



THE INFORMATION NETWORK FOR OHIO SCHOOLS

Guidelines for Derived Cataloging

http://www.infohio.org/UCTF/Guidelines_for_Derived_Cataloging.pdf

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These guidelines are intended for derived cataloging. They are NOT intended for original 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. Derived cataloging should be attempted only as a last resort and only by one proficient in MARC cataloging.

Circumstances that might warrant derived cataloging:

- 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. Publication date should differ from copyright, physical description may vary and ISBN.
- Same intellectual content published in a different format. (e.g., a sound filmstrip distributed as a still video)
- New edition

See <http://lcweb.loc.gov/marc/bibliographic> for a description of unknown tags, indicators or subfields.

Required Modifications to Fixed Fields

A fill character (|) in the Leader or mandatory 007 & 008 elements should be replaced with appropriate data. MultiLIS will provide prompts and a list for each data element in the Leader, 006, 007 and 008 tags.

Leader:

Record Status: n

Type of Record: *Verify; modify as appropriate*

Bibliographic Level: *Verify; modify as appropriate*

Encoding Level: *Verify; modify as appropriate*

006 Additional Material Characteristics: *Verify all elements present; modify as appropriate*

007 Physical Description of non print: *Verify all elements present; modify as appropriate. 007 with category or type of material must be present for all nonprint materials.*

The 007 field is for nonprint material. The first data element "Material Type" is an INFOhio mandatory field when applicable. MultiLIS will prompt for this if adding or editing this field. The select key will display a list of material types from which to choose. Verify any other 007 data elements present.

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. MultiLIS will prompt for elements if editing this field. The select key 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:	See attached "Date Information"
BOOKS Lit text:	Nonfiction = 0 Fiction = 1
NONPRINT Type of mat (if not a book):	

Required Modifications to Control Fields

- 001 Control Number:** *Remove by selecting line number and pressing [F6]*
- 003 Source of Control Number** *Remove by selecting line number and pressing [F6]*
- 005 Date and time of last transaction:** *Remove by selecting line number and pressing [F6]*

Required Modifications to Variable Fields

- 010 LCCN:** *If present in record, remove contents by selecting line number and pressing [F6]
If present in item, enter new LCCN in subfield "a" according to the specifications of your cataloging software.*
- 020 ISBN:** *If present in record, remove contents by selecting line number and pressing [F6]
If present in item, enter new ISBN in subfield "a" (If publisher inappropriately keeps the same ISBN number, remove it from the record so that the new record does not replace the older record representing an older item.)*
- 040 Cataloging Source:**
 - *Remove contents by selecting line number and pressing [F6]*
 - *Enter your district LC/NUC code in subfield "a"*
- 0XX All other Standard Number Fields:** *Verify or remove by selecting line number and pressing [F6]*
- 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:*
 - 100 \$a (Person as author)
 - 110 \$a (Corporation as author)
 - 111 \$a (Conference as author)
 - 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 (Physical description)
 - 440 \$a (Series)
 - 5XX (Notes)

DATE INFORMATION

APPLICABLE TO ALL FORMATS

Type of date/publication status (See reverse side for further detail)

- b Date element is not applicable
- b B.C. date
- c Serial item currently published
- d Serial item ceased publication
- e Detailed date contains the month (and possibly the day) in addition to the year
- i Inclusive dates of collection
- k Range of years of bulk of collection
- m Multiple dates
- n Dates unknown (**AACR2 requires an actual or estimated date**. Code "n" may be used only for mixed materials when there is no \$c in 260 or naturally occurring objects with no \$g in the 260)
- p Date of distribution/release/issue and production/recording session when different
- q Questionable date
- r Reprint/reissue date and original date
- s Single known date/probable date
- t Publication date and copyright date (used to be "c")
- u Serial item status unknown

DATES, Fixed and Variable Fields

260 \$c Imprint date ↓	008 Type of date ↓	008 Date 1 ↓	008 Date 2 ↓
<u>MONOGRAPHS</u>			
1985	s	1985	
[1985?]	s	1985	
1985, c1984	t [used to be "c"]	1985	1984
1985-1990	m	1985	1990
1985-	m	1985	9999
[195-?]	q	1950	1959
[19--?]	q	1900	[current year; e.g., 1996]
n.d. [pre AACR2]	n [pre AACR2]	uuuu	uuuu

SERIALS

1980-	c	1980	9999
1980-1990	d	1980	1990
[no date given]	c	19uu [date of first issue is unknown but can be estimated]	1999
[no date given]	c	1uuu [date of first issue is unknown; can NOT be estimated]	1999
June 15, 1983	e	1983	0615

Missing digits are represented by the letter "u".

Serials

Date 1: Year of publication. Beginning date of publication for serials. -- Use digits for the dates; use the following codes as appropriate for each missing digit. (see previous page)

When date type is **c** or **d**, Date 1 contains the beginning date of publication.

When date type is **e** Date 1 contains the year.

When date type is **m**, Date 1 contains the initial date.

When date type is **n**, Date 1 contains the letter "u" in all four positions.
Prior to 1995 these positions contained blanks.

When date type is **q**, Date 1 contains the earliest possible date, with "u"
substituted for missing digits.

When date type is **r**, Date 1 contains the imprint date of the previously published
work.

When date type is **s**, Date 1 contains the single known date or probable date of
publication.

When date type is **t**, Date 1 contains the date of publication (imprint date) (for
pre-Format Integration material, this definition also applies to
code "c")

When date type is **u**, Date 1 contains the beginning date of publication.

Date 2: Second date. Ending date for serials. -- Use digits for the dates; use the following codes
as appropriate for each missing digit. (see previous page)

When date type is **c**, Date 2 contains "9999" to show that the ending date is
unknown.

When date type is **d**, Date 2 contains the ending date of publication.

When date type is **e**, Date 2 contains the month and day formatted *mmdd*.

When date type is **m**, Date 2 contains the ending date of publication or "9999" if
the ending date is unknown.

When date type is **n**, Date 2 contains the letter "u".
Prior to 1995 these positions contained blanks.

When date type is **q**, Date 2 contains the latest possible date, with nines
substituted for missing digits.

When date type is **r**, Date 2 contains the original date of publication or blanks if
the original date is unknown.

When date type is **s**, Date 2 contains blanks.

When date type is **t**, Date 2 contains the copyright date. (used to be "c")

When date type is **u**, Date 2 contains "9999"