

Original Cataloging Process: Description and Access

1. Analyze the manifestation in hand
 - a. Determine whether resource is published or not
 - b. Determine mode of issuance (RDA 2.13 and OCLC fixed field [Blvl](#))
 - c. Determine material type (OCLC fixed field [Type](#))
 - d. Choose OCLC workform based on material Type
2. Create new record in OCLC Connexion¹
 - a. Log in
 - b. Cataloging→Create a new record in MARC template
format→Choose appropriate workform from pull-down
menu→Create
3. Code fixed field based on instructions in OCLC input standards (click on links next to each fixed field position)
4. Add one or more 006 if appropriate
 - 006 guidelines at <http://www.oclc.org/bibformats/en/fixedfield/006.html>
 - “Add 006 field” instructions on page 2 of [Connexion Browser Cataloging Quick Reference](#)
5. Add 007 field if appropriate
 - 007 guidelines at <http://www.oclc.org/bibformats/en/0xx.html>

¹ Refer also to [Connexion Browser Cataloging Quick Reference](#)

6. Add applicable numbers and codes in 0XX fields following OCLC input standards:

Always:

040 __ \$a HUI \$b eng \$e rda \$c HUI

Sometimes:

020 __ \$a 13-digit ISBN for manifestation in hand

020 __ \$a 10-digit ISBN for manifestation in hand

020 __ \$a 13-digit ISBN for equivalent manifestation²

020 __ \$a 10-digit ISBN for equivalent manifestation

020 __ \$z 13-digit ISBN for related manifestation

020 __ \$z 10-digit ISBN for related manifestation

022 - ISSN

028 - Publisher Number

034 - Coded Cartographic Mathematical Data

041 - Language Code

043 - Geographic Area Code

046 - Special Coded Dates

050 - Library of Congress Call Number

052 - Geographic Classification

082 - Dewey Decimal Classification Number

086 - Government Document Classification Number

099 - Local Call Number

7. Following the rules in RDA sections 2.1 and 2.2, determine the *basis for identification* and *sources of information* for the manifestation in hand.

8. Record attributes of the manifestation in hand in fields

2XX/3XX/490/5XX/856:

² An equivalent manifestation is one for which the same bibliographic record would be used (e.g., a paperback binding of the same manifestation you have in hand in hardcover or vice-versa); a related manifestation is one for which you could create a separate bibliographic record (an e-book version of the print publication you have in hand).

Material Type	MARC Tag	Attribute	Location of applicable RDA rules
ALL	245	Title	2.3.1-5
ALL	245	Statement of responsibility	2.4
ALL	246	Variant title	2.3.6
ALL	246	Later title proper of a multipart monograph	2.3.8
SER	247	Earlier title proper of an integrating resource	2.3.7
ALL	250	Edition statement	2.5, 1.7
MAP	255 ³	Cartographic Mathematical Data	7.25, 7.4, 2.3.2.8.2
ALL	264	Production, Publication, Manufacture, Distribution, Copyright	2.7-11
ALL	300	Physical description	3.4-5, 7.15, 7.17-18, 7.22,
SER	310	Frequency of a serial	2.14
SER	321	Former frequency of a serial	2.14
ALL	336	Content type	6.9
ALL	337	Media type	3.2

³ Cf. also field 034

ALL	338	Carrier type	3.3
SER	362	Numbering of a serial	2.6, 1.8., 1.7
ALL	490	Series statement	2.12, 2.4, 1.8, 1.7, Appendix A
ALL	500	General notes	7.1-3, 7.5-8, 7.13-14, 7.16, 7.19-21, 7.26-28, 3.22, 3.6-20, 1.10
BKS	502	Dissertation note	7.9, 1.10
ALL	505	Contents	1.10
VIS, REC	508	Creation/Production Credits Note	7.24
VIS, REC	511	Participant or Performer Note	7.23
ALL	520	Summary	7.10, 1.10
ALL	546	Language	7.11-12
SER	588	“Description based on” note	1.10
ALL	856	URL	4.6

N.b: for all fields follow:

- Transcription rules in 1.7 (and associated LC/PCC Policy Statements)
- Rules for form of numbering in 1.8 (and associated LC/PCC Policy Statements)
- Rules for recording dates in 1.9 (and associated LC/PCC Policy Statements)

For 5XX fields, follow guidelines for recording notes in 1.10 (and associated LC/PCC Policy Statements)

9. Determine which persons, families, or corporate bodies associated with the resource you are cataloging should be recorded as authorized access points (18.1.2, 18.1.5, 18.4.1.2) in the bibliographic record:
 - creator(s) of the work (19.2)
 - other persons, families, or corporate bodies associated with the work (19.3)
 - persons, families, and corporate bodies associated with the expression (20.2)
 - persons, families, and corporate bodies associated with the manifestation (21.2-6)
10. Use *Connexion* to search LC/NAF for the authorized access point for each person, family, and corporate body you identified in step 9.
11. For each person, family, or corporate body identified in step 9 for whom an authorized access point is not already established in LC/NAF, construct the authorized access point by following the applicable rules in RDA/LC/PCC-PS:
 - for persons, consult 9.19.1
 - for families, 10.10.1
 - for corporate bodies, 11.13.1
12. Following the instructions in the handout “Creating a MARC Authority Record”, create a MARC authority record for each authorized access point constructed in step 11. Record in it the authorized access point constructed in step 11 and any variant access points that are called for by the following rules:

- for persons, consult 9.19.2
- for families, 10.10.2
- for corporate bodies, 11.13.2

13. Record in the bibliographic record the authorized access points found in step 10 or constructed in step 11 in the appropriate MARC field for each (6.27.1-3):

MARC 100 or 130 field

- person or family who is the sole creator of the work (6.27.1.2 and 6.27.1.5)
- person or family who is principally responsible for the creation of the work (6.27.1.3)
- person or family named first on source of information when two or more persons or families are principally responsible for the creation of the work (6.27.1.3 and 6.27.1.5-6)
- person or family named first on source of information when two or more persons or families are responsible for the creation of the work and principal responsibility is not indicated (6.27.1.3 and 6.27.1.5-6)

MARC 100 or 111 field

- corporate body that is the sole or principal or first-named creator of the work per the definition of corporate body creators in 19.2.1

MARC 7XX field

- other persons, families, or corporate bodies associated with the work or expression when one has been recorded in a 1XX field per the rules in 6.27
- creators of the works in a compilation by different persons, families, or corporate bodies (6.27.1.4)
- persons, families, or corporate bodies associated with a moving image work (6.27.1.3)
- contributors (20.2)

14. Add to each authorized access point recorded in step 12 a relationship designator from Appendix I.
15. Following the rules and guidelines in RDA 6.27.1.9 and the LC/PCC-PS for 6.27.1.9, determine whether the authorized access point for the work you are cataloging (5.5) conflicts with the authorized access point assigned to a different work or to a person, family, or corporate body by searching the Worldcat bibliographic file and the LC/NAF (authority file) using *Connexion*.
16. If the authorized access point for the work you are cataloging *does* conflict with the authorized access point assigned to a different work or to a person, family, or corporate body, use MARC field 130 or 240 (as appropriate) to make additions to the authorized access point as instructed in RDA 6.27.1.9 and the LC/PCC-PS for 6.27.1.9.
17. If you are cataloging a part or parts of a work (e.g., one of the three books in Tolkien's trilogy *The Lord of the Rings* or one episode of television series *The Simpsons* or Books 1&2 of Homer's *Iliad*), follow the rules and guidelines and LC/PCC policy statements in 6.27.2 to make additions to

- the authorized access point for the work or works you are cataloging using MARC field 130 or 240 as applicable (and 7XX fields if applicable).
18. If you are cataloging a translation or a language edition, follow the rules and guidelines and LC/PCC policy statements in 6.27.3 to make additions to the authorized access point for the work you are cataloging using MARC field 130 or 240 as applicable.
 19. If you have made additions to the authorized access point for the work you are cataloging in steps 16-18, consider “Creating a MARC Authority Record” for the work or part of work or expression you are cataloging following the guidelines in 6.27.4. If you decide to create a MARC authority record for the work or part of work or expression you are cataloging, follow the instructions in the handout “Creating a MARC Authority Record” to create a MARC authority record; record in it the authorized access point constructed in step 16, 17, or 18 and any variant access points that are called for 6.27.4 or deemed by you to be important for access.
 20. If you recorded a series statement in 490, determine whether that series should be “traced.” (cf. LC/PCC Policy Statement on series tracing at 2.12) Part of your decision to trace or not may depend on the information recorded in the authority record for the series in LC/NAF if there is one.
 21. If the decision is to trace the series that you recorded in 490, use MARC field 800, 810, 811, or 830 as appropriate to record the authorized access point for the series in your bibliographic record. Record the series authorized access point (and numbering, if applicable) as shown in the series authority record (SAR) in LC/NAF. If no SAR for the series is established in LC/NAF, construct the authorized access point in an 8XX in

your bibliographic record following the guidelines in the RDA rules and LC/PCC Policy Statements at 25.0 and 6.27. Also consider “Creating a MARC Authority Record” for the series. If you decide to create a MARC authority record for the series, follow the instructions in the handout “Creating a MARC Authority Record” to create a MARC authority record; record in it the authorized access point you constructed for the series, any variant access points that are called for 6.27.4 or deemed by you to be important for access, and other details of the series as outlined in the handout “Creating a MARC Authority Record”.

22. Make references to other related works, expressions, and manifestations as instructed in RDA 24-27 and the associated LC-PCC Policy Statements. Refer also to the handout “Expressing WEMI relationships in MARC bibliographic format”