**CATALOGING EDITING**

February 2024

ISBN Delete all ISBNs except for the ones that are specific to the item in hand

Call # Only have one 092 or one 099; not both

Title lines If you do not delete the 891, 240 or 130, they will show up as the main title

 entry. This confuses the patrons. If you want to keep this information searchable

 put it into its own 500 line. It will then be searchable with a general keyword

 search

 Make sure the second indicator account for a(2), an(3), and the(4). Otherwise

 if you do an alphabetical search it will not know to skip a, an and the to get to

 the real first word in title.

 When getting rid of |p and |n don’t forget to add in a colon (:) to separate the

 title information and remove any periods at end of |a

 Unless it is a proper noun/name, ONLY the FIRST WORD is capitalized.

 |h MUST be added (exactly as below) to distinguish formats for these items

 |h[Large Print] |h[Graphic Novel] \*Includes Manga titles

 |h[Music CD] |h[Board Book]

 |h[Audiobook] |h[Playaway]

 |h[DVD] |h[Vox Book]

 |h[Blu-Ray]

 Add as many 246 alternate titles as you want to help patrons find material

Pagination Make sure you have the correct edition to match the record. Most importantly,

 *make sure that you did not select the online resource record*

Series Use the cut and paste functionality to make sure you are consistent when adding

 the series note. This makes it easier for patrons to find. If you find a series that is

 not consistent with its series notes, please pick one and fix all of the others.

Notes These 500 lines can be free text and you do not need to follow any rules

Summary This 505 area is where you will find titles on music CDs. If you want the title to be

 searchable by title you need to put |t in front of each and every title.

 (for example: |tStand by me; |tLet me be; |tBeat em down). You should also add

 a subfield r for authors when on a compilation cd (ie |tStand by me; |rBeetles

 or |tBeat it; |rMichael Jackson

Subjects To be consistent you should only use LC subject headings in the 650

 The 655 for Erotic romance was agreed upon by all libraries

 The 690 can be made up. However, if you are going to use this, be

 consistent (for example don’t use DVD and DVDs for the same thing

 pick one and stick with it)

Personal name MPL typically does not add or remove names from the 700s.

**TIPS**

Searching: MPL always uses GENERAL/KEYWORD for the initial search in SirsiDynix Workflows Cataloging. If more than one record comes up, we investigate and merge/transfer records whenever possible. This helps decrease the number of records we have for each title.

If you use OCLC to catalog, you can scan the UPC of DVDs and music CDs to find the record. Keep the search criteria as Standard Number (sn:)