Cataloging and Technical Services at UH-Mānoa

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LIS 606
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Monographs & UHM Library Tech Svcs: traditional model

- Bibliographers
  - Orders
  - Materials vendors

- Monographic Acquisitions Dept.
  - Orders
  - Materials

- Cataloging Dept.
  - Bib, holding, item records

- Preservation Bindery Labeling
  - Materials

- Voyager Catalog

- Bibliographic records
  - Bibliographic utilities (e.g., OCLC)

--- = sometimes
__ = always
Monographs & UHM Library Tech Svcs: a newer model (shelf-ready materials)
Serials & UHM Library Tech Svcs

Serials vendor or publisher

Bibliographer

Order

Invoice

Payment

Materials

Serials Dept.

Library Stacks

Bindery

Library Stacks

Holding and item records

Materials

Voyager Catalog

Bib records

Bib records

--- = sometimes
__ = always
UHM Library Cataloging Department Functions

- Copy cataloging
- Original cataloging
- Hardcover and soft-cover item preparation
- Hardcover labeling
- Bibliographic record maintenance
- Authority record maintenance
Voyager Record Structure

- Item records
- Holdings records
- Bibliographic records

Authority records

Description & Notes
- Subject headings
- Name headings
Voyager Item Records

- Contain:
  - Barcode number
  - Circulation status
  - Purchase price
  - Enumeration (e.g., vol. 2)
  - Copy number
  - Shelving location* (e.g., Pacific Collection, Hamilton Reference, Sinclair Library, etc.)
  - Call number*

*automatically written from holdings record
Voyager Item Records

Functions:
- Generate spine label
- Allow the item to circulate
- Display circulation status in OPAC
- Provide needed data to Circulation staff when item is lost
Voyager Holdings Records

- Contain:
  - Shelving location (e.g., Pacific Collection, Hamilton Reference, Sinclair Library, etc.)
  - Call number
  - Copy-specific public notes, e.g.:
    - Gift of Mr. Daniel J. Peacock
    - Missing p. 39-42
  - Staff-use non-public notes
Voyager Holdings Records

Functions:
- Display shelving location in OPAC
- Display call number in OPAC
- Display copy-specific public notes in OPAC
- Allow library staff to record title-specific or copy-specific notes that do not display in OPAC
Voyager Bibliographic Records

- Methods of creating or acquiring bibliographic records:
  - Via bulk-load from book vendor
  - Copy cataloging
  - Original cataloging
Bulk-loaded Bibliographic Records in Hawai`i Voyager

- Shelf-ready books
  - Automatic holdings and item record build at time of bulk-load
- Remote-access electronic resources (E-books)
Copy Cataloging

- Program for Cooperative Cataloging (PCC)
- Cooperative cataloging via OCLC WorldCat
- Upgrading and enhancing member records in WorldCat
  - Monographic records
  - Serial records
  - Encoding levels
  - Call numbers, subject headings, authority-controlled name headings
For Further Information

- Departmental procedures manual, UHM Cataloging Dept.  
  http://www2.hawaii.edu/~hlibcat/
- MARC Format for Holdings Data  
  http://www.loc.gov/marc/holdings/echdhome.html
- MARC Format for Bibliographic Data  
  http://www.loc.gov/marc/bibliographic/ecbdhome.html
- MARC Format for Authority Data  
  http://www.loc.gov/marc/authority/ecadhome.html
- Program for Cooperative Cataloging (PCC)  
  http://www.loc.gov/catdir/pcc/
- OCLC WorldCat Info Page  