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

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