

What Does It Really Take to Do Copy Cataloging?

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Myths of Copy Cataloging

- * Myth #1: Copy cataloging is a pass-through of another library's cataloging record
- * Myth #2: It's all about descriptive cataloging; no subject expertise required
- * Truth: Copy cataloging requires people who question and engage actively in what they are doing



Meeting the Needs of Unique User Groups

- * Researchers using the Library's collections
- * Users interested in veterans and the war experience
- * Libraries utilizing the cataloging data



Metrics of Work Plan



✓ Time spent per day

✓ Duration of project



✓ Type of material worked on



✓ Minimum amount of work to be completed



Documentation

Descriptive Cataloging Manual

B13. Copy Cataloging Manual

R | D | A TOOLKIT
RESOURCE DESCRIPTION & ACCESS

LC-PCC PS

Subject Headings Manual



Classification and Shelflisting Manual

Library of Congress Subject Headings

Training

- * Everything starts with proper and adequate training
- * Classroom-led RDA Copy Cataloging Training
- * Trainer-led discussion on the work plan
- * Ongoing weekly individual consultation sessions
- * Detailed notes and comments on the records reviewed



Descriptive Copy Cataloging

- * End stage CIP verification experience
- * Shelflisting experience with assigning cutter numbers
- * Initial bibliographic control (IBC) experience

Adopting RDA Standards

- * Work/compilation + appropriate NARs/relationship designators
- * Revised editions
- * Application of linking entry fields

"An early version of "Baptism by Fire" was published in the anthology Proud to Be: Writing by American Warriors, Volume 2, edited by Susan Swartwout, published by Southeast Missouri State Press, 2013"--
Title page verso.

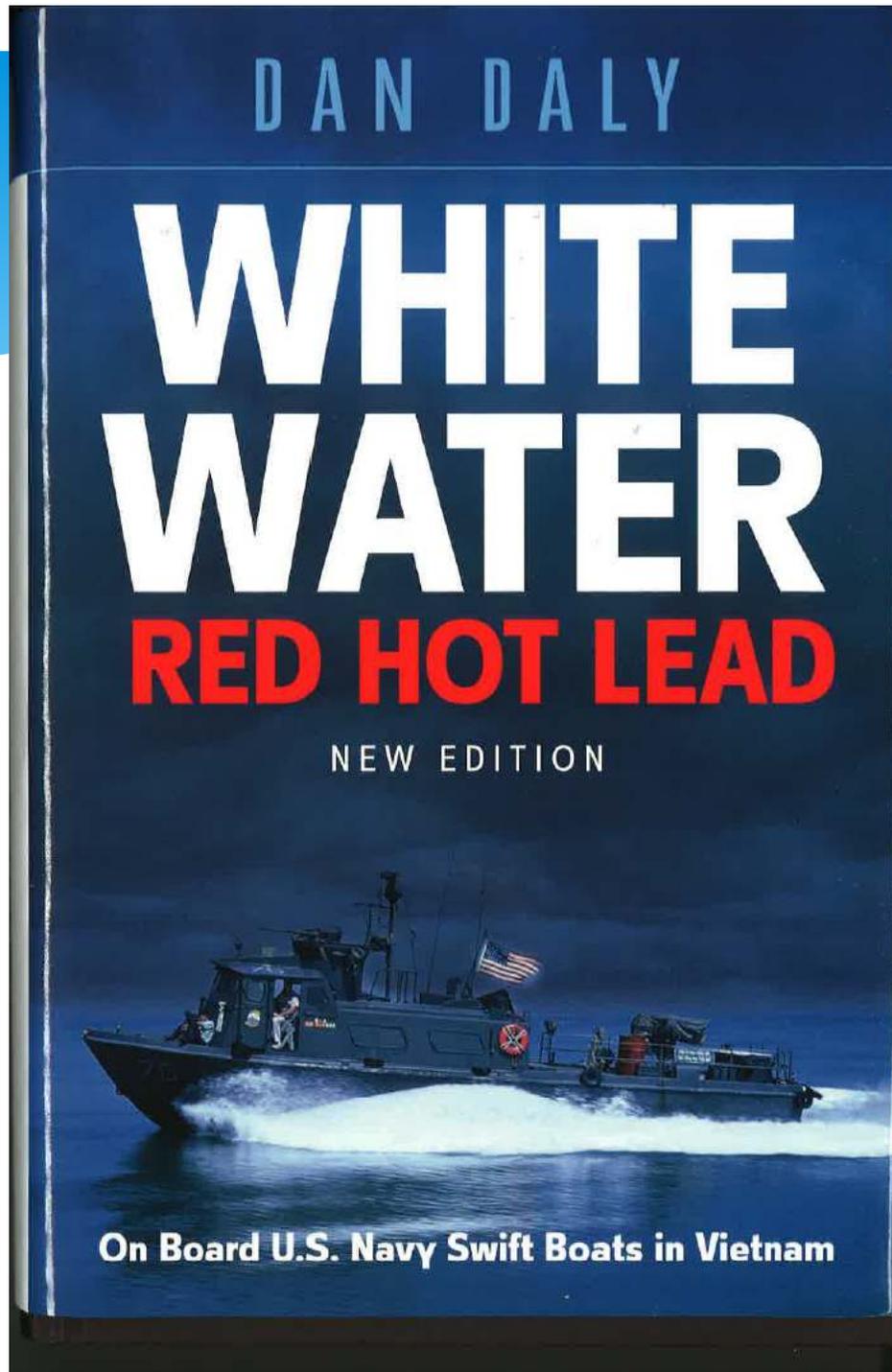
775 0 8 \$i Revision of : \$t Proud to be : writing by
American Warriors / edited by Susan
Swartwout \$d Southeast Missouri State
University Press, 2013-<2014>\$h <3
volumes>, ill. ; 23 cm \$w (DLC) 2013376012

Subject Copy Cataloging

- * General –
 - * Does the imported record have at least one LC subject heading?
 - * Is the subject heading appropriate to the work?
 - * Is the subject heading and its components covered by an authority record or a free-floating subdivision?

Errors on Copy Cat Record

042			‡a lccopycat
043			‡a n-us-pa
050	0	0	‡a F159.S54 ‡b L38 2016
082	0	0	‡a 974.817
100	1		‡a La Voie, Anne Chaikowsky, ‡e author.
245	1	0	‡a Shenandoah / ‡c Anne Chaikowsky La Voie ; foreword by Darryl Ponicsan.
264		1	‡a Charleston, South Carolina : ‡b Arcadia Publishing, ‡c [2016]
300			‡a 127 pages : ‡b illustrations ; ‡c 24 cm.
336			‡a text ‡b txt ‡2 rdacontent
337			‡a unmediated ‡b n ‡2 rdamedia
338			‡a volume ‡b nc ‡2 rdacarrier
490	1		‡a Images of America
651		0	‡a Shenandoah (Pa.) ‡x History ‡v Pictorial works.
651		0	‡a Shenandoah (Pa.) ‡v Biography ‡v Pictorial works.
651		0	‡a Shenandoah (Pa.) ‡x Social life and customs ‡v Pictorial works.
830		0	‡a Images of America.



Tweaking Needed

BEFORE

650 #0 \$a Vietnam War, 1961-1975 \$x Naval Operations \$x Anecdotes.

AFTER

650 #0 \$a Vietnam War, 1961-1975 \$x Naval operations, American.



Subject Copy Cataloging

- * Order of subject headings
- * Order of subdivisions
- * Search and validation
- * Distinguish between a “main subject heading” and any “subject subdivisions”
- * Determine the validity of each subject heading; this involves several separate actions



650 #0 \$a Children \$x Folklore \$z England. *Before*

650 #0 \$a Children \$z England \$x Folklore. *After*

650 #0 \$a Museums \$z Toledo (Ohio) *before*

650 #0 \$a Museums \$z Ohio \$z Toledo. *After*

Tweaking the Workflow and Ongoing Quality Control

- * Books requiring NAR work (new NARs or modified NARs)
- * Copy cataloging record lacking 050 class number
- * Problematic class number (including obsolete class number)
- * Informal consultation after the formal review stage
- * Pass-through review at the NAR creation stage by catalogers
- * Discussions of erroneous examples or misleading subject headings

“Develop efficiency”



Identifying Issues – an Ongoing Task



- * “Scrutinizing” copy cataloging records
- * Empowering copy catalogers, “Could I, as a member of the general public, find this?”
- * Tackling unfamiliar subject areas
- * Material likely would require new subjects or classification numbers
- * Keep up to date on local and national guidelines, e.g., OCLC FAST headings
- * Continuing education by providing mini-training sessions to address frequently occurring problems or for preemptive purposes

Rewards

- * Learning LCSH, LCC
- * Strengthening RDA knowledge
- * NAR work associated with copy cataloging
- * Staff morale improved
- * More dialog and interactions among staff

Thank you. Questions are welcome!

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