**Proposal to Use Brief Descriptive Bibliographic Records without LC Call Numbers**

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There are materials in our backlogs that require cataloging attention that the institution cannot provide. Many of the titles lack Library of Congress subject access and the resultant call numbers that ease the labeling and shelving process, but which have already have adequate descriptive copy or else can be assigned descriptive copy by existing staff. These materials remain in storage areas like G133, where they occupy valuable working space and yet remain unavailable for patron access. Some of these materials have remained in backlog storage for many years with no exit strategy in sight.

In order to clear out valuable storage space and get materials accessible to both local and interlibrary patrons, I propose to use brief copy for older materials, send them to Libra, and focus staff efforts on ongoing cataloging.

**Defining Descriptive Copy (mimimum required information)**

Descriptive copy will match OCLC’s definition of “abbreviated cataloging” (<https://www.oclc.org/content/dam/oclc/contract-cataloging/original-cataloging-definitions.pdf>).

* full transcription of titles (245 field)
* full transcription of imprint information (260/26X fields)
* author information in either authorized form or normalized structure (1XX)
* additional author information (one additional 7XX field)
* accurate physical dimensions (300$a field)
* ISBNs (020) and other identifiers as appropriate
* accurately coded fixed fields (LDR/008) with focus on date, country, and language information
* For materials with additional graphic representations (880s), paired fields will be provided for the 1XX, 245, and 26X fields when feasible.
* Additional information already in bibliographic records (foreign subject headings, keywords, etc.) will be retained but not added.

**Proccess Overview**

* If existing copy on OCLC (including vendor copy), upgrade it to meet specifications above, import record, and set “publish bib” to OCLC.
* If existing copy in a foreign language cataloging (040$b is not “eng”), import record, uphrade to specifications, remove 035 field, and set “publish bib.”
* If no copy in OCLC, create brief record in Alma, set as “ok to publish”.
* All holdings will be for Libra/stor.
* All items will get a note in Internal Note 2 with the cataloging dept and “briefcat” note, e.g. “AreaStud briefcat”.
* All items will be counted as “cataloged.”
* All bib records will have OCLC numbers, or will be assigned OCLC numbers as part of the export process. Periodic API queries can perhaps auto-enrich records should they be upgraded on OCLC.
* Items can be property stamped/stickered by cataloger.
* Items will bypass Physical Processing and sent to Libra with no spine labels.

**Sample Use Cases in Area Studies Technical Services**

**LC CAP (Cooperative Acquisitions Plan) materials:**

* SACAP/PIACAP (LC New Delhi + Islamabad) materials arrive with LCCNs on book label. Records exist in OCLC Connexion, retrievable by LCCN. Many lack subject headings or call numbers, but all have good descriptive copy (but no 880s) assigned by LC including keywords. All materials are sent to Libra from this plan. Little has changed in processing efficiencies since 2010, so David Nelson’s old procedure can be re-implemented with new, more transparent parameters.
* MECAP (LC Cairo) materials arrive with LCCNs. Records are delivered by Cairo office in .mrc format. Records contain descriptive cataloging and paired 880 fields. Some have call numbers assigned by LC, such as “MLCSN 2019/17021 (P)”. *[See Appendix 1]*

**East Asian firm order materials:**

* Chinese acquisitions processes a significant bulk of material with adequate vendor copy for descriptive cataloging (although pagination needs updating) or else copy generated for pre-acquisitions ordering from other universities (Harvard sample attached). The sheer volume of Chinese imprints means that many books will never receive full copy by other libraries. *[See Appendix 2]*
* Japanese vendor Toshokan Ryutsu Center (TRCLS) produces adequate descriptive copy with accurate foreign subject headings. (sample attached), Many titles on pop culture or other niche topics will never receive subject cataloging by other libraries. *[See Appendix 3]*

**Non-covered language materials:**

* The Thai Ton Chabap collection consists of some 2,000 titles with much original cataloging required. Student specialists cannot dedicate their full time to this project and it moves at a slow pace due to the high potential of turnover and library training time required.
* Recent large Cyrillic collections (Mongolian and Central Asian) require language expertise Penn Libraries does not have.
* Historic Kazakh titles in Arabic script can be described with titles, ISBNs, pagination, and imprint information.
* Using utilities like Metadata Maker or Excel spreadsheets, brief descriptive records could be generated to give us bibliographic control at title and extended descriptive level. **Some of these materials may never have a subject expert available**.

**Non-textual materials:**

* South Asia and Middle East units have a backlog of VHS, DVD, and cassette tape materials. No A/V cataloger with language skills will be able to catalog these materials should they be deemed valuable to accession. Title level information and format identifying information can allow patron access without extensive viewing/listening investment.
* South Asia has a backlog of maps for which we no longer have cartographic cataloging expertise. Title level information with available imprint info, coupled with dimensions, can form a lightweight template that allows us to gain bibliographic control over these low-use items.

**Appendix 1A. Some Historical Background**

In 2010, then-South Asia Studies bibliographer David Nelson articuklated a process for streamlining the processing of materials received from the LC field offices in New Delhi and Pakistan (the “PL480” materials). [*see below*]. Dave’s method involved using a dummy call number (a single hyphen) with a holdings note of “PL480.” Materials were barcoded by not marked and sent to Libra with no call number. Recent searches of the below holdings types revealed some 800 items physical titles:

852 \_  |b stor |h -   |x pl480

Spot-attempts to match the bib records with upgraded copy have met with some success. While manual searches are prohibitive, machine-assisted searching (APIs) may help us batch-enhance records such as these.

Finally, one technical limitation of the above holdings structure is that it requires several searches to perform a full sweep, which may not be exhaustive. Creating a specialized holdings location would alleviate the ambiguity and reduce our reliance on malleable holdings notes such as “PL480” (which is no longer a factually accurate descriptor for South Asia materials).

**Backlog Processing Procedures For
South Asia Material Prepared by David Nelson June 22, 2010**

The following procedures are for the processing of materials that have  been selected to go directly to HDS. There are two distinct types of materials that these procedures cover:

[NOTE: The materials that are now officially 'backlog' are our materials acquired from SACAP (PL480).]

category 1 : titles that have complete cataloging, including a call number and a subject heading (belles lettres excluded)

category 2: titles that have good descriptive copy, but lack a call number or subject heading (belles lettres excluded)

In order to take full advantage of copy cataloging and to make use of student workers, copy will be accepted as is. A record will be edited in Voyager only for noticeable errors, that is, typos, in any of the fields. Call numbers and subject headings will not be questioned. Likewise, headings will not be checked unless there is some compelling reason to check.

1. Titles in G121 that are from the LC Delhi and Pakistan programs will be placed in blue crates and brought to South Asia technical services.

2. Category of Titles to be processed:

     a. category 1 material:  catalog as normal copy cataloging.

     Note: we will begin creating institutional records for every title we catalog:
     OCLC Procedures
        1. Call up record in OCLC
        2. Go to Action tab
        3. Select Holdings
        4. Select Update and Add Institution Record
        5. Click OK
        6. Go to Cataloging tab
        7. Go to Show My Institutional Records
        8. Hit F5 and download record

     Voyager/Book Processing Procedures

          1. Pull up Bib record:
          2. mark for Export
          3. Holdings will be for storage and slip for storage.     852 |b stor |h / i  call number |x pl480

     b. category 2 material:
         1. if material has call number, but no subject heading, process as category 1.
         2. if material does not have call number:
             a. Bib record:  mark for Export
             b. in the holding statement enter the following    852 \_  |b stor |h -   |x pl480
                 in the |h enter a single hypen
             c. add bar codes and magnetic beeper sticker to book
             d. add yellow slip and write on top:  NCS  [no call number storage]
             e. place on truck designed category 2 w/out call number
             f. take this truck marked:  for storage processing and place outside of mailroom. This will go directly to HDS and will not go to
                 postcat.

      c. already processed but in South Asia Tech Services materials
            There are a number of titles that we have already added barcodes but did not send to storage and were in G123. These can now
            be processed as 2.b.2 materials. However, make the following adjustments
            1. In the holdings record,
                change 852 |b vanp to 852|b stor
                 delete the accession number in  852 |h and replace with a hyphen
                 delete the 852 |z

3.  Multivolume works
     a. Multivolume sets are treated exactly the same as in 2. The only thing is that the 866 must be created and also the volume numbering is added to the item record. Multivolume books without call numbers will be treated exactly the same as those titles in number 2.

4. Statistics
        Keep statistics on the Daily Backlog Statistics sheet

**Appendix 2. SAMPLE MECAP RECORD**

=LDR 01350cam a22003015i 4500

=001 21109497

=005 20190731083722.0

=008 190731s2018\\\\ly\\\\\\\\\\\\000\0\ara\\

=010 \\$a 2019326472

=020 \\$a9789959964908

=035 \\$a21109497

=998 \9$a 10.00 $b USD $c $d ly $e $f BI Selected $h 0 $l 0

=698 \9$a a

=040 \\$aDLC$beng$erda$cDLC

=042 \\$apcc$alcode

=066 \\$c(3

=100 1\$6880-01$aBin Ṭālib, ʻAlī Mukhtār,$d1981-$eauthor.

=880 1\$6100-01/(3/r$aبن طالب، علي مختار.‎

=245 13$6880-02$aal-Tārīkh al-mūjaz al-muwathaq li-madīnat al-khams :$bawwal dirāsah min nawʻuhā ʻan tārīkh al-madīnah /$ctaʼlīf ʻAlī Mukhtār bin Ṭālib.

=880 12$6245-02/(3/r$aالتاريخ الموجز الموثق لمدينة الخمس :‎$bاول دراسة من نوعها عن تاريخ المدينة /‎$cتأليف علي مختار بن طالب.‎

=250 \\$6880-03$aal-Ṭabʻah al-ūlá.

=880 \\$6250-03/(3/r$aالطبعة الأولى.‎

=264 \1$6880-04$a[Khums?] [Libya?] :$bṢawt al-Khums,$c2018.

=880 \1$6264-04/(3/r$a[Khums?] [Libya?] :$bصوت الخمس،‎$c

=300 \\$a111 pages ;$c24 cm

=336 \\$atext$btxt$2rdacontent

=337 \\$aunmediated$bn$2rdamedia

=338 \\$avolume$bnc$2rdacarrier

=520 \\$aKhums (Libya); history.

**Appendix 3. SAMPLE CHINESE VENDOR RECORD**

=LDR 01712cam a22003373i 4500

=001 on1032303846

=003 OCoLC

=005 20191029095632.0

=008 180425s2017\\\\cc\\\\\\\\\\\\000\0\chi\d

=040 \\$aHFL$beng$erda$cHFL$dBCBTC

=020 \\$a9787514918595

=020 \\$a7514918590

=035 \\$a(OCoLC)1032303846

=049 \\$aPAUU

=100 1\$6880-01$aLiu, Shulin.

=245 10$6880-02$aLi dai jin tong fo xiang xiu fu yu bian wei /$cLiu Shulin, Jia Wenxi.

=264 \1$6880-03$a[China] :$bZhongguo shu dian chu ban she,$c2017.

=300 \\$a1 volume

=336 \\$atext$btxt$2rdacontent

=337 \\$aunmediated$bn$2rdamedia

=338 \\$avolume$bnc$2rdacarrier

=500 \\$aPartial (preliminary) level record.

=700 1\$6880-04$aJia, Wenxi.

=880 1\$6100-01$a刘树林.

=880 10$6245-02$a历代金铜佛像修复与辨伪 /$c刘树林,贾文熙.

=880 \\$6250-00$a第1版.

=880 \1$6264-03$a[China] :$b中国书店出版社,$c2017.

=880 \\$6520-00$a"历代金铜佛像辨伪"一书主要分三大部分.第一部分是讲历代金铜佛像的特点,分别介绍从魏晋南北朝到明清的各个朝代的金铜佛像的艺术特征,并附上了每个朝代具有代表性的佛像照片.第二部分是讲如何辨伪,作者以"解剖学"的视角,从铸造,铆接,封底,铭文等制作工艺为切入点,并辅以大量照片来对比真假,简明扼要地指出辨别金铜佛像真伪的方法.第三部分是讲如何修复佛像,作者详细介绍了首都博物馆藏的若干佛像的修复过程,并介绍了一些保养知识和方法.

=880 1\$6700-04$a贾文熙.

=938 \\$aBeijing Zhenben Technology Co. Ltd.$bBCBT$nbcbtc20180419044

=994 \\$aC0$bPAU

**Appendix 4. SAMPLE JAPANESE VENDOR RECORD**

=LDR 01292cam a2200361Ma 4500

=001 ocn979377160

=003 OCoLC

=005 20191029100010.0

=008 170327s2017\\\\ja\\\\\\\\\\\\000\0\jpn\d

=040 \\$aTRCLS$beng$cTRCLS$dOCLCQ

=020 \\$a9784864876230

=020 \\$a4864876231

=035 \\$a(OCoLC)979377160

=084 \\$a291.09$2njb/9

=049 \\$aPAUU

=100 1\$6880-01$aMaemura, Akihito.

=245 10$6880-02$aNihon no naka no doitsu o tazunete /$cMaemura Akihito ; Maemura Maki.

=260 \\$6880-03$aNagoya :$bSankeisha,$c2017.

=300 \\$a153 pages ;$c21 cm

=336 \\$atext$btxt$2rdacontent

=337 \\$aunmediated$bn$2rdamedia

=338 \\$avolume$bnc$2rdacarrier

=650 07$6880-04$aNihon-Kikō annaiki.$2jlabsh/4

=650 07$6880-05$aNihon-Taigai kankei-Doitsu-Rekishi.$2jlabsh/4

=700 1\$6880-06$aMaemura, Maki.

=880 1\$6100-01$a真江村晃人.

=880 10$6245-02$a日本の中のドイツを訪ねて /$c真江村晃人 ; 真江村まき著.

=880 \\$6260-03$a名古屋 :$b三恵社,$c2017.

=880 07$6650-04$a日本-紀行・案内記.$2jlabsh/4

=880 07$6650-05$a日本-対外関係-ドイツ-歴史.$2jlabsh/4

=880 1\$6700-06$a真江村まき.

=938 \\$aTRC Library Service, Inc.$bTRCL$n17013735

=994 \\$aC0$bPAU