in WYLD: Wyoming geographical names

Examples:

  Wyoming geographic names / prepared from the Geographic Names Information System
  (GNIS) computer file compiled by the U.S. Geological Survey, National Mapping Division,
  in cooperation with the U.S. Board on Geographic Names ; formatted and edited by Linda R. Zellmer. [Laramie, Wyo. : University of Wyoming Libraries, 1995]
2.4.5C4 Authority Control

Invalid subject headings and name headings are identified in a bibliographic record by the appearance of “UNAUTHORIZED” after the heading.

Search the WYLD Authority File to identify which headings are valid. If a heading already exists in the database, edit the entry to conform to the authorized form of the heading. Often a heading is invalid simply because of misspellings, incorrect dates, or incorrect spacing.

WYLD participating libraries should correct these errors within bibliographic records. Refer to the technote for guidance on viewing authority records. Refer to the technote for guidance on the process of validating headings in bibliographic records.

Errors in some UNAUTHORIZED headings in bibliographic records can be fixed easily by any cataloger editing the bibliographic record. If the term is in the WYLD Authority File but the entry in the bibliographic record still displays UNAUTHORIZED, there may just be a minor error in the form of entry in the bibliographic record. These types of errors include:

- Personal name heading that is missing the birth year when that information is necessary to distinguish that author from another with the same name.

  Example: 100 1 Patterson, James.
  This author with no dates associated with his name is not the popular fiction author. The valid entry for the popular fiction author is:
  100 1 Patterson, James,|d1947-

- Personal name headings that are missing a death year. In this case, the authority record contains both birth and death years but the new bibliographic record has just the birth year. Simply adding the death year to the heading in the bibliographic record will fix this error and validate the heading.
Example: 100 1 Sharif, Omar,|d1932-
Add his death year, 2015 to correct this entry.

Personal name headings that have birth or death years that are not the correct dates. In this case it is often just a typographical error that is causing the heading to display as UNAUTHORIZED. Entering the correct year will validate the heading.

Example: 600 10 Sharif, Omar,|d1933-
or 600 10 Sharif, Omar,|d1933-2015.

Personal name headings that are incorrectly spelled.

Correcting this last name to Andersen and using the correct form of his name will validate this author's name. Corrected heading:

600 10 Andersen, H. C.|q(Hans Christian),|d1805-1875.

Corporate names can have similar errors in spelling which can be corrected easily to make the heading valid.

Example: 610 20 Conference of Cheif Justices.
Validate the heading by correcting the spelling of Chief.

Topical and geographic subject headings can also be corrected by fixing spelling errors.

Example: 650 0 Cemetaries.
The correct entry is: 650 0 Cemeteries.

Example: 650 0 Passtimes.
The correct entry is: 650 0 Pastimes.

Example: 651 0 Cheyenne, WY
The correct form is: 651 0 Cheyenne (Wyo.) (when this is in the subfield “a” of the 651 tag) If the geographic name appears as a subheading in a topical heading, it is entered as: 650 0 Cookery|zWyoming|zCheyenne.

Errors in format and use of subfields can also be corrected. Formating errors are those that don’t use the subfields but designate the separation within the heading by using dashes.
Example: 650 0 Cookery -- Wyoming -- Cheyenne.
To correct this entry, replace the dashes with the correct subfield.
Corrected to: 650 0 Cookery|zWyoming|zCheyenne.

Other errors in the use of subfields are related to the subfield code that has been entered. These can be easily corrected.
Example: 600 10 Patterson, James,|x1947-
The correct entry is: 600 10 Patterson, James,|d1947-
Note also that there is no period at the end of these open-ended entries.

Additional errors occur in validating a heading when the wrong tag is used. For instance, a personal name subject heading will appear as UNAUTHORIZED if it is entered as a topical subject heading (650 tag).

Example: 650 0 Patterson, James,|d1947-
Correct entry: 600 10 Patterson, James,|d1947-

A geographical subject heading (651 tag) entered as a topical subject heading (650 tag) will also result in the entry appearing as UNAUTHORIZED.

Example: 650 0 Laramie (Wyo.)
Correct entry: 651 0 Laramie (Wyo.)

Questions regarding the proper form of heading or reports of incorrect headings should be made to the WYLD Office. For more information on Authority Control, refer to Section 3.

2.4.6 Other Cataloging Options

- Brief Title records created through cataloging
- On-The-Fly records created through circulation

Do not create records with title information only.

2.4.6A Brief Title Records (Books/Non-Print Materials)

A Brief Title record should be considered a request for full cataloging for that item. These are not to be considered as permanent records. Libraries should check
regularly for their remaining Brief Title records and replace them or merge them to full bibliographic records in a timely manner. Any library linking holdings to a Brief Title record is encouraged to replace that brief record.

a) Each Brief Title record created through cataloging by a WYLD participating library should include an ISBN (International Standard Book Number), or author information, whenever possible. Inclusion of this number or the author makes it easier to match the Brief Title record to a full bibliographic record at a later time. Reports can be run to retrieve these Brief Title records so they can be deleted or holdings merged to the full bibliographic record.

b) Search the WYLD database thoroughly before creating a new Brief Title record. It is essential to look at the full MARC record in order to determine whether a record already in the WYLD database matches the item as outlined in Section 2.4.1.

After exhausting all search possibilities including external databases (LC, OCLC) and finding no bibliographic record that matches the item in hand, a new Brief Title record may be created if original cataloging of the item is not possible.

Remember, the more information provided in the Brief Title record, the more useful the Brief Title record is to other WYLD libraries and the less likely it is that a duplicate record will be created. Also the more information provided, the easier it will be for the WYLD Office staff or any WYLD library personnel to replace the Brief Title record with complete cataloging.

Consult the Cataloging with Authority Training Guide provided by the software vendor for instructions on adding a title to WYLD.

c) Supply information for as many of the fields as possible. Because call numbers are entered at the item level, do not create a local call number field.

Bibliographic information for books must come from the item's title page or title page verso.

Bibliographic information for non-print materials may come from several locations: any labels that are affixed to the item itself, the original package that covers the item, any text (program, booklet, etc.) that came with the item. Some information may be available only by viewing or listening to the material.

Do not enter the General Material Designation (GMD) for the item in a subfield h of the 245 tag. Refer to Appendix D for a list of unused GMDs. Any numeric
identifier (recording numbers, catalog numbers, stock numbers, etc.) should be included in the tag appropriate for that number (024).

d) ISBD punctuation is not automatically supplied in a Brief Title record. Therefore, the record should be edited for inclusion of correct punctuation between subfield elements.

Subfield delimiters are also not automatically supplied, nor are indicators. These should be added as well. Refer to the MARC Bibliographic Format Guide or to Understanding MARC Bibliographic (machine readable cataloging).

2.4.6B On-The-Fly Records

On-The-Fly items can be created in the Check Out Function in Circulation. These generally consist of only the 245 title field. Use the correct indicators in the 245 tag. It is expected that on-the-fly items be cataloged as quickly as possible. These are not to be considered as permanent records. Libraries should check regularly for these records in the database and remove them or relink their items to a full bibliographic record.

2.4.7 Serial (Periodical) Records

2.4.7A General

For more system specific details on serials maintenance, refer to serials technotes.

2.4.7A1 Full Level Bibliographic Records

WYLD participating libraries must create a summary holdings statement on the MARC holdings record to reflect their holdings on the full bibliographic serial record even if they are not maintaining their serials through serials control. If copies are linked, item barcode should be added to the full bibliographic serials record that reflects a serial in continuous, current publication.

Minimal records currently exist in the WYLD database for the ease of circulation of single issue periodicals. These are not to be considered as permanent records.

WYLD libraries are encouraged to retain a minimum number of barcoded items (no more than 60 issues) on any serials record except those for monographic series.
2.4.7A2 On-The-Fly Records

Create these only for the ease of quick circulation of a specific issue that is not otherwise linked. Use correct indicators in the title field (245 tag). These records should be deleted on a regular basis by the library that created them. Summary holdings statements should not be added to these records.

2.4.7B Full Bibliographic Serials Records

The WYLD database may not have the most recently updated version of a serials record. Libraries should rely on the publication in hand to determine when a title changes or when a publication ceases. If a serials record in WYLD needs to be updated or replaced, libraries may contact the WYLD Office.

Do not alter any serial bibliographic records to reflect the holdings of any specific collection. Do not change dates to reflect specific holdings. Do not add "Library has..." notes to reflect specific holdings.

2.4.7B1 Open Records

WYLD participating libraries must be able to identify the appropriate full bibliographic serials record to use when attaching holdings. Libraries should use the serials record that reflects continuous publication of the title in its current form. There are some easy ways to identify these open publications.

a) Fixed field

- Bibliographic level (Bib_Lvl) should be an "s" to indicate it is a serials record.
- Date type: (Dat_Tp) is generally a "c" to indicate the serial is currently being published. This means an issue has been produced within the past three years and there is no clear evidence that the publication has ceased. Sometimes this Date Type can be a "u" which means that there is no clear indication that the serial has ceased publication.
- Dates 1 and 2: (Date1/Date2) should have the year the publication began in Date 1 while Date 2 will not contain an actual
year. To indicate an ongoing publication Date 2 may contain four nines (9999) or, as in some older publications, the letter "u" to indicate missing digits (198u). (The letter "u" may also appear in the Date 1 position if it is unknown exactly what year the publication began). NOTE: Beginning dates and ending dates must not be changed to reflect the dates held by any specific library.

b) Variable fields

- 260 tag (AACR2R): subfield "c" may display the year the publication began followed by just a hyphen.

  Example: 260 __ |c1921-

- 264 tag (RDA): 264 __ Production, Publication, Distribution, Manufacture, and Copyright Notice (Indicators vary depending on the function).

  **264 First indicator** - Sequence of Statements

  **Blank** - Not applicable/No information provided/Earliest. To be used when the material is first cataloged. Information present when this indicator is blank is not changed, unless incorrect or earlier issues of a serial are later available with differing publishing information.

  **2** - Intervening. To be used when the Place or Name changes. More common with serials or monographic series where the original location or publisher is no longer the same as the current place or publisher name.

  Example: 264 21 |3April 1954-April1996: |aHauppauge, New York :|bBarron’s (In the past in WYLD, this has been recorded in a note field).

  **3** Current/Latest. To be used when the Place or Name associated with the earliest statement changes. The current statement would be added with first indicator value 3.

  Example: 264 31 |3<1992->: |aNew York :|bFodor’s Travel Publications (In the past in WYLD, this has been recorded in a note field).
264 Second indicator - Function of entity

**Zero** - Production. The statement relating to the creation of material in an unpublished form.

Example: 264 _4 [Salt Lake City, Utah] :b[producer not identified],|c[1926-1930?]

**1** - Publication. The statement relating to the publication, release, or issuing of the material.

Example for periodical title “Dogster”: 264 _1 Irvine, CA :bi-5 Publishing LLC,|c2015-

**2** - Distribution. The statement relating to the distribution of the material.

Example: 264 _2 Arlington, Virginia :bPBS Distribution,|c2015-

**3** - Manufacture. The statement relating to the printing or duplicating or the material in a published form.

Example: [Place of manufacture not identified] :bPanda Game Manufacturing

**4** - Copyright date.

Example: 264 _4 |cc2009. (In WYLD use the copyright symbol where the second c is shown in this example).

Example for the periodical title “Country”:
264 _1 |31987-|aGreendale, Wisconsin :bReiman Associates, Inc.
264 31 |3<2012>|aGreendale, Wisconsin :bReiman Media Group, LLC

- 300 tag: subfield "a" should display just a lower case "v.", "pt.", or "no." indicating that the number of physical items is not yet known. NOTE: Libraries must not add the number of volumes to reflect the number owned locally.

Example: 300 __ v.
362 tag: subfield "a" should display the beginning date of publication for the serial.

Example: 362 __ Vol. 48 (Sept. 1921)

78x tags: There should be no 785 tag on a serials title that is still being published. This 785 tag appears on serials that have closed because of a title change. However, there can be a 780 tag on an open serial record. The 780 tag displays the previous title of that serials publication.

2.4.7B2 Closed Records

When a serials title ceases publication or undergoes a title change, the serials record is closed to reflect that no new issues will be published under that title or under that form of the title. Even though these may be full level bibliographic records, they are not appropriate to use for linking barcodes or creating serials control records for check in of currently received periodicals. There are some easy ways to identify these closed publications.

a) Fixed field

- Bibliographic level (Bib_Lvl) should be an “s” to indicate it is a serials record.
- Date type: (Dat_Tp) should be a “d” to indicate the serial is no longer being issued, has ceased publication, or has been superseded by a new title.
- Dates 1 and 2: (Date1/Date2) should have the year the publication began in Date 1 and the year the publication ceased in Date 2. NOTE: Beginning dates and ending dates must not be changed to reflect the dates held by any specific library.

b) Variable fields

- 260 (AACR2R) and 264 (RDA) tag: subfield “c” may display the year the publication ceased.

• 300 tag: subfield “a” may display the total number of volumes that cover the years the serial was published. NOTE: Libraries must not change the number of volumes to reflect the number owned locally.

Example: 300 __ 80 v.

• 362 tag: subfield “a” should display the years of publication, both beginning and ending dates.

Example: 362 __ Vol. 48 (Sept. 1921) - Vol. 128 (Mar. 2001)

• 785 tag: subfield “t” should display the title of the publication that continues the closed title if it is the case of a serial that has undergone a title change.

2.4.7C Serials Control Records

The creation of a serials control record is necessary only if a WYLD participating library is checking in its periodicals on WYLD. WYLD libraries are strongly encouraged to use this feature as a means of tracking and claiming their serial publications. Refer to the Serials Control Training Guide provided by the software vendor.

2.4.7D MARC Holdings Records

(MFHD – MARC21 Format for Holdings Data)

MARC holdings records contain the summary holdings statement that briefly describes a library’s holdings for that title. Because this statement displays in WYLDCAT directly below the serials title and before any barcoded issues, the user sees immediately the range of issues owned by any WYLD participating library. Each library is responsible for entering and maintaining the accuracy of these summary holdings statements. These should contain general retention information about the title so that it is unnecessary to constantly update the summary holdings statements. For this reason, prefer a statement such as CURRENT 2 YEARS over one with a beginning date of retention if that beginning date ever changes such as 1997-. The summary holdings statement should accurately reflect the range of barcodes attached
to the bibliographic record. For example, if the summary holdings statement indicates the library retains from July 1997 to the present, there should be no barcoded issues attached to the bibliographic record that reflect a date prior to July 1997. If a more general statement of CURRENT 2 YEARS is used, there should be no barcoded issues attached to the bibliographic record that reflect a date older than the current 2 years.

MARC holdings records should be added to serials records. Libraries are discouraged from adding a MARC holdings record and summary holdings statement to a bibliographic record for a monograph as these are merged more frequently than serials records. There is no guarantee that these MARC holdings records will transfer to another bibliographic record when records are merged. MARC holdings records must be recreated manually.

- Libraries need not maintain an item record on the bibliographic serials record for every barcoded issue owned. Use a Summary Holdings Statement to indicate a range of permanently retained back issues and the number of issues within that range of years.

Example: 1954-2000 (2395 issues, some missing)

- Delete the MARC holdings record so the summary holdings statement will not display in WYLDCAT if a library ceases to receive the serial and withdraws all issues.

- If the periodical is available only online and WYLD-ER is the only holding library for that title, the location in the MARC holdings record is INTERNET and the 866 tag is AVAILABLE ONLINE.

### 2.4.8 Pamphlet/Vertical File Materials

#### 2.4.8A Accessing Pamphlet/Vertical File Materials in WYLDCAT

Pamphlets and vertical file materials are often valuable resources of information, especially for local history collections. Therefore subject access to these collections is important in making such material accessible in an understandable manner to users when searching WYLDCAT while minimizing the negative impacts to database integrity.
2.4.8B Creating Bibliographic Records

Each WYLD participating library may enter a bibliographic record(s) that describes its pamphlet/vertical file collection(s). For example, there may be one record for Park County vertical file - General, and another record for Park County vertical file -- Wyoming. Do not enter separate records for each topic file in a vertical file. Use broad categories if it is necessary to create more than one bibliographic record.

These bibliographic records should be agency-specific to ease the maintenance of holdings, minimize circulation-related questions, and to make it easier for users to identify a specific library’s holdings.

Remember that these guidelines have been established for the creation of a specific type of record and do not strictly adhere to standard cataloging practices. The role of some MARC tags has been redefined solely for use in these records and that redefinition should not be applied to other record types.

a) COPY the vertical file or pamphlet template record (Title Control Number - AES-5114) and edit the record to meet local needs. Do not enter library specific information into the template record. Do not add item records (barcodes) to the template record. Do not enter any information in all uppercase.

b) The bibliographic records describing pamphlet or vertical file collections shall have an Encoding Level of “v” to ease database management.

c) Use the 260 field to instruct users how to locate or access the vertical file. For example, a useful statement to include in the 260 field could be: “Please ask librarian for assistance in locating these materials.”

d) Add a note on the bibliographic record stating the library’s circulation and/or interlibrary loan policies for these items.

e) Enter the following as the first two subjects of the record (690 tags): Pamphlets or Vertical file (whichever is appropriate) and the specific library’s name Pamphlet or Vertical file collection.

Listing these as the first two subjects minimizes confusion on the initial display of the bibliographic record.

Example:

690 __ Western vertical file
690 __ Casper College Western vertical file collection
f) Sequence any additional subject headings by grouping all types of subject headings together, then list all headings in alphabetical order. For example, list all of the 600 (personal names) headings in alphabetical order, then list all of the 610 (corporate names) headings in alphabetical order.

Be consistent in the manner in which headings are entered so it is easier for the user to identify and search the topics available in the pamphlet or vertical file collection. Be sure to use the authorized form of heading by checking the WYLD Authority File for the established headings.

g) Delete from the new bibliographic record any field or information that was copied from the template that does not apply. Do not delete or edit the template record.

Conduct a title search on “vertical file” to find examples of vertical file bibliographic records. It is helpful to view these records both in cataloging and WYLD CAT to see how information entered in specific fields will display to the public.

h) Refer to Section 2.4.5 for details on Original Cataloging.

2.4.8C Linking a Barcode for Holdings Display

Enter a brief general, informational statement such as: VERTICAL FILE in the call number field to further direct user. Add the appropriate subfield to the call number to designate folder or file numbers. Refer to the technote on Creating a Subfield z.

Throughout this process, view the record in WYLD CAT to determine if information displays in an understandable manner. Conduct a subject search on a term entered to see how the record displays on a hit list. Modify the record as needed.

2.4.8D Circulating Pamphlet/Vertical File Material

To track the circulation of vertical file or pamphlet material on WYLD, libraries may use any of the following procedures:

a) Circulate pamphlets “On-the-fly.”
b) Assign barcodes to generic envelopes and insert pamphlets or materials in envelopes to circulate.

Envelope barcodes should be linked to the same general bibliographic record describing the pamphlet/vertical file collection.

c) Assign barcodes to specific vertical file material or pamphlets. These barcodes should be linked to the library’s single vertical file bibliographic record. A portion of the title can be entered in the item record call number field to identify the specific item.

Example of vertical file call number: VF FAMILY HISTORY MONTANA

2.4.9 Reserve Item Records

In order to use the Reserve Item program, all items must be linked to a bibliographic record in WYLD. The same standards recognized for adding and/or editing records should be maintained.

- All materials will be linked to a complete bibliographic record. If no record is available, a title must be added.

- If a bibliographic record exists, link to it. Do not create a different record for reserve materials.

- Link multiple copies of the same title to a single record. Do not create separate records for each copy of an item. For example, create a record for Biology 1010 exams and link all Biology 1010 exams to that record. Use the call number to identify a specific exam or chapter covered, rather than creating a separate record for each exam.

- If an item specific field (such as a 690 tag to identify library reserves—NWCRESV) is added to any existing WYLD record, that tag must be removed when the item is removed from Reserves.

2.4.9A Adding a Reserve Item Record

- If there is no existing WYLD record, search one of the external databases if appropriate. If the record is found, import it into WYLD. The record may be edited to include a 690 tag for the library’s reserves, i.e. NWCRESV.
• If no database yields a record for the item, create an original record in WYLD by copying the Reserve Item sample record with the title control number: a1376958. Do not enter library specific information into the sample record. Do not add item records (barcodes) to the sample record.

a) The record format should match the type of item being cataloged. Do not change the record format or fixed field information on an existing WYLD record. On records created originally specifically for Reserves, the Encoding Level of the fixed field should be set to “r” for ease of database management.

The originally created WYLD record must have a 245 tag for the title of the material on reserve. Include any appropriate indicators and subfields in the standardized manner. Refer to Section 2.4.5 on Original Cataloging.

Example: 245 00 Donner party|h[videorecording]

b) Include the following tags on any record that will be used for Reserves. If using an existing WYLD record, these tags must be deleted when the item is no longer on Reserve. Refer to Section 2.4.5 on Original Cataloging.

690 Subject heading for library reserves

Example: 690 __ NWCRESV

2.4.9B Deleting a Reserve Item Record

When there is no further use for a reserve record, delete all attached item records associated with the reserve function. If the bibliographic record was an existing WYLD record, remove the 690 and 700 tags added specifically for the reserve function. If the bibliographic record was created specifically for Reserves, remove it from WYLD. However, if it is known that the record will be needed for another course later, do not remove it from WYLD. For more detailed information on Reserves, refer to the Academic Reserves Training Guide provided by the software vendor.
2.4.10 Federal/State/Local Documents Records

WYLD participating libraries are responsible for maintaining their item records. Maintaining the bibliographic records is primarily the responsibility of the State Library. Because the federal government produces publications in various formats, the State Library has developed the following standards to reduce record duplication in WYLD.

a) If the material is still published in a paper format, the bibliographic record for the paper format is retained. All microform holdings are attached to this record. If the material is also available online, an 856 tag is added to the record for the paper format to reflect the address for online access. 5xx tags and 7xx tags are created to reflect publication history.

All other records for microform or electronic versions of the title are deleted.

b) If the material is no longer published in a tangible format and is available only online, only the bibliographic record for the electronic format is retained in WYLD. Holdings from all other formats of the publication are retained on the bibliographic record for the electronic format. The current address for online access is maintained in the 856 tag. 5xx tags and 7xx tags are created to reflect publication history. All other records for paper, microform, or CD versions of the title are deleted.

The Wyoming State Library is responsible for the cataloging of state documents and is primarily responsible for maintaining those bibliographic records. WYLD participating libraries are responsible for maintaining their item records.

WYLD libraries may create bibliographic records for local government documents or may request cataloging be done by the State Library.

2.4.11 Electronic Records

Because of licensing agreements some databases require a unique logon for each library to access the website. These logons are contained in the 856 tag (for electronic location and access) on the bibliographic record for that electronic resource. Multiple 856 tags can be added, one for each library with the URL specific to the individual library. A subfield z should be used to indicate the library for which that URL has been designated. Example text for subfield z: Central Wyoming College Link.

Do not create a duplicate bibliographic record for these electronic resources. Libraries should use a single bibliographic record and add either a new 856 tag to the bibliographic record or add a MARC holdings record with an 856 tag for their unique
access information and an 856 tag for their unique textual holdings information. Because of the nature of these records they are less likely to be merged as monographic records are merged. Refer to serials technotes for information on creating a MARC holdings record.

Figure 2.4.11-1 856 tag in Bibliographic Record

![Figure 2.4.11-1 856 tag in Bibliographic Record](image1)

Figure 2.4.11-2 856 tag in MARC Holdings Record

![Figure 2.4.11-2 856 tag in MARC Holdings Record](image2)

Electronic resource records that are intended for online access only, that are not specific to any single library or group of libraries, just as those described above, but if intended for access to all WYLD libraries, will have call number: INTERNET; item type: EBOOK or ONLINEDOC; home location: INTERNET; library: WYLD-ER (translates to WYLD Online Documents).
Electronic resource records for online access only should not have library holdings for physical items attached to them. Catalogers should select a record for the print material and add an 856 tag with the URL to the electronic resource.

2.5 Duplicate Records

Duplicate bibliographic records may occur in WYLD as a result of:

- Loading of records from OCLC.
- Dissatisfaction with the cataloging record that another library has added to WYLD previously for the same title.
- Inadequate searching of the WYLD database before adding records.

The following guidelines, resulting from the April 2000 Cataloging Video-Conference, have been established to determine the level of duplication and appropriate follow-up action.

2.5.1 Exact or Similar Duplicate Records

Merging items to bibliographic records that are not exact matches reduces the number of records that appear as duplicates in the hit list when users search the WYLD database. Having multiple copies of a title linked to the same bibliographic record ensures that the next available copy/item hold will be used to fill a request.

Duplicates represent the same bibliographic item. The descriptive information in the MARC records may be exact or may vary as to completeness. Examine the entire record before determining whether the record is or is not a duplicate. Non-print and serial publications should be evaluated carefully because cataloging choices for the determination of the title proper and the inclusion of a statement of responsibility may vary.

Determining a Duplicate Record:

- 1xx or 7xx. A heading may appear in one field or the other depending on the choice of entry. Even though these are authorized headings, the form of the heading may vary with duplicate bibliographic records depending on the quality of the cataloging done by the record source. For instance, one record may have
the full name including dates while the other heading may be just the name without the dates.

Example: Patterson, James. or Patterson, James, 1947-.

- 245. The title proper must match; however, additional title information may be found in other fields such as the 5xx's. Choice of a title proper may vary for non-print and serial items.

- 260. Publisher information and copyright date may vary. The form of the publisher’s name may differ and additional publisher information may or may not be present. A subsidiary of a publisher may be used instead of the parent company as is often the case with paperbacks.

Production dates may vary (i.e., printing, pressing, etc.).

- 264. Production, Publication, Distribution, Manufacture, and Copyright Notice may vary.

Often records may have a 260 tag and a 264 RDA tag. Or one record may have a 260 tag while the other record will have the same information in one or more 264 tags. Refer to Section 2.4.5C1 for additional information on 264 tags.

- 3xx. Variation in pagination or size should not be the sole determinants of duplication.

### 2.5.2 Suspected Duplicate Records

Records determined to be duplicates should be merged. In the case of records suspected of being duplicates, if the library is unsure how to proceed, it should report the records to the WYLD Office by e-mail. WYLD Office staff will review the information and take appropriate action.

### 2.5.3 Merging of Fiction Materials, both Print and Non-Print

Often materials may look different, but their content is still the same. Fiction works are merged unless there is a statement on the item indicating that there is a difference, such as includes a special introduction, preface, afterword, or illustrations. Anniversary
editions or other special commemorative editions are not merged unless the other record also describes the same anniversary or commemorative edition.

If the primary difference is in the physical presentation (i.e. hardcover vs. paperback), the items are merged onto one record. This narrows the hit list of records displayed to the user in WYLD CAT.

Libraries are encouraged to use the appropriate item type in their item record to indicate the type of presentation of their copy. Records are not merged if it appears content of text is no longer the same or if there is a need to preserve a record for historical collections or research needs at some special libraries.

2.5.3A Print: Paperback to Hardcover

a) If the paperback has the same publisher as the hardcover edition even when size and pagination differ, the material is merged. The difference in size and pagination are the result of formatting and font changes.

b) If the paperback publisher is a subsidiary of the parent company which published the hardcover edition, it is considered to be the same publishing family. Size and pagination may differ. The publisher’s edition of Books in Print may be consulted to determine relationships between publishers. The online homepages of most publishers also list their associated publishing companies. For example, Random House, under a section on Imprints, lists Ballantine and that publisher in turns lists Del Rey as one of its associated publishers.

c) Book Club editions and Book-of-the-Month Club editions are merged in the same way. These appear identically on the hit list; publisher and date are the same as the original hardcover edition. Generally the only place the Book Club edition information appears on the item is on the front, inside flap of the dust jacket. The difference between this version of the title and the original hardcover edition is merely in size and pagination, a result of use of a different font in printing. The text has not been altered. This edition information may be added to the item record as a note. Refer to Section 2.6 on Item Records.

d) Records are evaluated for differences in catalogers’ interpretation of information from the chief source of information and their interpretation of cataloging rules. Catalogers have different opinions on which name to use for the publisher, some choose Kensington Publishing Corp. while others choose Zebra Books. Some choose printing dates as the publication date and create a
new record for that printing date. Others choose one date in a series of copyright dates. These differences in publisher names or publication dates may be added to the item record as a note. Refer to Section 2.6 on Item Records.

e) If the ISBN (International Standard Book Number) of the record being merged is different from any of the ISBNs on the record being retained, that new ISBN should be added to the bibliographic record being retained. The 020 tag for this new ISBN is entered directly below the tag(s) of the original ISBN(s). Add brief publisher information in parenthesis after the ISBN.

Example: 020 __ 0312986769 (St Martin’s pbk.) :|c$7.99

Example: 020 __ 9780312986766|q(St Martin’s pbk)

f) If the record being retained has no 020 tag (no original ISBN), add the new 020 tag in numerical order within the existing tags so it appears after an 010 tag but before an 035 tag.

2.5.3B Print: Large Print Materials

Large print materials are merged only to other large print records. They are merged in the same way as paperback and hardcovers are if there is another large print record that meets the merging criteria.

2.5.3C Non-Print: Sound Recording Cassettes, CDs, MP3 and other MUSIC format non-print materials

a) For example, sound cassettes and CD books are not merged together because different equipment is required to use the material. MP3 CD books are not merged to either CD books or books on cassette because different equipment is required to use the material.

b) If the producer of the sound recording on one record is a subsidiary of the parent company which produced the sound recording of the other record, it is considered to be the same publisher family. The records should be evaluated carefully for differences in catalogers’ interpretation of information from the chief source of information and their interpretation of cataloging rules. Catalogers have different opinions about which name to use for the producer, some choose Books on Tape while others choose Random House Audio. The publisher’s edition of Books in Print may be consulted to determine
relationships between producers. The online homepages of most publishers also list their associated publishing companies.

For example, Random House, under a section on Imprints, lists Ballantine and that publisher in turns lists Del Rey as one of its associated publishers.

c) Catalogers also interpret dates differently on non-print records. One cataloger may choose the copyright date while another may choose a different production date. These should be evaluated carefully.

d) d) If the sound recordings have the same readers/performers, they can be merged unless one record is for the abridged version and the other record is for the unabridged version. Add an edition statement (250 tag) to these records to help identify on the hit list what makes the records different.

Example: 250 Unabridged. or 250 Abridged.

e) Do not merge records which have different numbers of physical units in the 300 tag. If one record is for the unabridged version with 10 sound cassettes (or 10 sound discs, or 10 audio discs) and the other record is for the unabridged version with 12 sound cassettes (or 12 sound discs, or 12 audio discs), do not merge them.

f) If the records considered for merging have ISBNs, they may be manually transferred from one record to another in the same way that this is done for paperback and hardcover titles. Refer to Section 2.5.3A e).

2.5.3D Non-Print: Videorecording VHS, DVD, or Blu-ray

a) VHS video recordings, DVD video recordings, and Blu-ray video recordings are not merged together because different equipment is required to use the material.

b) These records should be evaluated carefully for differences in catalogers’ interpretation of information from the chief source of information and their interpretation of cataloging rules. Catalogers have different opinions about which name to use for the producer and which date to use. Some catalogers use the date of the original film production while others use the date the video recording was manufactured. A printing date should be ignored unless that is the only date available.
c) If the video recordings have the same performers and other persons of importance are the same, they can be merged unless one record is for a specific type of edition such as a Classroom edition, or contains multiple types of video recordings, such as a record for a DVD + Blu-ray. Add an edition statement (250 tag) to these records to help identify on the hit list what makes the records different.

Example: 250 Blu-ray. or 250 DVD/Blu-ray/Digital HD.

d) Do not merge records which have different number of physical units in the 300 tag. If one record is for the unabridged version with 10 videocassettes (or 10 videotdiscs) and the other record is for the unabridged version with 12 videocassettes (or 12 videotdiscs), do not merge them.

e) If the records considered for merging have ISBNs, they may be manually transferred from one record to another in the same way that this is done for paperback and hardcover titles. Refer to Section 2.5.3A e).

2.5.4 Merging of Non-Fiction Materials, both Print and Non-Print

Often materials may look different, but their content is still the same. Non-fiction works are merged unless there is a statement on the item indicating that there is a difference, such as includes a special introduction, preface, afterword, or illustrations. Anniversary editions or other special commemorative editions are not merged unless the other record also describes the same anniversary or commemorative edition.

If the primary difference is in the physical presentation (i.e. hardcover vs. paperback), the items are merged onto one record. This narrows the hit list of records displayed to the user in WYLD CAT.

Libraries are encouraged to use the appropriate item type in their item record to indicate the type of presentation of their copy. Records are not merged if it appears content of text is no longer the same or if there is a need to preserve a record for historical collections at some special libraries.
2.5.4A Print: Paperback to Hardcover

a) If the paperback has the same publisher as the hardcover edition, even when size and pagination differ, the material is merged. The difference in size and pagination are the result of formatting and font changes.

b) If the paperback publisher is a subsidiary of the parent company which published the hardcover edition, it is considered to be the same publishing family. Again, size and pagination may differ. The publisher’s edition of *Books in Print* may be consulted to determine relationships between publishers. The online homepages of most publishers also list their associated publishing companies. For example, *Random House* lists Ballantine and that publisher in turns lists Del Rey as one of its associated publishers.

c) Edition statements are evaluated carefully. Different numeric editions (1st ed, 8th ed.) are not merged together because there are often differences in the text.

d) Publication dates are evaluated carefully. Different dates and a different numeric designation in the edition statement may indicate a different version of the title where content has been changed.

e) Records are evaluated for differences in catalogers’ interpretation of information from the chief source of information and their interpretation of cataloging rules.

f) If the ISBN (International Standard Book Number) of the record being merged is different from any of the ISBNs on the record being retained, that new ISBN should be added to the bibliographic record being retained. The 020 tag for this new ISBN is entered directly below the tag(s) of the original ISBN(s). Add brief publisher information in parenthesis after the ISBN.

Example: 020 __ 0679774122 (Pantheon pbk.) :|c$15.95

g) If the record being retained has no 020 tag (no original ISBN), add the new 020 tag in numerical order within the existing tags so it appears after an 010 tag but before an 035 tag.

h) Records are not merged if there is a difference in writer of a prologue or an introduction, afterword, or illustrations.
2.5.4B Print: Large Print Materials

Large print materials are merged only to other large print records. They are merged in the same way as paperback and hardcovers are if there is another large print record that meets the merging criteria.

2.5.4C Non-Print: Sound Recording Cassettes, CDs, MP3 and other MUSIC format non-print materials

a) Sound cassettes and CD books are not merged together because different equipment is required to use the material. MP3 CD books are not merged to either CD books or books on cassette because different equipment is required to use the material.

b) If the producer of the sound recording on one record is a subsidiary of the parent company which produced the sound recording of the other record, it is considered to be the same publisher family. The records should be evaluated carefully for differences in catalogers’ interpretation of information from the chief source of information and their interpretation of cataloging rules. Catalogers have different opinions about which name to use for the producer, some choose Books on Tape while others choose Random House Audio. The publisher’s edition of Books in Print may be consulted to determine relationships between producers. The online homepages of most publishers also list their associated publishing companies. For example, Random House lists Ballantine and that publisher in turns lists Del Rey as one of its associated publishers.

c) Catalogers also interpret dates differently on non-print records. One cataloger may choose the copyright date while another may choose a different production date.

d) If the sound recordings have the same readers/performers, they can be merged unless one record is for the abridged version and the other record is for the unabridged version. Add an edition statement (250 tag) to these records to help identify on the hit list what makes the records different.

Example: 250 Unabridged. or 250 Abridged.
e) Do not merge records which have different numbers of physical units in the 300 tag. If one record is for the unabridged version with 10 cassettes (10 sound discs, or 10 audio discs) and the other record is for the unabridged version with 12 cassettes (12 sound discs, or 12 audio discs), do not merge them.

f) If the records considered for merging have ISBNs, they may be manually transferred from one record to another in the same way that this is done for paperback and hardcover titles. Refer to Section 2.5.4A e).

2.5.4D Non-Print: Videorecording VHS, DVD, Blu-ray or Blu-ray 3D

a) VHS video recordings, DVD video recordings, and Blu-ray video recordings are not merged together because different equipment is required to use the material.

b) These records should be evaluated carefully for differences in catalogers’ interpretation of information from the chief source of information and their interpretation of cataloging rules. Catalogers have different opinions about which name to use for the producer and which date to use. Some catalogers use the date of the original film production while others use the date the video recording was manufactured.

c) If the video recordings have the same performers and other persons of importance are the same, they can be merged unless one record is for a specific type of edition such as a Classroom edition, or contains multiple types of video recordings, such as a record for a DVD + Blu-ray. Add an edition statement (250 tag) to these records to help identify on the hit list what makes the records different.

Example: 250 Blu-ray. or 250 DVD/Blu-ray/Digital HD. 250 Blu-ray 3D

d) Do not merge records which have different numbers of physical units in the 300 tag. If one record is for the unabridged version with 10 cassettes (or 10 videodiscs) and the other record is for the unabridged version with 12 cassettes (or 12 videodiscs), do not merge them.

e) If the records considered for merging have ISBNs, they may be manually transferred from one record to another in the same way that this is done for paperback and hardcover titles. Refer to Section 2.5.4A e).
2.5.5 Examples of Duplicate Records that are not Obviously Duplicates

The following duplicate bibliographic records exist in the WYLD database and should be merged:

- **Serial or Monographic Set vs. Individual Title Piece**
  Sometimes an individual piece of a serial or monographic set has been cataloged separately while a record exists for the title as a whole. The serial/set records with complete access points are preferred and the individual title records are merged to them.

  Example: Harvard Classics

  The record for the entire set of Harvard Classics with an enhanced 505 tag is preferred over the fifty-four individual title records.

  An exception to this practice is graphic novel titles such as *Fruits basket*. These records generally contain enumeration in the title field (245 tag) and do not have separate titles for each volume.

  Example of 245 tag: 245 10 Fruits basket. |nVolume

  Another example of these types of records does have separate titles for each volume.

  245 10 One piece. |nVolume 3, |pDon't get fooled again

  There should not be both a serial record for all volumes AND a monographic record for each volume. With these materials, the separate volume records are preferred.

- **Annual Serials vs. Individual Years**
  Sometimes the new year of an annual publication is cataloged as a separate record. This may include travel guides, record books, or collection books. These should be merged to the serial record for that annual publication.

  Examples:
  - Fodor’s…. Mobil…
  - Kovel’s… Guinness Book of World Records
The year is added in a subfield z of the item record to indicate what holdings a barcode represents.

- **Federal Documents Serials: Paper vs. Microform vs. CD vs. Electronic**
  Not all formats are retained in WYLD. *Refer to Section 2.4.10 for details.*

### 2.6 Item Records

WYLD libraries are responsible for maintaining their own call numbers and item records.

#### 2.6.1 Creating Item Records

For effective use of all WYLD system features and to provide accurate statistical information generated from the WYLD database, WYLD participating libraries should create an item record to reflect each physical representation of a bibliographic record that is owned by their institution, unless it is a serials record on which a summary statement has been created. Item records will contain all information that is considered local in nature and copy specific (i.e., local call numbers, missing pages, Book Club edition, Book-of-the-Month Club edition, etc.). While each library should develop its own guidelines regarding use of item record fields, it is important to maintain consistency in how fields are used and consistency in which fields are used. Item categories can be used to determine what materials display in the juvenile catalog or can be used in conjunction with item types and locations to gather statistics. In the call number, the subfield z should be used consistently and correctly. Standard abbreviations should be used consistently at all times in call numbers. *Refer to the technotes on Creating a Subfield z and on Standard Abbreviations.*

#### 2.6.2 Removing Item Records

It is possible to remove copies (barcoded items) individually or through a report. Running the report provides statistics on the number of items removed. Items can not be removed if there are still transactions associated with those barcodes.

Libraries should establish maintenance guidelines to address outstanding fines and to address items that remain unavailable to patrons because they are missing, lost, or long overdue.

Holds or open orders will prevent another library from being able to remove their barcodes. This often requires intervention of the WYLD Office staff to correct this problem.
Section 3: WYLD AUTHORITY CONTROL

3.1 Authority Records

Authority records are the basis for the online validation process and provide linking references between headings. The purpose of authority records is to establish one form of an access point and to link that form to all other variant forms so that all bibliographic records related to the heading may be retrieved. Authority records are used in cataloging for the online validation process and to produce cross references in the public access catalog.

The WYLD Authority File consists of Name Authority records and Subject Authority records. The Name Authority portion of the file consists of records for personal, corporate, conference, and geographic names, uniform titles, and series. The primary thesaurus for the WYLD Authority File is the Library of Congress MARC Name and Subject Authority File. Authority records in the Library of Congress Authority File can be viewed [here](https://www.loc.gov/). These are the 6xx tags with second indicators of 0 (zero). The WYLD Authority File also contains authority records for the MeSH subject headings of the National Library of Medicine (6xx tags with second indicator of 2), LC’s Annotated Card headings for children’s literature (6xx tags with second indicator of 1), and genre headings from the GSAFD file ([Guidelines on Subject Access to Individual Works of Fiction, Drama, etc.](http://www.loc.gov)) (655 tags with second indicator of 7 and a subfield 2 indicating the source of the heading).

3.2 Ongoing Authority Processing

- **Authorities Vendor**
  (if funding is available to provide this service)

  WYLD bibliographic records are extracted twice a year based on the date of last extraction and sent to the authorities vendor for processing against their most current master authority files. New or updated authority records are imported into the WYLD Authority File at the same time the WYLD bibliographic records are returned from the authorities vendor. This ongoing process helps keep the WYLD Authority File current and reduces the need for editing of the WYLD authority records.

  When not working with an authorities vendor, WYLD Authority records are added and maintained by the WYLD Office.

- **WYLD Participating Libraries**

  Because the ongoing vendor processing of authority files occurs only twice a year,
WYLD libraries should continue to validate headings daily against the WYLD Authority File on newly imported, originally cataloged, or modified bibliographic records. Problematic, non-validated headings may be reported to the WYLD Office.

- **University of Wyoming Libraries**
  The cataloging department of the University of Wyoming Libraries adds Wyoming names (but not subjects) to the national authority file and updates those authority records with cross references as needed.

- **WYLD Office**
  Only the WYLD Office will have the authorization to create or edit WYLD Authority File records. Contact the WYLD Office to report problematic headings or to request the creation of an authority record.
Appendix A: GLOSSARY

A

AACR2R. Anglo-American Cataloging Rules, second edition. 2002 revision. This term, as used in this document, refers to the latest edition available.

Accelerated Reader (AR). A software program developed for schools, kindergarten through grade 12 students, to assess reading comprehension levels.

Access point. The elements from which a bibliographic record may be searched and retrieved. Access points for WYLD bibliographic records include names, subject terms, titles, etc. Refer also to Heading.

Added entry. A secondary access point; i.e., any other than the main entry, by which a bibliographic record may be retrieved. This could include a joint author, an illustrator, an editor, a series, etc.

Alternative title. The second title of a work, which is joined to the first title with "or" or its equivalent in another language, e.g., The age of fable, or, Beauties of mythology. Both titles are considered to be the title proper. Refer also to Title proper.

Appendix. Supplementary section at the end of a document which contains material relating to the main body of the document.

Article, initial. Refer to Initial article.

Authority control. The process of maintaining consistency in the form used to represent an access point. Also the process of showing the relationships among names, works, and subjects.

Authority file. A grouping of records of the authorized forms of names, titles, or subjects chosen for use on the bibliographic record.

Authority record. A record whose purpose is to establish one form of an access point and to link that form to all other variant forms so that all bibliographic records related to the heading may be retrieved. Authority records are used in cataloging for the online validation process and to produce cross references in the public access catalog.
**B**

**Bibliographic database.** A source that provides electronic MARC cataloging records as one of its functions, such as OCLC or LCMARC.

**Bibliographic record.** A record that describes the physical characteristics and the intellectual content of a title.

**Brief Title record.** A temporary bibliographic record with minimal information created when a more complete bibliographic record is unavailable.

**C**

**Call number.** The notation used to identify and locate a particular item on a library's shelves.

**Cartographic material.** Any material that represents the Earth or any celestial body either in part or as a whole such as maps, globes, atlases.

**Cataloging.** The process of describing an item in a library's collection, assigning subject headings and a call number.

**Cataloging template.** A workform used by catalogers to create an original bibliographic record by supplying appropriate information in the fields provided. Additional fields may be added as needed; unused fields should be deleted.

**CIP. Cataloging-in-publication records.** created by the Library of Congress from information provided to it by publishers for pre-publication titles. These records lack descriptive elements (e.g., pagination, illustrations, etc.). Other supplied elements may change by the time the title is published, such as the title, authors, publisher, etc.

**Computer file.** Refer to Electronic resource.

**Connexion.** OCLC cataloging service that allows the editing and creating of records.

**Copy cataloging.** Adapting a copy of the cataloging created by another library.

**Copyright date.** The date material has its copyright registered with the Library of Congress. This date sometimes becomes part of the bibliographic record and is designated by a small "c" immediately before the date, i.e., c1996.

**Core Elements for RDA Description.** RDA name for elements required in a description if it applies to the resource being described, and if it is readily apparent.
Cross references. Refer to See and See also references.

D

Database. A collection of records stored in the computer, such as bibliographic records which contain all the holdings of libraries, or the circulation information for libraries.

Default. A pre-set value that a computer assumes or an action that it takes unless otherwise instructed.

Delimiter. A symbol that separates data elements within a MARC field. In WYLD this symbol is a vertical bar [ | ] created by the combination of the Shift Key and the Forward Slash Key [ \\ ].

E

Electronic resource. Material encoded for manipulation by a computer, e.g. CD-ROM, or the Internet.

Encoding level. One of the fixed field elements which indicates the completeness of that bibliographic record.

Enhance. The process of adding more information to a bibliographic record to make the description of the material more complete. It may include the providing of additional access points to allow for better retrieval by the user.

Entry. A representation of a bibliographic record at a particular point in the database. There can be one or more entries for any one heading. Refer also to Heading.

Ephemeral checkout. The circulation process for charging out transitory, often uncataloged materials that will not be tracked for notices or billing purposes.

F

Field. Organization of a specific type of data in a specific place in a MARC record. Fields identify title information, author information, call number, etc.

Field tag. Refer to Tag.
**Filing indicator.** The indicator associated with a title field. The value for this indicator identifies to the computer the number of characters and spaces to skip before indexing the field. It is used to skip initial articles; for example, a title with the first word of "THE" would have a filing indicator of 4 to identify to the computer that the title begins in the 5th position of the field.

**Fixed field.** That part of the MARC record that refers to the field in which elements are fixed in length and in relationship to each other.

**Free-floating subdivision.** A subheading that can be added, as needed, to headings in a published list. It is not necessarily already written in the published list following those headings.

**G**

**General material designation [GMD].** *Obsolete.* A term given in square brackets in the bibliographic record, immediately following the title proper, to indicate the class of material to which an item belongs, e.g., [sound recording] - used for sound cassettes, phono discs, CDs, etc.

**Genre heading.** A type of access point that indicates what the work IS rather than what it is about, e.g., Mystery fiction, Western stories.

**Guided Reading.** A Scholastic Guided Reading program which is used in the classroom to assess and assign a guided reading level based on knowledge of words, comprehension, and reading fluency.

**H**

**Heading.** A name, word, or phrase placed in a field in a bibliographic record to provide access to a library's material. *Refer also to Access point.*

**I-J**

**Indicator.** The first two character positions at the beginning of each MARC variable data field that contain values which interpret or supplement the tag definition for the field. For example, a 0 (zero) in the first indicator position of the subject heading field identifies the
data that follows as being a Library of Congress subject heading. Each indicator is interpreted independently. Refer also to Filing indicator.

**Initial article.** "A", "An", and "The ", or their foreign language equivalents, used at the beginning of titles. For filing purposes, they are ignored so that the title entry does not begin filing on these words. Refer also to Filing indicator.

**ISBD. International Standard Bibliographic Description.** Punctuation convention used for entering data into a bibliographic record. The usage of punctuation is determined by the International Standard Bibliographic Description committee.

**ISBN. International Standard Book Number.** A number that identifies a specific edition of a title. Intended to be a unique number, it often is not.

**ISSN. International Standard Serial Number.** A number that identified a specific serial publication title. Intended to be a unique number, it often is not.

**Item record.** A template to be filled in with a barcode number and other information unique to each library in the WYLD Network. The item record attaches to a bibliographic record describing the item belonging to the library. Several item records from several different libraries can be attached to a single bibliographic record.

**K**

**Keyword.** A significant word from a title or from the text of the bibliographic record used as an index entry.

**L**

**LC.** Library of Congress.

**LCCN. Library of Congress Control Number.** A Library of Congress system control number to identify its own cataloging records. This number is found in the 010 field of a MARC record.

**LCMARC.** The bibliographic database maintained by the Library of Congress and used as a source of electronic MARC cataloging records.

**LC’s Annotated Card.** The subject headings used for children’s literature maintained by the Library of Congress.
LCSH. Library of Congress subject heading thesaurus. This term refers to the online or print listing of headings. This also includes all subject headings that may be created by combining heading and subdivisions to create new headings that do not appear as a single heading in LCSH.

Level 2 description. One of the three levels of bibliographic description recommended by AACR2R and outlining the minimum requirements necessary to describe material at that level. Refer to Appendix D for the outline of elements for this level of description.

Lexile Reading Level. The Lexile Reading Level is developed by the Lexile Framework for Reading which assesses reading development, both the reader and the material, through established reader measures and text measures.

Library identification code. The brief code designated for unique identification of each WYLD library, e.g. ALBY, CRK, EWC, WEST-UPTN. Refer also to WYLD code.

M-N

Machine-readable format. Information organized so that the computer can understand it.

Magazine. A publication with a distinctive title which appears in successive numbers or parts at stated or regular intervals and which is intended to continue indefinitely. Refer also to Periodical or Serial.

Main entry. 1) The major access point chosen; the other access points are added entries. 2) A full catalog entry headed by the access point chosen as main entry, which gives all the information necessary for the complete identification of a work. This entry also bears the tracings of all the other headings under which the work is entered.

Mandatory field. A tag in a bibliographic cataloging template that MUST be completed before the record will be saved to the database. Refer also to Cataloging template.

Manufacturer. The agency that has made the item being cataloged, e.g. the printer of a book, the company creating the piece of equipment.

MARC. MAchine Readable Cataloging record. For purposes of this document, MARC is the MARC21 format maintained by LC. Refer also to MARC21.

MARC holdings record. A separate record attached to the bibliographic record used to briefly describe a library’s holdings for that title. It is generally used to describe a library’s serials holdings.
MARC21. A machine readable bibliographic record format originally developed by the Library of Congress and formerly called LC-MARC then USMARC. MARC21 was adopted in 2001 by the British Library to replace UK MARC.

MeSH. Medical Subject Headings. The National Library of Medicine’s controlled vocabulary thesaurus that facilitates searching.

Merge. The process of combining the holdings of two or more bibliographic records to eliminate duplicates. Can also apply to the process of consolidating copies under a single call number or moving call numbers between records.

MFHD. MARC Format for Holdings Data is a means of providing holding information for bibliographic records. Refer also to MARC holdings record.

Monograph. An item that is complete in one part or intended to be completed in a finite number of separate parts.

Monographic record. A bibliographic record for a monograph.

Monographic set/series. A group of separate items related to one another by the fact that each bears, in addition to its own title, a collective title applying to the group as a whole. Individual items may or may not be numbered.

MRDF. Machine Readable Data File. A former name for Computer file or Electronic resource. Refer also to Electronic resource.

O

OCLC. Online Computer Library Center. An international bibliographic database based in Dublin, Ohio.

OCLC Bibliographic Formats and Standards. A guide to machine-readable cataloging records (MARC). Available online

On order record. A brief, temporary bibliographic record used to identify a title that is being purchased.

On-The-Fly. One of the cataloging options in WYLD created through Circulation by means of a Brief Title record. This temporary record allows for quick circulation of barcoded material that has not yet been fully cataloged.

Online Quality Committee. Refer to WYLD Online Quality Committee.
**OPAC. Online Public Access Catalog.** An online catalog that is available for use by the general public. Refer also to WYLD CAT and PAC.

**Original cataloging.** The process of creating a bibliographic record for the first time especially without reference to other records for the same item. Also, the cataloging created by this process.

**Overlay.** Replacing an existing WYLD bibliographic record with a record transferred from another bibliographic database.

**P-Q**

**PAC. Public Access Catalog.** Refer also to WYLD CAT and OPAC.

**Pamphlet.** An unbound, printed work on a subject of interest, usually with a paper cover.

**Periodical.** A publication with a distinctive title, which appears in successive numbers or parts at stated or regular intervals and which is intended to continue indefinitely. Refer also to Magazine or Serial.

**Physical description area.** The portion of the bibliographic record, the 300 tag, that includes the extent of the item, other physical details about it, and its dimensions.

**Publication statement.** Publication, distribution, etc. area. The portion of the bibliographic description which includes place of publication, distribution, etc.; name of publisher, distributor, etc.; date of publication, distribution, etc.; and sometimes place of manufacture, name of manufacturer, and date of manufacture.

**Publisher.** The person, corporate body, or firm responsible for issuing printed material.

**R**

**Required field.** A phrase used to identify mandatory fields in cataloging templates.

S

See Also reference. Direction to other forms of headings or entries that are related.

See reference. A direction from one form of heading or entry that is not used to one that is used.

Serial. A publication in any medium issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. Refer also to Magazine or Periodical.

Serials control record. A separate record attached to a serials bibliographic record used by libraries to maintain specific information about their subscription to that serials publication.

Series. A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered.

SirsiDynix. Software vendor.

Sound recording. An aural recording, including discs (i.e., phonograph records), cartridges, cassettes, CDs, etc.

Square brackets. Used in a bibliographic record to indicate words supplied by the cataloger.

Statement of responsibility. A statement in the item being described that gives persons responsible for intellectual or artistic content, corporate bodies from which the content emanates, or persons or bodies responsible for performance.

Subdivision. Refer to Subject subdivision.

Subfield. A separate portion of data elements in a field in a bibliographic record. The order of the subfields is determined by the field in which they are assigned.

Subfield code. A code that precedes data elements within a MARC field that requires separate manipulation. A subfield code consists of a delimiter and a lower case alphabetic or numeric character. (In WYLD, it is an alphabetic character). Subfield codes are defined independently for each field.

Subject heading. A word or group of words indicating a subject.

Subject subdivision. A restrictive word or group of words added to a subject heading to limit it to a more specific meaning.
Subtitle. A secondary title preceded by a colon [ : ] often used to expand or limit the title proper.

Successive entry cataloging. For purposes of this document, the practice of creating a new record for a serial whenever a major change is made to the title proper or the language of the publication changes.

Summary holdings statement. A brief statement within the MARC Holdings Record that briefly summarizes a library’s holdings for that title.

T

Tag. The numeric designation for a field in a MARC record.

Thesaurus ; Thesauri (plural). A specialized authority list of terms used with automated information retrieval systems; very similar to a list of subject headings.

Title control number. An identifying number, assigned to each bibliographic record, which is searchable and allows for easy retrieval of a specific record.

Title proper. The chief name of a item, including any alternative title.

Tracing. The record on the main entry record of all the additional entries under which the work is listed in the catalog.

Trade publication serials. Used in this document to mean any serials that are not published by a government entity.

U

Unauthorized headings. Those access points for which no valid matching entry is found in the WYLD Authority File.

URL: Uniform Resource Locator. Commonly informally termed a web address, URL is a reference to a web resource that specifies its location on a computer network and a mechanism for retrieving it.

Uniform title. A title that is used for cataloging purposes to bring together the same works published with variant titles. A uniform title can be in the work’s original language, e.g. French.
Union database. A database that lists, completely or in part, the holdings of more than one library or collection.

UW. University of Wyoming.

V

Validation. A WYLD online process of comparing a heading appearing on a bibliographic record against headings in the authority file to ensure uniformity and consistency. Process also may be referred to as Verification.

Variable fields. Those fields of a MARC record that may or may not be used when cataloging a specific item. These fields are variable in length. Displayed under Bibliographic Info. in Appendix B examples.

Verification. Refer to Validation.

Verso. In a book, the page on the left; the side intended to be read second. As in the verso of the title page; the reverse side of the title page. Opposite of recto, the right-hand page.

Vertical file. A collection of resource material, such as pamphlets, clippings from periodicals, or photographs, arranged for quick reference.

Videorecording. The general material designation for videodiscs (DVDs), videotapes, and video cassettes.

W-X-Y-Z

Wizard. The function in system software that enables the performance of a specific task. Refer to Appendix B for examples.

WULP. Wyoming Union List of Periodicals. A listing of magazine and journal titles held by many Wyoming libraries.

WYLD. Wyoming Libraries Database. For purposes of this document, WYLD is the union database created from the bibliographic records of Wyoming's public, community college, and special libraries that are members of the WYLD Network; also name of users group.

WYLD Authority File. Refer to Authority file.
**WYLD code.** The main code designated for unique identification of each WYLD library, e.g. ALBY, CRK, EWC, HSPG. *Refer also to Library identification code.*

**WYLD Network.** Consortium of Wyoming libraries paying membership fees and contributing to the development of the WYLD database.

**WYLD Office.** Staff at the Wyoming State Library who administer the operations of the WYLD system software.

**WYLD Online Quality Committee.** Representatives of WYLD participating libraries who assist in the monitoring of database quality and make recommendations to WYLD governing bodies.

**WYLDCAT.** The name given to the WYLD Libraries' online public access catalog. *Refer also to OPAC or PAC.*

**WYLD-ER.** The library identified as the location for online resources available to all libraries in WYLD. This code translates to WYLD Online Document in WYLDCAT and uses the call number: INTERNET, Item type: ONLINEDOC, and location: INTERNET.
Appendix B: BIBLIOGRAPHIC TEMPLATES/SAMPLE RECORDS

Templates are available on WYLD for adding new bibliographic records to the database when no other option besides original cataloging is available. Templates are available through the Add Title wizard for selected material formats based on the type of item being cataloged. Each template contains a minimum number of variable fields with the mandatory fields identified by **REQUIRED FIELD**. The words REQUIRED FIELD should be replaced with specific bibliographic information. The title is not the only required field for records in WYLD. For original cataloging of records in WYLD, Level 2 Description or the use of Core Elements is preferred as illustrated in Appendix E.

The following templates or sample records contain a brief explanation for each MARC variable field. Some MARC field tags and associated indicator values may vary and are determined by the content of the field; i.e., the tag for a corporate name is different from the tag for a personal name. Consult appropriate MARC sources for guidance in using MARC fields. With the exception of the templates for On Order and Equipment, the other templates contain additional tags for the Core Elements of RDA. For the sample records, libraries must copy the samples then edit those copied records. Changes should not be made to the original sample records.

Templates and examples:

- Acquisitions On Order Template (ONORDER) Fig. B-1
- Books Template (MARC) Fig. B-2
- Electronic Resources Template (MRDF) Fig. B-3
- Equipment Template (EQUIP) Fig. B-4
- Map Template (MAP) Fig. B-5
- Serials Template (SERIAL) Fig. B-6
- Sound Recording (MUSIC) Template Fig. B-7
- Visual Materials Template (VM) Fig. B-8
- Reserve Item Sample Record a1376958 Fig. B-9
- Vertical File Sample Record AES-5114 Fig. B-10
Figure B-1: Acquisitions On Order (ONORDER) Template

This type of record is not intended for permanent retention. It is created for ordering purposes and should be deleted or overlaid when the title has been received.
Figure B-2: Book (MARC) Template

This MARC template is used for print materials.
Figure B-3: Electronic Resources (MRDF) Template

MRDF stands for Machine-Readable Data File.

This format is used for electronic resources including computer files.
Figure B-4: Equipment (EQUIP) Template

Note that there is no fixed field in the Equipment Template.
Figure B-5: Map (MAP) Template

Use for cartographic materials: topographic maps, some atlases and gazetteers, navigational charts.
Figure B-6: Serials (SERIAL) Template

Use the Serials template for adding original bibliographic records for magazines and journals.
Figure B-7: Sound Recording (MUSIC) Template

Use this MUSIC record format for all sound recordings including recordings of books (CD books, MP3CD books, Playaway books, books on cassette).
Figure B-8: Visual Materials (VM) Template

Use this template for DVDs, VHS, slides, realia.

<table>
<thead>
<tr>
<th>Add Title</th>
<th><strong>REQUIRED FIELD</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Control</td>
<td>Bibliographic</td>
</tr>
<tr>
<td></td>
<td>MARC Holdings</td>
</tr>
<tr>
<td></td>
<td>Call Number/Item</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shadow title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rec_Type</td>
</tr>
<tr>
<td>Dscr</td>
</tr>
<tr>
<td>Dscr2</td>
</tr>
<tr>
<td>GovtPub</td>
</tr>
<tr>
<td>Lang</td>
</tr>
</tbody>
</table>

**REQUIRED FIELD**
Figure B-9: Reserve Item Sample Record

A sample record exists for each of the colleges.

Those libraries are asked to find their library’s Sample record, duplicate it, and edit the duplicate for new items going on reserve.
Figure B-10: Vertical File Sample Record

A sample record exists for creating a Vertical File.

Either duplicate this and then edit the duplicate record, or use this as an example of what to include in a vertical file record.
Appendix C: FIXED FIELD ELEMENTS

The listing below of fixed field elements is not complete nor are all the possible codes represented.

Different fixed field elements are available depending on the type of material being cataloged. For a complete listing of fixed field elements and their codes refer to the OCLC documentation: Bibliographic Formats and Standards and Input Standards, Tables.

Mandatory:

**Rec_Type (Record Type):**
- a = language material (books, pamphlets)
- b = archival and manuscript control
- c = music, printed or microform
- d = manuscript music (including microform manuscript)
- e = map, printed or microform
- f = manuscript map (including microform manuscript)
- g = projected media (motion pictures, filmstrips, slides, transparencies, videorecordings)
- h = microform publications (option is available in WYLD but not used; prefer using record type for material in its original format)
- i = nonmusical sound recording
- j = musical sound recording
- k = two-dimensional nonprojectible graphic (charts, computer graphics, drawings, flash cards, paintings, pictures)
- m = computer file
- n = special instructional material (option is available in WYLD but not used)
- o = kit
- p = mixed material (materials in two or more forms, usually related because they have been accumulated for a person; archival and manuscript collections with mixed forms of materials such as print, photographs, sound recordings)
- r = three-dimensional artifact or naturally occurring object (models, games, puzzles, sculptures, exhibits, toys)
- t = manuscript language material (includes handwritten, typescript, or computer printouts, usually for materials existing in a single instance; galley proofs, manuscript books, legal papers, unpublished theses and dissertations)
**Bib_Lvl (Bibliographic level):**
a = monographic component part  
b = serial component part  
c = collection  
d = subunit (component of an archival unit - folders, boxes)  
i = integrated resource (used for updating loose-leaf publications, databases, and websites)  
m = monograph (used for most items except periodicals)  
s = serial (used most often for periodicals, newspapers, yearbooks)

**TypeCtrl (Type of Control):**
blank = no type of control is specified  
a = archival control

This is used for archives material. If material is described according to archival descriptive rules, code “a” is used.

**Enc_Lvl (Encoding level):**
blank = full level, the most complete MARC record  
i = full level cataloging, input by OCLC participants  
K = less than full level cataloging, input by OCLC participants

Numeric codes 1-7 you would not use but should be able to recognize.
1 = full level cataloging, material not examined  
2 = less than full level cataloging, material not examined  
3 = abbreviated level (a brief record that does not meet minimal level cataloging specifications)  
4 = core level (record is less than full but greater than minimal cataloging specifications)  
5 = partial cataloging - record is in process  
7 = minimal level cataloging (access points have been checked against authority files, record format is accurate)

You are expected to enhance CIP records which have an encoding level of "8."
8 = record is CIP (enhance the record according to the procedure outlined in the technote on CIP record enhancement)

**Desc (Description):**
blank = record is not cataloged according to ISBD  
a = record is AACR2R  
i = record is in ISBD form (use for RDA compliant records)

**Entrd (Date entered):**
System supplied, eight digit number: YYYYMMDD
Dat_Tp (Date type):
Used to describe the type of date(s) found in the mandatory fixed field - Dates. The following is not a complete list of codes.

c = multiple dates, actual date and copyright date
n = unknown dates
s = single date

Dates:
Date 1 = beginning date of publication
Date 2 = ending date of publication

Date(s) are from field 362, or if no date in field 362, use date(s) in field 260/264 |c

Information entered in Dates is closely related to the code used in Date type.

Example: Date type: t Date1: 2016 Date2: 2014
In this example, Date type “t” is for publication date and copyright date. Date1 is for the publication date, Date2 is for the copyright date.

Example: Date type: d Date1: 197u Date2: 2014
In this example, Date type “d” is for a serial publication that is no longer published. Date1 indicates that the publication began sometime in the 1970s; the use of the letter “u” means the specific year is unknown. Date2 is the year the journal (magazine) ceased publication.

Ctry (Country):
Used to indicate the state or country of publication. The listing is provided in the MARC Code List. In this three character code if the item were published in the United States, the first two characters would represent the state in which it was published. The third character would be a "u" representing the United States. Therefore something published in Wyoming would have a country code of: wyu

Illus (Illustrations):
Codes used here are closely related to what is used is subfield b of the 300 tag for physical description.

Example: 300 240 pages :|billustrations, maps, photographs ;|c24 cm.
Illus: (fixed field) abo (a = illustrations, b = map(s), o = photographs

Audience:
Codes here describe the intellectual level of the audience for whom the material was intended.

Example: j = juvenile a = preschool e = adult
Repr (Representation):
This is the format in which the material is represented.

Example: d = large print  o = online  q = direct electronic

Cont (Contents):
The nature of the contents is represented in the code(s) used here. Generally a code is used here if all, or a significant part of the item, is of this material.

Example: d = dictionaries  m = theses  y = yearbooks

GovtPub (Government publication):
blank = not a government publication
f = federal government publication
l = local government publication
s = state government publication

Use the single letter code that indicates the type of government or governmental subdivision publishing the material.

ConfPub (Conference Publication):
0 (zero) = not a conference publication
1 = it is a conference publication

Examples of materials that are not conference publications: works based on a single paper, legislative hearings, courses given in a school.

Examples of materials that are conference publications: proceedings, preprints of conference papers.

Festschr (Festschrift):
0 (zero) = publication is not a Festschrift
1 = publication is a Festschrift

A Festschrift is memorial publication, often with different authors that is presented as a tribute to an individual, institution, or society. It is usually in the form of a collection of essays or addresses. Examples may often have within the title phrases such as:
  Papers in honor of...
  In memory of....

Example: Papers, in memory of Charles de Young Elkus / Julian Samora.
Index (Index):
0 (zero) = no index is present in the publication
1 = an index is present in the publication

There is usually a general note (500 tag) that indicates that the material contains an index.

Example: 500 Includes index.
This is also often combined with the note for a bibliography.

Example: 504 Includes bibliographical references (pages 112-114) and index.

Fiction:
0 (zero) = not fiction
1 = fiction
d = dramas
e = essays
f = novels
j = short stories
p = poetry

Use the single letter code to identify the type of literary content.

Biog (Biography):
blank = no biographical information
a = autobiography
b = individual biography
c = collective biography
d = contains biographical information

Genealogies, interviews, and conversations are not biographies.

Lang (Language):
A three character code used to represent the language of the item. Language codes are listed in the MARC Code List.

Example: eng (English) ger (German) spa (Spanish)

Mod_Rec (Modified Record):
WYLD libraries do not use this fixed field element for indicating a record has been modified.
**Source (Cataloging source):**
d  = non-LC cataloging

Cataloged by an agency other than the Library of Congress. WYLD libraries can use this code for original records created directly in WYLD.

Codes of "blank," "a," "b," and "c" will be seen but indicate cataloging done totally, or in part, by the Library of Congress.

**Figure C-1: Fixed Field Elements for Record Type “a”**
*(Example: Books, Pamphlets)*

<table>
<thead>
<tr>
<th>Rec_Type</th>
<th>Bib_Lvl</th>
<th>m</th>
<th>TypeCtrl</th>
<th>Enc_LVL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desc</td>
<td>Entrd</td>
<td>141107</td>
<td>Dat_Tp</td>
<td>t</td>
</tr>
<tr>
<td>Date2</td>
<td>2016</td>
<td>Cby</td>
<td>mnu</td>
<td>Illus</td>
</tr>
<tr>
<td>Repr</td>
<td>Cont</td>
<td>b</td>
<td>GovPub</td>
<td>ContPub</td>
</tr>
<tr>
<td>Festschr</td>
<td>0</td>
<td>Index</td>
<td>1</td>
<td>Fiction</td>
</tr>
<tr>
<td>Lang</td>
<td>eng</td>
<td>Mod_Rec</td>
<td>Source</td>
<td>c</td>
</tr>
</tbody>
</table>
Appendix D:
GENERAL MATERIAL DESIGNATION (GMD)

Obsolete

A General Material Designation was used in subfield h of the title (245) field immediately following the title proper (subfields a, n, p). The GMD was enclosed in square brackets as shown below, e.g. [sound recording].

**GMDs for use in the WYLD database:**

- [activity card]
- [art original]
- [art reproduction]
- [braille]
- [cartographic material]
- [chart]
- [diorama]
- [electronic resource]
- [filmstrip]
- [flash card]
- [game]
- [game (Nintendo)]
- [game (Nintendo 64)]
- [game (Nintendo Gamecube)]
- [game (Play Station)]
- [game (Sega)]
- [game (SuperNintendo)]
- [game (Xbox)]
- [kit]
- [manuscript]
- [microform]
- [microscope slide]
- [model]
- [motion picture]
- [music]
- [picture]
- [realia]
- [slide]
- [sound recording]
- [sound recording (CD book)]
- [sound recording (MP3CD book)]
- [technical drawing]
- [text (board book)]
- [text (large print)]
- [toy]
- [transparency]
- [videorecording]
- [videorecording (DVD)]

The physical description area (300 field) provides a more complete description of the term found in the GMD. For example, the GMD [sound recording] was described in the 300 field as a sound cassette while the GMD [sound recording (CD book)] was described in the 300 field as a sound disc or audio disc.

The GMD [videorecording] was described in the 300 field as a videocassette while the GMD [videorecording (DVD)] was described in the 300 field as a video disc.

This list of GMDs was taken from AACR2R.
Appendix E: SECOND LEVEL OF BIBLIOGRAPHIC DESCRIPTION AND CORE ELEMENTS

For the original cataloging of records in the WYLD database, Level 2 Description is preferred under AACR2R cataloging rules or Core Elements for Description under RDA. Tag numbers have been inserted to aid understanding of these displays as they compare to the MARC record format.

Second Level of Description

AACR2R has established that the following elements be included in the second level of description of an item being cataloged.

[245] Title proper [general material designation] = Parallel title : other title information / first statement of responsibility; each subsequent statement of responsibility. -- [250] Edition statement / first statement of responsibility relating to the edition. -- [260] First place of publication, etc. : first publisher, etc., date of publication, etc.

[300] Extent of item : other physical details ; dimensions. -- [490] (Title proper of series / statement of responsibility relating to series, ISSN of series ; numbering within the series. Title of subseries, ISSN of subseries ; numbering within subseries). -- [500] Note(s). – [020] Standard number (ISBN)

The level of description shown here is for a monograph. For other record formats, this second level of description could vary slightly. This level of description should be enhanced to include subject headings to increase user accessibility through WYLDCAT. Other information may be added to help describe the material.
Figure E-1: Sample Record for AACR2R Level 2 Description with Subject Headings

Core Elements for Description for RDA.

[245] Title proper / statement of responsibility relating to the title proper (if more than one, only the first recorded is required).  -- [250] Edition statement (designation of edition statement).  -- [264, indicator 0] Production statement (date of production for a resource in an unpublished form).  -- [264, indicator 1] Publication statement: Place of publication (only the first recorded is required): Publisher’s name (only the first recorded is required), Date of publication.  -- [264, indicator 2] Distribution statement: Place of distribution (for a published resource, if place of publication is not identified; only the first recorded is required): Distributor’s name (for a published resource, if publisher is not identified; only the first recorded is required), Date of distribution. (for a published resource, if date of publication is not identified.  -- [264, indicator 3] Manufacture statement: Place of manufacture (for a published resource, if neither place of publication nor place of distribution identified; only the first recorded is required): Manufacturer’s name (for a published resource, if neither publisher nor distributor identified; only the first recorded is required), Date of manufacture (for a published resource, if neither date of publication, date of distribution, nor copyright date identified).  -- [264, indicator 4] Copyright date (if neither date of publication nor date of distribution identified).  -- [490] Series statement (Title proper of series; numbering within series. Title proper of subseries; numbering within subseries.  -- [020] Standard number identifiers (ISBN) [300] Carrier type (Extent of item: other physical details; dimensions).

The core elements shown here are for a monograph. For other record formats, core elements could vary slightly. These core elements should be enhanced to include subject
headings to increase user accessibility in WYLDcat. Other information may be added to help describe the material.

RDA records can be identified by:
- the value of “i” or “c” in the Fixed Field Description (Desc) area.
- the inclusion of “|erda” in the 040 tag of the variable fields.
- the inclusion of additional tags (336, 337, 338) and possibly others which can vary depending on the record format being cataloged.

Figure E-2: Sample Record of RDA Core Elements with Subject Headings

```plaintext
+---------------------------------+-----------------+--------------------------------------------------+
| ISBN                            | 020             | 1931398135                                       |
| ISBN                            | 020             | 9781931398136                                     |
| Personal Author                 | 100 1           | Rosa Mendoza, Gladys.                            |
| Physical description            | 300             | Unmediated |bn|2rdamedia
| Content type                    | 336             | Volume |bn|2rdacarrier
| Media type                      | 337             | Unmediated |bn|2rdamedia
| Format type                     | 338             | Volume |bn|2rdacarrier
| Series Statement                | 490 0           | English-Spanish foundations series ; 13 |
| Series Statement                | 490 0           | La serie de fundamentos en inglés-español ; 13 |
| Title subject                   | 630 00          | Board books.                                    |
| Subject term                    | 650 0           | Domestic animals; Juvenile literature. |
| Subject term                    | 650 1           | Domestic animals.                               |
| Subject term                    | 650 1           | Livestock.                                      |
| Subject term                    | 650 1           | Spanish language materials; Bilingual.  |
```
Appendix F: SAMPLE ONTHEFLY (ADD BRIEF TITLE) RECORD

Remember to replace the **REQUIRED FIELD** text in the 245 with a valid title for the item.

Options for tags to enter in an On-The-Fly record can be set in the Properties of the Add Brief Title Wizard.

This type of record is not intended for permanent retention. It is created for circulation purposes and should be deleted or replaced when the item is returned.
## Appendix G: WYLD ITEM TYPE LIST

<table>
<thead>
<tr>
<th>NAME</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1DAYLOAN</td>
<td>1 day loan</td>
</tr>
<tr>
<td>2DAYLOAN</td>
<td>2 day loan</td>
</tr>
<tr>
<td>2HRLOAN</td>
<td>2 hour loan</td>
</tr>
<tr>
<td>3DAYLOAN</td>
<td>3 day loan</td>
</tr>
<tr>
<td>7DAYLOAN</td>
<td>7 day loan</td>
</tr>
<tr>
<td>ARCHIVES</td>
<td>Archives</td>
</tr>
<tr>
<td>ARTPRINT</td>
<td>Art print</td>
</tr>
<tr>
<td>AUDIOCASS</td>
<td>Audiocassette</td>
</tr>
<tr>
<td>AV</td>
<td>Audio-visual materials</td>
</tr>
<tr>
<td>AV-EQUIP</td>
<td>Audio-visual equipment</td>
</tr>
<tr>
<td>BLU-RAY</td>
<td>Blu-ray</td>
</tr>
<tr>
<td>BOOK</td>
<td>Book</td>
</tr>
<tr>
<td>BOOKMEDIA</td>
<td>Book with media</td>
</tr>
<tr>
<td>BOOKONTAPE</td>
<td>Book on tape</td>
</tr>
<tr>
<td>BOUNDPER</td>
<td>Bound periodical</td>
</tr>
<tr>
<td>CAMCORDER</td>
<td>Camcorder</td>
</tr>
<tr>
<td>CASSPLAYER</td>
<td>Cassette player</td>
</tr>
<tr>
<td>CDBOOK</td>
<td>CD book</td>
</tr>
<tr>
<td>CDMUSIC</td>
<td>Music CD</td>
</tr>
<tr>
<td>CHILDCARE</td>
<td>Childcare collection</td>
</tr>
<tr>
<td>DISCARD</td>
<td>Discard</td>
</tr>
<tr>
<td>DVD</td>
<td>DVD</td>
</tr>
<tr>
<td>DVD2</td>
<td>DVD 2</td>
</tr>
<tr>
<td>EARLYREAD</td>
<td>Early reader</td>
</tr>
<tr>
<td>EBOOK</td>
<td>eBook (electronic book)</td>
</tr>
<tr>
<td>EREADER</td>
<td>eReaders</td>
</tr>
<tr>
<td>GAME</td>
<td>Game</td>
</tr>
<tr>
<td>GOVDOC</td>
<td>Government document</td>
</tr>
<tr>
<td>GRAPHICNVL</td>
<td>Graphic novel</td>
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<td>HOLIDAYBK</td>
<td>Holiday book</td>
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<td>ILL</td>
<td>Inter-library loan materials</td>
</tr>
<tr>
<td>ILL-BOOK</td>
<td>Inter-library loan book</td>
</tr>
<tr>
<td>JPICTUREBK</td>
<td>Juvenile picture book</td>
</tr>
<tr>
<td>JUV-VIDEO</td>
<td>Juvenile video</td>
</tr>
<tr>
<td>JUVBOOK</td>
<td>Juvenile book</td>
</tr>
<tr>
<td>JUVCASS</td>
<td>Juvenile audiocassette</td>
</tr>
<tr>
<td>JUVCD</td>
<td>Juvenile CD</td>
</tr>
<tr>
<td>JUVDVD</td>
<td>Juvenile DVD</td>
</tr>
<tr>
<td>JUVMAG</td>
<td>Juvenile magazine</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
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<tr>
<td>---------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>JUVMP3</td>
<td>Juvenile MP3</td>
</tr>
<tr>
<td>JUVPPBK</td>
<td>Juvenile paperback</td>
</tr>
<tr>
<td>KEY</td>
<td>Key</td>
</tr>
<tr>
<td>KIT</td>
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<td>Non-circulating item</td>
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<td>On-the-fly item</td>
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<td>Pamphlet</td>
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<td>Paperback</td>
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<td>Periodical</td>
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<td>Sheet music or music score</td>
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<td>PROJECTOR</td>
<td>Projector</td>
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<td>REALIA</td>
<td>Realia (objects, tools, etc. used to illustrate everyday life)</td>
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<td>Reference book</td>
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<td>RESERVERM</td>
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<td>Screen</td>
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Appendix H: BIBLIOGRAPHY


Latest edition (in any format):


International Standard Bibliographic Description (ISBD). New York: IFLA (International Federation of Library Associations and Institutions). (order through the publisher)


Suggested titles for the less experienced cataloger:


Appendix I: LINKING & CATALOGING SKILLS CHECKLIST

Linking Requirements

1) Identify appropriate record (monograph vs. serial, author, title, publisher, copyright date, physical description, etc.).
2) Understand the components of the bibliographic record and its corresponding copy records.
3) Understand proper use of subfield z ( |z ) (WYLD Technote: Subfield z in Call Numbers).
4) Know how to add (link) or remove volumes or copies.
5) Understand and effectively use item notes.

Minimum Cataloging Requirements

1) Know the General Skills and be signed up for the appropriate distribution list.
3) Be familiar with the WYLD members Technical Support page.
4) Be able to recognize and report duplicate records to your local supervisor or to the WYLD Office.
5) Verify & correct (if necessary) fixed fields.
6) Verify & correct (if necessary) the bibliographic description.
7) Configure SmartPORT settings in order to add or request records from LC or OCLC (SmartPort Settings).
8) Add or request records from LC or OCLC and be able to overlay existing temporary records with records from LC or OCLC.
9) Assign call numbers based on the SirsiDynix classification scheme(s) used by your library. Be familiar with the “List the Catalog by Call Number” helper or how to browse your library’s shelflist.
10) Know how to create and delete a MARC holdings record (Technote on Creating a MARC Holdings Record and Technote on Removing MARC Holdings Records).
11) Know how to access context sensitive online help.
12) Know when to contact the WYLD Office for assistance.
Expert Requirements

1) Understand the implications of shadowing records.
2) Identify duplicate records and transfer your library’s holdings using the Transfer Titles, Call Numbers and Items wizard. Refer to the Transfer Call Number from One Bibliographic Record to Another technote.
3) Use the WYLD Members Technical Support - RDA (Resource Description and Access) page which includes instructions on how to add RDA tags.
4) Know how to locate and resolve temporary (On-The-Fly) records that either need to be removed, enhanced to Level 2 of Bibliographic Description (AACR2R) or enhanced for Core Elements (RDA), (refer to Appendix E), or overlaid with records from LC or OCLC.
5) Be familiar with serials in order to correctly maintain serial copy and bibliographic records. Refer to Serials Skills Checklist.
6) Understand and manage bibliographic reports. Refer to Report Skills Checklist.
7) Inventory items, if applicable.
8) Know how to validate headings using the “Validate Headings” helper.
9) Know how to create consistent series headings.
10) Know how to get SirsiDynix Manuals. Ask your director or the WYLD Office for the username and password.
11) Know how to use the SirsiDynix customer resources via the SD Support Center. Contact the WYLD Office by email or phone for access information.
12) Understand and manage reports using Blue Cloud Analytics.
Appendix J: PERIODICAL LINKING AND SERIALS CONTROL SKILLS CHECKLIST

Basic Requirements for all libraries (including those not using serials control)

1) Know the General Skills and be signed up for the appropriate distribution list.
2) Know how to access the WYLD Technotes for Cataloging and Serials.
3) Know how to identify the appropriate serials record to attach holdings. This includes knowing how to distinguish between serials and monographic records, knowing how to distinguish between duplicate serial records, and knowing how to distinguish between open vs. closed serial records. Refer to Technote on Serials Records not Appropriate for Linking.
4) Know how the WULP (“Magazines in Wyoming Libraries”) list is generated from the summary holdings statement of the MARC Holdings record. Know how to add, maintain, and remove MARC Holdings statements for serials using the Modify Title cataloging wizard. Refer to technotes on Creating a MARC Holdings Record and Removing MARC Holdings Records.
5) Know how to link individual periodical issues to serial bibliographic records using a base call number, subfield z within a call number, and the LCPER Class Scheme so issues will sort in reverse order.
6) Know how to remove discarded, lost, or damaged periodical item barcodes from bibliographic records.
7) Know how to create and remove On-The-Fly circulation records for periodical single issues.
8) Know how to run the On-The-Fly report for finding your library’s On-The-Fly bibliographic records. Refer to technote on Creating an ONTHEFLY Report.
9) Know how to interpret and act on the information within the quarterly “Over 60 Issues” email sent to notify your library of serial titles to which an excessive number of barcodes are linked. Refer to Serials Maintenance.
10) Know how to access context sensitive online help.
11) Know when to contact the WYLD Office for assistance.

Minimum Requirements for libraries using Serials Control

1) Know how to set up Serials Properties. Refer to Serials Properties technote.
2) Know how to search for established serial control records for your specific library by limiting search to periodical title, control ID, or ISSN.
3) Know how to check in predicted periodical issues using “Check In Serials Issue” wizard.
4) Know how to check in unpredicted periodical issues when item does NOT match generated predictions or has no predictions, using “Check In Issues of a Serial" wizard.

5) In the Expected Issues folder, be able to use the Generate Predictions helper to create more than a single prediction. Know how to edit predictions.

6) Know how to maintain and remove MARC Holdings records when the serials control record has been removed. Refer to Technote on Creating a MARC Holdings Record and Technote on Removing MARC Holdings Records.

Intermediate Requirements for libraries using Serials Control

1) Know how to establish a serial control record for a library using “Create a Serial Control” wizard. Understand the important elements of each folder in the serials control record. Refer to Creating a Serials Control Record.

2) Know how to edit serials control records, correct check in errors, and replace patterns. Be able to clean-up received issues by removing from that folder old received issues.

3) Know how to notify supervisor or WYLD Office to maintain serial bibliographic records when titles change or cease publication.

Expert Requirements for libraries using Serials Control

1) Know how to remove a serial control record using “Remove a Serial Control" wizard.

2) Know how to remove MARC Holdings summary holdings statements and copy records for barcoded items associated with the serial.

3) Understand and manage the routing processes, if your library chooses to use this feature.

4) Know what steps to take to perform annual maintenance on serials control records, MARC Holdings records, and linked item records so these all provide an accurate representation of what serial titles and issues your library owns.

5) Understand and manage the claiming process and reports. Refer to Reports Skills Checklist.

6) Know how to access and use all Reports wizards related to serials.

7) Know how to remove relevant ”most recently arrived issues 599 notes" from the bibliographic record.

8) Know how to maintain serial bibliographic records when titles change or cease publication. Report changes to a supervisor or the WYLD Office if you don’t have the knowledge to modify the bibliographic serial record.

9) Know how to use the SirsiDynix customer resources via the SD Support Center. Contact the WYLD Office by email or phone for access information.
Recommended Serials Reports for libraries using Serials Control

1) Prediction As Late (Issuelate) Report
2) Serial Claim Notice ((Serclaimntc) Report
3) List of Your Library’s Serials Control Records (Serctllst) Report
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