Contents

I. Mission Statement .................................................. 3

II. Cataloging Standards ............................................. 3

III. Cataloging Guidelines ........................................... 3
    A. Physical Processing ........................................ 3
    B. Priority Treatment ......................................... 3

IV. Cataloging Procedures .......................................... 4
    A. Copy Cataloging ........................................... 4
    B. Original Cataloging ....................................... 6
    C. Serials/Series Cataloging ................................. 7
    D. Special Cataloging ......................................... 8
    E. Problem Books ............................................. 9

V. Database maintenance ........................................... 10
I. Mission Statement

The Cataloging Division of the Technical Services Department provides bibliographic access to library materials and resources in support of research, teaching, and public services programs of the university. The Cataloging Division prioritizes its services to increase the accessibility to all library materials and resources, to ensure the accuracy of bibliographic records, and to maintain the library’s database in a timely manner.

II. Cataloging Standards

A. The following standards are adopted by the Cataloging Division: the Anglo-American Cataloging Rules II (1998 revision, 1993 amendments) as interpreted by the Library of Congress, the Library of Congress Subject Headings, the Library of Congress Classification Schedules, Dewey Decimal Classification, the OCLC authority headings and the USMARC Format for Bibliographic Data.

B. Voyager, Kean’s bibliographic database, contains USMARC-based records in three forms: bibliographic, holdings and item records.

C. Kean University Library utilizes the Online Computer Library Center (OCLC) database as its major cataloging source.

D. The Library of Congress practice in establishing new series treatments and the form of series headings represented in Voyager should be uniformed.

III. Cataloging Guidelines

A. Physical Processing

1. All cataloged library materials are barcoded.

2. All cataloged library materials are security-stripped, spine-labeled with call numbers and stamped the property of Kean University Library.

3. All discarded library materials are stamped “Discard” and deleted from databases.

B. Priority Treatment

Priority cataloging is left at the discretion of the Cataloging Division based on the considerations of patrons needs, cataloging work flow and staffing.
## IV. Cataloging procedures

<table>
<thead>
<tr>
<th>Cataloging Procedure</th>
<th>Person responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Copy cataloging</strong></td>
<td>Technical Services Assistant</td>
</tr>
<tr>
<td>1. Select a record</td>
<td></td>
</tr>
<tr>
<td>Search for the record in OCLC which matches the book to be cataloged, and adopt it based on the following criteria:</td>
<td></td>
</tr>
<tr>
<td>a) There is no explicit indication of changes (including corrections) of content.</td>
<td></td>
</tr>
<tr>
<td>b) The author or corporate body is the same (tag 1xx.)</td>
<td></td>
</tr>
<tr>
<td>c) The title and statement of responsibility are the same(tag 245 a, b, c.)</td>
<td></td>
</tr>
<tr>
<td>d) The edition area is the same(tag 250 a.)</td>
<td></td>
</tr>
<tr>
<td>e) The extent statement of the physical description area is the same(tag 300 a.)</td>
<td></td>
</tr>
<tr>
<td>f) The publisher is the same(tag 260 b.)</td>
<td></td>
</tr>
<tr>
<td>g) The date of publication is the same(tag 260 c.)</td>
<td></td>
</tr>
<tr>
<td>(A book with a later printing date or copyright date can be added provided there are no other differences.)</td>
<td></td>
</tr>
<tr>
<td>h) The series area is the same(tag 440 a, n, p, and tag 490 a, v.)</td>
<td></td>
</tr>
<tr>
<td>2. Export records to Voyager</td>
<td></td>
</tr>
<tr>
<td>Export selected records to Voyager either drive A or C with the file name:</td>
<td></td>
</tr>
<tr>
<td>a) A:\oclcrec.xpo</td>
<td></td>
</tr>
<tr>
<td>b) C:\oclcrec.dat</td>
<td></td>
</tr>
<tr>
<td>3. Save records in OCLC save file for later use</td>
<td></td>
</tr>
<tr>
<td>4. Print records</td>
<td></td>
</tr>
<tr>
<td>Print records and send books with printouts inside to the Technical Services Librarian.</td>
<td></td>
</tr>
</tbody>
</table>
5. Import and edit records in Voyager

a) Check cataloged item in Voyager to avoid the duplicates.
b) Check record against the book to be cataloged (fixed fields, variable control fields, variable fields.)
c) Edit record (adjust call number and subject headings in accordance with local needs, confirm headings in the LC authority file when needed.)
d) Check author and series headings in OCLC authority file when needed.
e) Make a note “kean author” in tag 590 for the Kean author when applied.
f) Make location code “mus” as a trancing by adding an entry in 945 a for materials located in Music Department.

6. Create holding records

a) Make the right location designation (tag 852 b.)
b) Use the proper classification system for the call number in different locations (tag 852h,i.)
c) Establish the textual holdings to indicate the Enumeration and/or chronology information (tag 866 a.)
d) Make nonpublic note (tag 852 x) and public notes (tag 852 z) when needed.

7. Create item records

a) Create item records indicating the proper enumeration and chronology information for each item.
b) Add a barcode for each item record.
c) Make a spine label for each item.
d) Send books with spine labels inside to the Technical Services Assistant for physical processing books.

8. Physical processing procedure

a) Stamp.
b) Strip.
c) Label.
d) Record statistics.
e) Copy call number on requisition form and send the form back to the faculty who requested book order(s).
f) Pack Juvenile books and curriculum materials, and send packages to East Campus.
c) Do not create a new record because of differences in cataloging rules or choice of main entry or because the item is on the wrong workform.

d) Create a new record when the title proper or a serial publication changes.

2. Procedures

a) Use either proper “workform” or “new” function to complete original cataloging in OCLC database.

b) All subject headings, authors and series headings are verified for appropriateness and correctness of form in OCLC authority file.

c) [Missing text]

d) “Update” created the bibliographic record in OCLC and “Export” the record into Voyager.

e) Supply a uniform title if it is known and needed or can be readily inferred from the item being cataloged (tag 130/240.)

f) Title variants: use judgement in assessing each item and assign a complement of title variants which covers variations deemed important and coded as appropriate (tag 246.)

g) Transcribe all series as found on an item in either a 490 or a 440 field. All traced series must be supported by an OCLC authority record.

h) All traced differently series title in 490, there should be a 830 field attached.
i) The notes that support identification of item need to be included (tag 500.)

j) A note for unpublished theses is needed (tag 502.)

k) A contents note for multi-part item or titles of separate works with separate titles is needed (tag 505.)

l) If appropriate, assign at least one or two subject headings from Library of Congress Subject Headings recognized by the US MARC Format. Subject headings should be assigned at the appropriate level of specificity.

m) Use judgment in assessing each item and assign a complement of added entries which cover relationships associated with a work (tag 7xx, 8xx, 9xx.)

C. Serials/series cataloging

1. Guidelines

   a) Items issued as the parts of the same serials/series are cataloged as added volumes.
   b) Add preceding entry tag 780 and succeeding entry tag 785 as linking entry for separately cataloged publications when needed.

2. Procedures
   For an item which is a part of a monographic series or a multi-part monograph:

   a) Prepare an analytical entry consisting of a complete bibliographic description of the part. Give details of the comprehensive item in the series area.

   b) Add the enumeration, chronology information in the holding record (tag 866 a.)

   c) Print holding record for each added item and send the printout with the book to Technical Services Assistant for adding item information and barcodes.

   d) Add the enumeration, chronology information in item records.
   e) Create labels and send books with labels inside to the Clerical Typist for physical processing.

Technical Services Assistant
f) Label, barcode and strip.
g) Copy catalog periodicals (magazines/journals) and newspapers, with
   the location designation as call number.

### D. Special cataloging

#### 1. Juvenile books

a) Non-fiction(juv)
   Use Dewey classification system for the call number (Dewey number
   plus author name’s cutter);
   add enumeration and chronology information in the holding records. e.g.:
   92        a  Dewey number  b  author’s cutter(no”.”)
   852 1 1    b  juv  h  Dewey number  i  author’s cutter
   866 4 0    a  enumeration (volume number) and chronology (year), only
   for multiple volume books, in that case the second indicator in 852
   should be 1.

b) Fiction(juv)
   99        a  Fic  b  author’s last name
   852 8 0    b  juv  h  Fic  i  author’s last name
   866 4 0    a  enumeration(volume)/chronology(year), only for multiple
   volume items, in that case, the second indicator in 852 should be 1.

c) Biography(juv)
   99        a  B  b  biographee’s cutter+one letter of the author’s last
   name
   852 8 0    b  juv  h  B  i  biographee’s cutter+one letter of the author’s
   last name
   866 4 0    a  enumeration(volume)/chronology(year), only for multiple
   volume items, in that case, the second indicator in 852 should be 1.

d) Easy/picture book(juv)
   99        a  E  b  author’s last name + year
   852 8 0    b  juv  h  E  i  author’s last name + year
   866 4 0    a  enumeration(volume)/chronology(year), only for multiple
   volume items, in that case, the second indicator in 852 should be 1.

(For creating item records, physical processing procedures and
persons responsible see page 3, IV: Section A. Copy cataloging.)

#### 2. Holocaust books

a) Search for cataloging records in OCLC.

b) Order shelf-list cards.
c) Create bib and holding records in Voyager.

3. Instructional Resource Center video/audio items

Cataloging Division provides instruction for their cataloging.

4. Special collection

The only difference is the location code, which should be “spco.”

5. University theses

a) Original catalog university theses items without assigning a call number for each item.

b) In the holding record, create a public note (tag 852 z): ‘Shelved by the author’s last name on the third floor.”

6. Music materials/audio media items (Located in Music Department)

a) The print form items are cataloged using LC classification system, with the location code as “mus”, no item records created.

b) The audio media items are cataloged with local call number: “audiocassette” for tapes, “cd” for digital compact diskette, no item record needed.

E. Problem Books

1. Use the form ‘Monographic item(s) For Technical Services Review’, to identify cataloging problems.

2. Check the problems and correct the mistakes in Voyager.


4. Add barcodes, spine labels when needed.

5. Delete records for items to be withdrawn in Voyager completely (bib, holding, item records.)

6. Make statistics report for both the number of volumes and the number of titles withdrawn.

7. Delete holdings in OCLC, when no holdings in the collection.

8. Stamp “Discard” and discard physically.

9. Repair minor damages locally and send to the bindery for re-binding when needed.
VI. **Database maintenance**

<table>
<thead>
<tr>
<th>Major contents</th>
<th>Person responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Delete the holding records, item records in local database (Voyager) and in OCLC database (if no holding in the library collection) for the withdrawn item</td>
<td>Technical Assistant</td>
</tr>
<tr>
<td>B. Re-cataloging wrong record</td>
<td>Technical services librarian</td>
</tr>
<tr>
<td>C. Update knowledge for frequently upgraded version of Voyager system, make relative adjustments for normal operation, e.g. changing ‘default’ settings, adding more access points/headings to increase access</td>
<td></td>
</tr>
<tr>
<td>D. Set up correct exporting/importing destination files</td>
<td></td>
</tr>
<tr>
<td>E. Set up proper database default features</td>
<td></td>
</tr>
<tr>
<td>F. Set up proper overlay points for duplicate records</td>
<td></td>
</tr>
<tr>
<td>G. Identify and correct the elusive/erroneous records</td>
<td></td>
</tr>
<tr>
<td>H. Solve randomly generated problems in the database</td>
<td></td>
</tr>
<tr>
<td>I. Delete duplicate bib records and rearrange multiple holding records under same root bib record</td>
<td></td>
</tr>
<tr>
<td>J. Assign/adjust call numbers and subject headings for old records</td>
<td></td>
</tr>
<tr>
<td>K. Make notes for lost items</td>
<td></td>
</tr>
</tbody>
</table>