

## The INFOhio Cataloging Method

Ordering records from a vendor (or jobber) might be your first step. Please be sure to include the INFOhio Vendor Specification document with each order. (Spec sheet is found in handbook: Basic Cataloging).

Following the INFOhio recommended cataloging procedure will eliminate the need for original cataloging. You will be looking for bibliographic records that match your item and then adding item specific details to the record. The Tip Sheet (Matching Records) may be helpful in determining if a record matches your item.

1. **Check your local database** for a matching record.
  - Use the Call number and Item Maintenance Wizard.
  - Do a title search for your item. Search ALL\_LIBS. If you don't get a hit, then try ISBN or author.
  - If you find a matching record, determine if you need to add a call number or just an item to the record.
    - a. Add a Call number if:
      - i. There are no items on that record in your library.
      - ii. There are items in your library, but they have a different call number than you want for this item.
    - b. Add an Item if:
      - i. There is already an item with the call number you need in your library.
  - If cataloging equipment or locally produced items (PTA newsletter, yearbook, etc.) follow the directions for using Local Record or Equipment Record templates.
  
2. If you can't find a matching record in your local database, **use SmartPORT** and select the appropriate database to locate a record.
  - **CRC** – this is the INFOhio catalog of MARC records, updated weekly with records from INFOhio libraries around the state. **Use this catalog as your first search choice.**
  - **LC** – Library of Congress – this only contains records of items published in the U.S. Typically, you will find your “older” items here.
  - **OCLC** – OCLC WorldCat is available via SmartPort and allows unlimited access to the largest selection of MARC records in the world. **Search separately after finding no matches in CRC or LC.**

When you find a record that matches your item, import it. Then add your item information.

3. If these resources have failed to produce a matching record, you may wish to **create** a temporary record.
  - Use the **Add Brief Title** wizard from the Item Maintenance wizard group to create a temporary record.
  - Continue to search for a full MARC record to replace the brief record.
  
4. If you have not found a record yet, you can create a full record using the INFOhio templates for commercially produced materials. Import the appropriate template – the leader will be correctly entered for you. Then continue to catalog your item. *Follow directions from Cataloging with Templates section of handbook.*