CATALOGING WORKFLOW

The purpose of this guideline is to explain the steps to cataloging new materials. This applies to new library-purchased titles; course reserve titles; gift titles; periodicals and serials. In this draft guideline "ASU library" means Hayden, West, Science, or any of the other ASU Libraries - - but not Ross-Blakley Law Library.

Normally new materials are given to cataloging staff by the serials assistant (treatises, monographs, cds, directories etc.) or serials supervisor (law reviews/periodicals). Materials come to the cataloging staff with a routing slip. The slip's purpose is to note the date received, the .b (bibliographic) and .o (order) record numbers, and in some cases, special processing and routing instructions.

Gifts – normally gift titles come with blue gift slips and are *not* added to the new acquisitions list. If a gift is meant for the list, it will be noted on the routing slip. Gift order records should be added after the title is cataloged.

Shelflist cards – effective April 1, 2001, we only produce catalog (shelflist) cards from OCLC for serial records. (See also: *Card catalog shelfist*).

PRIORITY:

This is an outline of the priority for the technical services specialist's to-be-cataloged and processed material. Generally, the work should be done in the following order: -

1. Rush and/or faculty-request order titles

These are normally ordered by the acquisitions librarian and will have order records on INNOPAC already. If they don't, please consult the acquisitions librarian or department head ask before cataloging/processing the title.

A routing slip will note in highlight the librarian/professor (e.g. Alcorn/Rose) on the routing slip. Once the title is ready, give it directly to the liaison librarian (Alcorn, Ewing, Rigual, Smith, or Strittmatter.)

Occasionally, it may be the first issue of a new periodical title and will have the routing slip as well.

2. Law course reverve titles

All course reserves should be cataloged second. These go to desk in Reserve ("new books") with date slip inserted.

3. New periodicals (journals/magazines)

Effective May 2002, the serials supervisor is delivering new periodical subscriptions and periodical title changes, closures, and problems to the head of technical services.

Once reviewed, the OCLC and INNOPAC cataloging and holdings work will be given to the technical services specialist to do.

4. Add-on shelf titles

These will be left on the *add-on shelf* by the end-processing station. Generally, these will be general **Law Reserve** titles (NOT course-related), faculty-routed add-ons, and government document add-ons.

5. Titles with the locations Law Core (LWCOR), Reserve Reading Room (LWRSR), and Faculty Centre (LWFCE)

This is generally primary law material and should be cataloged and/or processed before the material in priority #4. These will be left on a designated cart by the serials assistant.

6. Titles for rest of the library locations (LWTRT, LWFGN, LWTAX, LWCD, LWVID etc…)

7. Gifts and clean-up cataloging titles

PROCEDURE:

1. With the book in hand, check Innopac (database maintenance) to see if an ASU library has the book cataloged already.

    1.1. **If an ASU library HAS the bibliographic record**, then:

    a. Open OCLC WorldCat and find the bibliographic record. If there's a choice between a DLC (Library of Congress) and non-DLC record, choose the DLC record.

        See also: *OCLC record format: searching and evaluating*

    b. If a monographic record (008 BLvl – m), then update "u". If it is a serial record (008 BLvl – s), then produce "p" a catalog card.

    c. Examine the call number in the bibliographic record. Note the call number and check Innopac to see that the call number is not in use already. (This is "shelflisting".)

d. Exit OCLC and in Innopac add an item record(s). Add the cataloging date (CDATE) to the order record.

   Note: remember that all gift titles should have an order record added (normally no CDATE) as well as the item record too. The acquisitions librarian will note NO ACQ LIST if a CDATE is not needed.

e. Make sure that the item record, the order record, and, if present, the checkin record have the same location.

   See also: *Matching location codes in item, order & checkin records*

f. Display the Innopac LAW item record and print "p" the record to the shared printer.

g. Date the printout and mark "Hayden's bib record" and keep it with the book on the new books cart.

h. Keep statistics.

1.2. **If an ASU library DOESN'T HAVE the bibliographic record**, then:

a. Open OCLC and find the bibliographic record. If there's a choice between a DLC (Library of Congress) and non-DLC record, choose the DLC record.

   See also: *OCLC record format: searching and evaluating*

b. If you cannot find a bibliographic record, give the book to head of technical services for original cataloging. Likewise, if you find a record without a call number or subject headings (you'll see 008 Elvl = 8 or K or M), print it and write your questions on it.

   The head of technical services will original catalog and classify the book and return it for OCLC inputting and cataloging.

c. Edit the bibliographic record on OCLC and check the authority fields. For serial records (008 BLvl – s), add 946s for each title in 130, 245, 246, 247.

   See also: *946 (journal titles) on serial records*

d. Examine the call number and branch (location) code. Note the call number and check Innopac to see that the call number is not in use already (shelflist).

e. Hit CONTROL & F1 (recs=b). To the 949 add ov=.

Then add the the order (.o) record number (preferred!) or bibliographic (.b) number as written on the routing slip.

f. In OCLC add a 949 (CTRL & F3) for the volume in hand. Create as many 949s as you need (e.g. a book item record & an accompanying CD item record).

949 _1

call # (space) subfield z(space)090(space)subfield i (space) ocr # (space) subfield l (space) location (space) subfield t (space) type (space) subfield s (space) status.

See also: **949 *field – creating item records***

g. Reformat (F2) and check record to be sure the call numbers match and the overlay record number is correct. Validate (VAL) the record.

h. If a monographic record (Blvl – m), then update "u", print (F12) the record. BUT if it's a serial record (Blvl – s), then produce "p" a catalog card, print (F12).

i. Exit OCLC and in Innopac add the cataloging date (CDATE) to the order record.

j. Date the printout, highlight any changes made to the original OCLC record (e.g. adding a 946), and place the record with the book on the new acquisitions cart.

k. Keep statistics.

Review these department manual documents as well:

?? *OCLC record format: searching and evaluating*
?? *949 field – creating item records*
?? *946 (journal titles) on serial records*
?? *Branch codes (item, order, checkin record locations)*
?? *Matching location codes in item, order & checkin records*
?? *Card catalog shelflist*
?? *Lock and replace and OCLC record*
?? *NO ACQ LIST: no acquisitions list in order record*

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