Guidelines for Derived Cataloging

Derived cataloging is the process of taking a MARC record and modifying it to represent an item different than the item the MARC record originally represented. This results in an originally cataloged item with a minimum of keystrokes. However, INFOhio recommends the use of the Cataloging Templates for original cataloging so that all new records conform to current cataloging standards. These derived cataloging guidelines are being provided for these examples:

- Equipment record if creating separate bib records for each item. (See Workflows Handbook for more information)
- Same intellectual content published in a different format (e.g., a sound filmstrip distributed as a still video; VHS distributed on a DVD).
- Necessity of creating original cataloging records for several titles from the same publisher and/or series that differ in a limited way. Perhaps only the title is different, as in the case of some beginning reading readers.
- Same intellectual content published by a different publisher with a different publication date.
- Same intellectual content first published in-house as a handbook is re-published for mass market.

See **http://lcweb.loc.gov/marc/bibliographic** or **http://www.oclc.org/bibformats** for a description of unknown tags, indicators or subfields.

Required Modifications to Fixed Fields

A fill character (|) in the Leader or mandatory 007 and 008 elements should be replaced with appropriate data. Many cataloging templates will provide prompts and a list for each data element in the Leader, 006, 007 and 008 tags. Consult the above Web sites, if yours does not.

> **LEADER:**
> **Record Status:** n
> **Type of Record:** *If type of record is different, derived cataloging is discouraged.*
> **Bibliographic Level:** *Verify.*
> **Encoding Level:** *Verify; modify as appropriate.*

006 Additional Material Characteristics: *Verify all elements present; modify as appropriate. Remove if no additional materials are part of the publication. Don't remove just because they may be missing.*
007 Physical Description of non-print: *Verify all elements present; modify as appropriate. **007 and the first data element for category or type of material must be present** for all non-print materials. NOTE: See page 3 for video formats (VHS, DVD, laser, streaming), sound recordings (LP, cassette, CD) and books (large print, brail, eBook).*
008 General Information
Date Entered: *Enter **current date** formatted yymmdd (e.g., 980101).*
Date Status: *Verify; modify as appropriate.*
Date 1: *Verify; modify as appropriate.*
Date 2: *Verify; modify as appropriate.*
Place of Publication: *Verify; modify as appropriate.*
Media specific elements: *Verify each one; modify as appropriate.*
Language: *Verify; modify as appropriate.*

Cataloging Source: d

The INFOhio mandatory 008 elements are identified in the table below. Sirsi Workflows will display elements if editing this field. A dropdown box at the display of each element will reveal a list from which to choose. Verify any and all elements of the 008 tag.

ALL MATERIALS **Date type:** **Date 1:** **Lang:**	
BOOKS **Lit text:**	Nonfiction = 0 Fiction = 1
NON-PRINT **Type of mat** (if not a book):	

Required Modifications to Control Fields

NOTE: Sirsi Workflows does not currently allow these fields to be deleted but this problem is being addressed.

001 Control Number: *Remove.*
003 Source of Control Number: *Remove.*
005 Date and time of last transaction: *Remove.*

Required Modifications to Variable Fields

010 LCCN: *If present in record, remove tag OR if present on item, replace content with new LCCN in subfield "a" according to the specifications of your cataloging software.*
020 ISBN: *If present in record, remove tag OR if present in item, replace content with new ISBN in subfield "a."*
040 Cataloging Source: *Replace all subfields and data with your district LC/NUC code in subfield "a" and subfield "c."*
     Example: OLmIUC**$c**OLmIUC

0XX All other Standard Number Fields: *Verify or remove.*

1XX through **9XX** tags: *Verify **ALL tags** and modify appropriately.* Pay particular attention to the following tags that the content matches the item in hand:

  1XX |a (Author main entry. It is possible the content may not match the item in hand if content is an authorized heading. Match on the statement of responsibility in 245 |c.)
  245 |a (Title) |h (Medium) |b (Remainder of title) |c (Statement of Responsibility)
  250 |a (Edition/Version)
  260 |a (Place of Publication) |b (Publisher) |c (Publication Date)
  300 |a (Physical description)
  440 |a (Series)
  5XX (Notes)
  6XX (Subject headings)
  7XX (Added entries)
  8XX (Series added entries)

See next pages for examples of specific edits to make for format changes within the same Record Type. i.e., videorecording in a different carrier, VHS now on DVD.

Video recordings in common formats:

Fixed field	Position	Label	VHS code	DVD code	Laser disc code	Streaming code
Leader	06	Record type			g	
	05	Record status			n	
007	00	Category			v	
	01	Specific material designation	f	d	d	z
	04	Format	b	v	g	z
	05	Sound on medium	a	a	a	a
	06	Medium for sound	h	i	i	z
	07	Dimensions	o	z	z	z
	08	Playback channel	m = monaural q = quadraphonic, multichannel s = stereophonic u = unknown			
008	00-05	Date entered	Current date entered as YYMMDD			
	06	Type of date			s	
	07-10	Date 1	Enter year of publication *See template instructions for entering unknown dates*			
	15-17	Place of pub	Verify, edit if needed			
	29	Form				s
	33	Type of visual			v	
	34	Technique	a = animation c = animation & live action l = live action			
Variable field	**Indicators**					
020		ISBN	*If present, remove or replace*			
024	See Java pull down for indicators	Other standard number	*If present, remove or replace*			
260		Publication	Evaluate, Date must match Date 1 in 008 tag			
300		Physical desc	videocassette	DVD	videodisc	*Remove tag*
538		System details	VHS	DVD	Laser disc	*Program needed to view video*
856		Electronic locatio				*See template instructions*

Audio recordings in common formats:

Fixed field	Position	Label	LP code	Cassette code	CD code
Leader	06	Record type	i = nonmusical j = musical		
	05	Record status	n		
007	00	Category	s		
	01	Specific material designation	d	s	z
	03	Speed	b = 33 1/3 rpm c = 45 rpm	l	z
	04	Playback channels	m = monaural q = quadraphonic, multichannel s = stereophonic u = unknown		
	05	Groove width	m	n	n
	06	Dimensions	e = 12 in.	j	g
	07	Tape width	n	l	n
	08	Tape config	n	c	n
	09	Kind of disc, cylinder tape	m		
	10	Kind of material	p		
	11	Kind of cutting		(pipe)	n	n
	12	Special playback		(pipe)		
	13	Capture & storage		(pipe)		
008	00-05	Date entered	Current date entered as YYMMDD		
	06	Type of date	s		
	07-10	Date 1	Enter year of publication *See template instructions for entering unknown dates*		
	15-17	Place of pub	Verify, edit if needed		
Variable field	**Indicators**				
020		ISBN	If present, remove or replace		
024	See Java pull down for indicators	Other standard number	If present, remove or replace		
260		Publication	Evaluate, Date must match Date 1 in 008 tag		
300		Physical desc	LP	Audio cassette	CD

Print materials in common formats:

Fixed field	Position	Label	Book code	Large print code	Braille code	eBook code
Leader	06	Record type	a			
	05	Record status	n			
007	00	Category	t			
	01	Specific material designation	a	b	c	z
008	00-05	Date entered	Current date entered as YYMMDD			
	06	Type of date	s			
	07-10	Date 1	Enter year of publication *See template instructions for entering unknown dates*			
	15-17	Place of pub	Verify, edit if needed			
	18-21	Illustrations	Evaluate and use Java pull downs for codes			
	23	Form of item		d	f	s
	31	Index	0 = No 1 = Yes	(pipe) = no attempt to code		
Variable field	**Indicators**					
020		ISBN	*If present, remove or replace*			
260		Publication	Evaluate, Date must match Date 1 in 008 tag			
300		Physical desc	pages	pages	*Add appropriate term for the tactile system to the number of pages, leaves, or volumes*	*Remove tag*
538		System details				*Computer specifications for access*
856		Electronic location				*See template instructions*