**Sending Books to Libra with Abbreviated Cataloging
(GSTS instructions)**

**Overview**

Due to emergency backlogs incurred through the COVID-19 pandemic, and through the growth of physical intake beyond IPC processing capacity, IPC is instituting an emergency plan to send books without full copy and/or call numbers to Libra.

The goal is to have a record published to OCLC for every title so we can later upgrade these in batch.

In some cases this will mean changing the location from vanp or fine etc. to Libra/stor, even if the books were ordered for those locations. Every book will get barcoded, stamped, and plated and sent to Libra via blue crate.

*Exceptions*

The following categories will be exceptions, and will be cataloged for their target locations:

* Books selected for Kislak locations or another rare space
* Books selected for a seminar room
* Bound serials from LC plans
* Standing orders that are analyzed (they can easily be assigned a call number)
* Large multivolume sets for East Asia (six volumes or more), or in consultation with selector

**Cataloging Processes (positive OCLC record match)**

1. Identify the best English-language OCLC record (040$b = eng) for the book in hand.
	* Verify that book matches title and description.
	* Absence of call number or subject headings may be expected.
	* In some cases, the best record will be a vendor record without a call number.
2. Copy and merge that record into the Alma record.
3. Set the record to publish to OCLC.
4. Update the holdings record.
	* If there is a call number, proceed to catalog the book for the Alma location.
	* If there is no call number, update the 852 location to $b Libra $c stor (*see exceptions above*)
5. Edit the item record with barcode, material type, item policy, and receiving date as necessary.
6. If the bib record chosen from OCLC lacks subjects headings or is missing description, you will add an Internal Note 2 **AbbrevCat (GSTS)**
	* This will let use retrieve the records for later batch fixes.
7. Collect the statistics. All of the books processed will be considered “cataloged”.

**Cataloging Processes (no OCLC record match)**

1. Confirm that no suitable record exists in OCLC.
	* Records with 040$b ≠eng are not considered suitable. (e.g. 040$b is “ger”, “dut”, “chi”, “ara”, “jpn” etc.)
2. Enhance existing record in Alma to meet OCLC Abbreviated Cataloging guidelines (<https://www.oclc.org/bibformats/en/onlinecataloging.html#levels>). *More below in Abbreviated Cataloging Guidelines.*
3. Publish record to OCLC.
	* This will generate a file that will create a new record in OCLC. The process will update the Alma record to have an OCLC number after a specified period.
4. Update holdings to Libra / stor.
5. Edit the item record with barcode, material type, item policy, and receiving date as necessary.
6. Add an Internal Note 2 **AbbrevCat (GSTS)**
7. Collect the statistics. All of the books processed will be considered “cataloged”.

**Abbreviated Cataloging Guidelines**

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| **MARC** | **Instructions** |
| LDR | Set Encoding Level (position 17) = “5” (partial/preliminary) |
| 008 | * Ensure accurate date, language, country codes.
* Use default “#” or “0” for positions 18-34, and 39.
* Cataloging source (39) = “d”
 |
| 010 | Add LCCN if known from book. |
| 020/024 | * Add ISBN as found on book.
* Do not attempt to convert ISBN 10/13s if not present.
* Add barcode in case of non-ISBN product codes in 024 (e.g. DVD product codes)
 |
| 040 | Add this string to an 040 field: ‡a PAU ‡b eng ‡e rda ‡c PAU |
| 1XX | * Add author data, typically in 100$a.
* Supply $d dates if present on book or known.
 |
| 245 | Transcribe title and statement of responsibility. |
| 246 | Add additional titles on item if found. |
| 250 | Add edition statement. |
| 264 | Transcribe place, publisher, and date. If publisher cannot be determined, use “[publisher not identified] |
| 300 | Supply 300$a (pagination/extent) only. Do not add other subfields if not present.  |
| 490 | * In general, add series title, treating as untraced (first indicator “0”)
* *For standing order titles that (analyzed or class sep), trace series and add 830.*
 |
| 6XX | * If possible, add ONE LC subject in 600, 610, 611, 630, 650, or 651) or else 655 genre term
* If LC subject cannot be formulated, supply keyword as 650 with second indicator “4” (local subject in Franklin)
* If not subject can be determined (or item is not “about” anything), ignore
 |
| *830* | *Do not supply unless title is standing order in Alma (class sep. or analyzed)* |