

Virtual AskQC Office Hours

Bibliographic Formats & Standards chapter 3: a deep dive

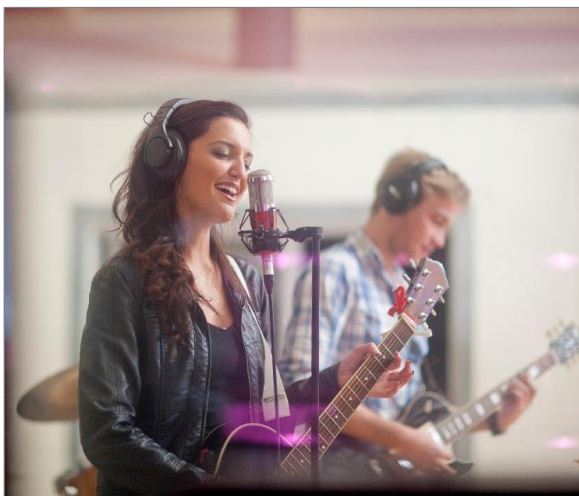
OCLC Metadata Quality

March 2022



Housekeeping

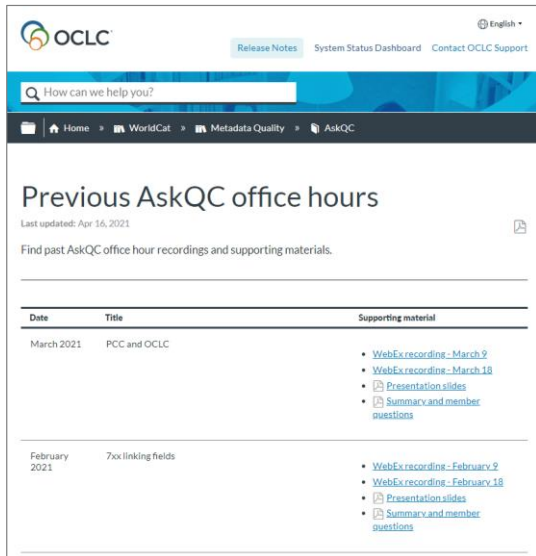
This session is being recorded



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This session is being recorded

All session recordings, slides, and notes are available at oclc.org/askqc



The screenshot shows the OCLC AskQC website. At the top, there is a search bar with the text "How can we help you?". Below the search bar, there are navigation links for "Home", "WorldCat", "Metadata Quality", and "AskQC". The main heading is "Previous AskQC office hours", with a sub-heading "Last updated: Apr 16, 2021". Below this, there is a text prompt: "Find past AskQC office hour recordings and supporting materials." A table follows, listing office hours by date, title, and supporting materials.

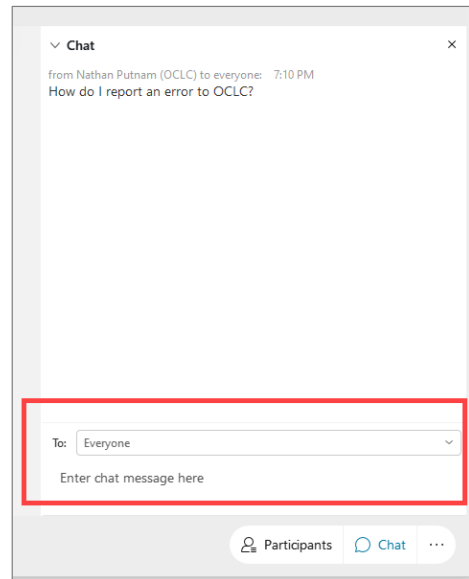
Date	Title	Supporting material
March 2021	PCC and OCLC	<ul style="list-style-type: none">• WebEx recording - March 9• WebEx recording - March 18• Presentation slides• Summary and member questions
February 2021	7xx linking fields	<ul style="list-style-type: none">• WebEx recording - February 9• WebEx recording - February 18• Presentation slides• Summary and member questions

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Enter questions in chat to “Everyone” at any time during the presentation



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Enter questions in chat to “Everyone” at any time during the presentation

After the session, you will receive an email with a link to an optional survey



Thanks for attending this webinar.

If you have comments or questions, please email askqc@oclc.org. If you would like to provide feedback or suggest topics for upcoming sessions, please fill out the [VAOH Feedback Survey](#)

February 2022 Virtual AskQC Office Hours

Host: OCLC Metadata Quality (askqc@oclc.org)
Tuesday, February 8, 2022

Need help? Go to <https://help.webex.com>



On the call today



Hayley Moreno
Database Specialist



Charlene Morrison
Database Specialist



Robert Bremer
Senior Consulting
Database Specialist



Jay Weitz
Senior Consulting
Database Specialist



Shanna Griffith
Senior Consulting
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Bibliographic Formats & Standards chapter 3: a deep dive

Charlene Morrison
Database Specialist

Robert Bremer
Senior Consulting
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7 March 2022

Virtual AskQC Office Hours: BFAS chapter 3: a deep dive



Why BFAS Chapter 3?

- Chapter 3 is titled *Special Cataloging Guidelines*
- Divided into four broad sections:
 - *Provider-Neutral Cataloging*
 - *Related Parts and Publications*
 - *Special Types of Publications*
 - *Local Information in Records*
- Contains instructions for cataloging practices and special materials that present unique problems for catalogers
- Presents policies specific to cataloging certain types of materials in the context of the shared environment of WorldCat
- New sections are added when needed

3.1.1 – PN Cataloging: Online Resources

- Create one “generic” bibliographic record per language of cataloging for a version of an online resource whether available from one or multiple providers
- Provider-neutral instructions apply to all online resources when initially cataloged in WorldCat regardless of cataloging rules or type of content
- Record bibliographic details in the usual way, but omit most provider-specific details (including publishers, series, notes, etc.)
- Use this technique only when the contents of two online resources are identical; different versions of an online resource still require separate records (e.g., *2nd edition* vs. *3rd edition*).
- Add a note indicating the source of the description including the provider manifestation used
- Add URLs in field 856 and include subfield †3 with a brief name of the provider

3.1.1 – PN Cataloging: Online Resources

040 XXX ‡b eng ‡e rda ‡e pn ‡c XXX
100 1 Cutrer, Thomas W., ‡e author
245 1 0 Theater of a separate war : ‡b the Civil War west of the Mississippi River, 1861-1865 / ‡c Thomas W. Cutrer
264 1 Chapel Hill : ‡b The University of North Carolina Press, ‡c [2017]
300 1 online resource (xiii, 588 pages) : ‡b map
588 0 Online version; title from title page (JSTOR, viewed December 15, 2017).
776 0 8 ‡i Print version: ‡a Cutrer, Thomas W. ‡t Theater of a separate war. ‡d Chapel Hill : The University of North Carolina Press, [2017] ‡z 9781469631561 ‡w (DLC) 2016047324 ‡w (OCoLC)960279373
856 4 0 ‡3 EBSCOhost ‡u <https://search.ebscohost.com/login.aspx?direct=true&scope=site&db=nlebk&db=nlabk&AN=1487599>
856 4 0 ‡3 JSTOR ‡u http://www.jstor.org/stable/10.5149/9781469631578_Cutrer
856 4 0 ‡3 MyiLibrary ‡u <http://www.myilibrary.com?id=1001865>
856 4 0 ‡3 OverDrive ‡u <https://www.overdrive.com/search?q=1A210B1F-ECBB-4DC3-8643-72FEAD51A623>
856 4 0 ‡3 Project MUSE ‡u <https://muse.jhu.edu/book/51627/>

3.1.2 – PN Cataloging: Photocopies and POD

- Create one “generic” bibliographic record per language of cataloging for a version of a photocopy or print-on-demand reproduction whether available from one or multiple providers
- Provider-neutral instructions apply to all photocopy and print-on-demand reproductions when initially cataloged in WorldCat regardless of cataloging rules or type of content
- Record bibliographic details for the original resource in the usual way
- Add a field 533 reproduction note with “Print reproduction” only, and omit place, publisher, date, size, and any series for the reproduction

3.1.2 – PN Cataloging: Photocopies and POD

040 XXX †b eng †e rda †e pn †c XXX
100 1 Bird, Graham, †d 1947- †e author
245 1 0 IMF lending to developing countries : †b issues and evidence / †c
 Graham Bird
264 1 London : †b Routledge, †c 1995
300 x, 190 pages ; †c 22 cm
490 1 Development policy studies
504 Includes bibliographical references (pages 179-184) and index
533 Print reproduction
775 0 8 †i Reproduction of (manifestation): †a Bird, Graham, 1947- †t IMF lending
 to developing countries. †d London : Routledge, 1995 †z 0415117003 †w
 (DLC) 94047967 †w (OCoLC)31737391

3.2.1 – “In” Analytics

- You may create "in" analytic records for component parts, i.e., a bibliographic unit that is physically contained in another bibliographic unit in such a way that the host item must be identified to locate the component part
- Examples include articles in serials, chapters in books, tracks on sound recordings, etc.
- Describe the component part in the body of the record
- Add field 773 to identify the host item and location of the component part in the host item

3.2.1 – “In” Analytics

Type a

BLvl a

018 0027-9358/69/987654-32\$0.95

100 1 White, Peter T., †e author

245 1 0 Satellites gave warning of Midwest floods / †c Peter T. White

300 pages 574-592 : †b illustrations ; †c 26 cm

773 0 8 †i Contained in (manifestation): †t National geographic. †g

Volume 136, number 4 (October 1969) †x 0027-9358 †w

(DLC) 87657516 †w (OCoLC)6451257 †7 nnas

3.2.2 – Offprints and Detached Copies

- Offprint is a copy of an article, chapter, etc., of a publication reprinted from the same plates, file, or image
- Detached copy is a copy of an article, chapter, etc., of a publication that has been removed from the original work
- You may create bibliographic records for offprints and detached copies separate from their related parent publications
- Indicate the relationship to the larger work in a field 580 note prefaced with *Offprint* or *Detached from* followed by the bibliographic details of the larger work
- Add access points for the larger work and/or field 787 to identify the larger work

3.2.2 – Offprints and Detached Copies

100 1 Fry, James W. †q (James Wilson), †d 1952- †e author
245 1 0 LSA and LSCA, 1956-1973 : †b a legislative history / †c James
W. Fry
264 1 [Urbana, Illinois] : †b [University of Illinois Graduate School of
Library Science], †c 1975
300 pages 7-26 : †b illustrations ; †c 23 cm
580 Detached from: Library trends. Volume 24, number 1
787 1 †t Library trends †g Volume 24, number 1 †x 0024-2594 †w
(DLC) 54062638 †w (OCoLC)2313195

3.2.3 – Supplementary and Accompanying Material

- You may catalog supplementary items/accompanying material *dependently* or *independently*
- If cataloging *dependently*, add information concerning the supplementary item/accompanying material in the same record usually with the addition of field 300 subfield \neq e
- If cataloging *independently*, create a separate bibliographic record for the supplementary item/accompanying material to describe that resource in detail; add an authorized access point or linking field or both for the main work
- Separate records created for supplementary items/accompanying material are not considered duplicates to records for the entire work

3.2.3 – Supplementary and Accompanying Material

- Cataloging of supplementary/accompanying material *dependently*:

Type **g**

100 1 Freeman, Don, †d 1908-1978, †e author

245 10 Corduroy / †c story and pictures by Don Freeman

264 1 New York, New York : †b Viking Press, †c 2008

300 32 pages, 8 unnumbered pages : †b color illustrations ; †c 25 x 28 cm + †e 1 stuffed toy bear (fabric, color ; 17 cm high)

- Cataloging of supplementary/accompanying material *independently*:

Type **l**

245 00 [Corduroy bear]

264 1 [Place of publication not identified] : †b [publisher not identified], †c [199-?]

300 1 stuffed toy bear : †b fabric, color ; †c 17 cm high

3.2.4 – Parts of a Multipart Monograph or Serial

- You may catalog a volume or part of a multipart monograph or serial individually using a separate record or you may catalog the entire parent publication on one record
- Separate records created for individual volumes or parts are not considered duplicate records for the entire multipart monograph or serial

3.2.4 – Parts of a Multipart Monograph or Serial

- Two volumes cataloged *together*:

100 1 Vollmann, William T., ‡e author
245 1 0 Carbon ideologies / ‡c William T. Vollmann
264 1 New York, New York : ‡b Viking, ‡c [2018]
300 2 volumes : ‡b illustrations, maps ; ‡c 25 cm
505 0 0 ‡g v. 1 ‡t No immediate danger -- ‡g v. 2. ‡t No good alternative

- Volume one cataloged *separately*:

100 1 Vollmann, William T., ‡e author
245 1 0 No immediate danger / ‡c William T. Vollmann
264 1 New York, New York : ‡b Viking, ‡c [2018]
300 xx, 601 pages : ‡b illustrations ; ‡c 25 cm
490 1 Carbon ideologies ; ‡v volume 1
800 1 Vollmann, William T. ‡t Carbon ideologies ; ‡v v. 1

3.3.1 – Electronic Resources

- Prefer creation of **separate records** when both online and tangible versions of the resource exist
- Follow the instructions for tangible resources in the table when cataloging a **single record** for the tangible resource with a reference to the online version
 - Code fields 006 and/or 007 only when applicable to the tangible resource
 - Code field 856 2nd indicator 1 (another version of the resource)
 - Code field 856 2nd indicator 2 (related resource)

<https://www.oclc.org/bibformats/en/specialcataloging.html#electronicresources>

Electronic resources fall into two categories, we can have tangible (such as DVD-ROMs) or we can have online. Electronic resources can be accessed directly or remotely but, digital resources that do not require a computer are not considered electronic resources. An example of digital resources that do not require a computer is a videodisc.

Two options are available when cataloging electronic resources:

- OCLC prefers that separate records are created for each version of the resource, both online and tangible. If you are cataloging a tangible or online resource, however, you do not need to verify the existence of another version or whether it has been cataloged.
- The second option, is to take the single record approach, if that works better for your local environment. Follow the instructions for tangible resources in the table in Chapter 3. Include fields 006 and/or 007 only when applicable to the tangible

resource or accompanying material. Always provide the location of any online manifestation in field 856. Use 2nd indicator *1* when the URL links to a different version of the resource or *2* when the URL links to a related resource.

3.3.1 – Electronic Resources

006 m **g** d f
007 **c** **†b r**
008 130809s2008 vau **g** f000 0 eng d
245 00 **†a** Child abduction response plan : **†b** an investigative guide.
250 **†a** 2nd ed.
264 1 **†a** Quantico, Virginia : **†b** Federal Bureau of Investigation, National Center for the Analysis of Violent Crime, **†c** [2008]
300 **†a** **1 online resource** (vi, 64 pages)
336 **†a** text **†b** txt **†2 rdacontent**
337 **†a** computer **†b** c **†2 rdamedia**
338 **†a** **online resource** **†b** cr **†2 rdacarrier**
588 0 **†a** Online resource (HathiTrust, HeinOnline, viewed August 7, 2017).
776 08 **†i** **Print version**: **†b** 2nd ed. **†d**: Quantico, Va. : Federal Bureau of Investigation, National Center for the Analysis of Violent Crime, 2008 **†t** Child abduction response plan. **†w** (DLC) 2011506508 **†w** (OCoLC)759583905
776 08 **†i** **CD-ROM version**: **†b** 2nd ed. **†d**: Quantico, Va. : Federal Bureau of Investigation, National Center for the Analysis of Violent Crime, 2008 **†t** Child abduction response plan. **†w** (OCoLC)759590491
856 **4** **†3** HathiTrust Digital Library, Full view **†u** <http://catalog.hathitrust.org/api/volumes/oclc/759583905.html>

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Virtual AskQC Office Hours: BFAS chapter 3: a deep dive



<https://www.oclc.org/bibformats/en/specialcataloging.html#electronicresources>

Example of a separate record approach, where the online version links to the print and CD-ROM version.

Form FF coded online version

007 coded computer and remote access

300 and 338 describe the online resource

588 provides the DBO note

776 fields link to the print and CD-ROM version

856 second indicator is 0, noting that this is the online resource

3.3.2 – Integrating Resources

- All types:
 - Code Type to match the material type of the resource
 - Code BLvl *i* (integrating resource)
 - Code DtSt *c* (currently published) or *d* (ceased published)
 - Code Form to match the form of the resource
- Textual:
 - Freq and Regl must match updating frequency and regularity
 - S/L should be 2 (Integrated entry)
 - SrTp should be coded as appropriate

Use of Fixed Fields 006/007/008 and Leader codes in CONSER records

<https://www.oclc.org/bibformats/en/specialcataloging.html#integratingresources>

An integrating resource is a bibliographic resource that is added to or changed by means of updates. These updates do not remain discrete but are instead incorporated into the whole resource. Integrating resources can be either finite or continuing.

For all types of integrating resources, code the Type FF to match the material type of the resource. For example, if the resource is a database of online videos and film clips, code Type FF g.

Code the bibliographic level FF “i” for integrating resource.

Code the Type of Date FF “c” if the updates are continuing to be issued, or, “d” if the updates are no longer being issued

Code Form to match the form of the resource. For example, if the resource is an online resource, use code “o”.

For textual integrating resources, the Frequency and Regularity Fixed fields must match updating frequency and regularity of the resource

Code the Entry Convention FF 2 for integrated entry

Code Type of continuing resource FF as appropriate. For example, if the resources is a

database, use code “d”.

For further guidance on coding continuing resources, see the Library of Congress document Use of Fixed Fields 006/007/008 and Leader codes in CONSER records.

3.3.2 – Integrating Resources

```
Leader ca li
006 m o d
007 c †b r
008 151124c20069999ohut††† 0 a2eng d
245 00 †a ASM medical materials database.
264 1 †a [Materials Park, OH] : †b ASM International, †c 2006-
310 †a Three times a year
336 †a text †b txt †2 rdacontent
337 †a computer †b c †2 rdamedia
338 †a online resource †b cr †2 rdacarrier
362 1 †a Began in Nov. 2006.
588 0 †a Online resource (viewed November 24, 2015); title from home page.
650 0 †a Biomedical materials †v Databases.
856 40 †u http://mio.asminternational.org/mmd/
```

<https://www.oclc.org/bibformats/en/specialcataloging.html#integratingresources>

Example of a database updated three times a year

```
Type a
BLvl i
Form o
DtSt (Type of Date) c
Freq t
Regl r
SrTp (serial type) d
S/L (entry convention) 2
```

3.3.3 – Local Recordings

- Treat **locally produced** recordings as unpublished if not online and treat as published if online
- In general, treat **locally reproduced** recordings as published. Note the original version and that the copy was made with permission.
- Treat **off-air recordings** as unpublished materials

<https://www.oclc.org/bibformats/en/specialcataloging.html#localrecordings>

Locally produced recordings may exist as either unique copies or as a small number of copies for limited distribution. Treat **locally produced** recordings as unpublished if not online and treat as published if online.

Treat locally reproduced recordings as copies by adding information locally to an existing record. Locally edit the record to reflect those differences or add information to local bibliographic data (LBD). When adding information to an existing record, add a local note in [field 590](#) of the original item indicating the existence of a copy. Alternatively, you may create a new record to reflect the resource in hand.

Treat all off-air recordings as unpublished materials as broadcasting does not constitute publication.

If a record exists for a commercially available version of a program, you may edit that record for local use. Or, you may create a new record.

In general, if a record exists for one of these local recording situations in the same physical format as the piece in hand, use that record, even if the date of the copy and

the name of the station that broadcast the program differ. Locally edit the record to reflect those differences or add information to local bibliographic data (LBD).

3.3.4 – Microforms

- Follow LC-PCC policy when cataloging microform reproductions of previously existing materials
- Code or add the following fields for the reproduction: Form FF, 006, 007, 020, 337, 338, 533, 539
- Link the reproduction to the original using field 776.
RDA: 776 08 ‡i Reproduction of (manifestation)
pre-RDA: 776 1 ‡c Original

<https://www.oclc.org/bibformats/en/specialcataloging.html#microforms>

OCLC follows LC-PCC policy for English language cataloging of microform reproduction records.

For descriptions of microform reproductions of previously existing materials, follow LC-PCC policy and base the bibliographic description on the original publication and place data relating to the reproduction in a secondary position.

Code or add reproduction information to Form FF, 006, 007, 020, 337, 338, 533, 539. Also link the reproduction to the original using 776 fields. Note that older links created before RDA implementation, have the word “Original” in subfield \$c, instead of “Reproduction of (manifestation)” in subfield \$i.

RDA/LC-PCC PS 1.11

3.3.4 – Microforms

007 he umv--bacp

008 161103s2015 mbca b0 f000 0 fre d

245 04 †a Les survivants s'expriment : †b un rapport de la Commission de vérité et réconciliation du Canada / †c Commission de vérité et réconciliation du Canada.

264 1 †a [Winnipeg, Manitoba] : †b Commission de vérité et réconciliation du Canada, †c 2015.

300 †a xiv, 258 pages : †b illustrations

336 †a text †b txt †2 rdacontent

337 †a microform †b h †2 rdamedia

338 †a microfiche †b he †2 rdacarrier

504 †a Comprend des références bibliographiques (pages 217-220).

520 3 †a La Commission de vérité et réconciliation du Canada avait pour mandat de

530 †a Également disponible en format électronique.

533 †a Microfiche. †b Ann Arbor, Mich. : †c ProQuest, †d 2016. †e 3 microfiches : négatif ; 11 x 15 cm. †f (Microlog ; 2016-5490).

539 †a s †b 2016 †d miu †e n †g b

830 0 †a Microlog ; †v 2016-5490.

<https://www.oclc.org/bibformats/en/specialcataloging.html#microforms>

Example of a microfiche reproduction

The bibliographic description is based on the original publication, while the microfiche reproduction elements are coded and added to the appropriate fields: Form FF, 007, 337, 338, 533, 539, and the 830 traces the series from the 533 \$f.

3.3.5 – Technical Reports

- Code Content *t*
- Code Date *e*, when entering Dates as detailed dates
- Add report numbers to field 027 or field 088
- Add affiliation or address of name to 1xx and 7xx fields *u*
- Use the appropriate note fields when needed to record the number of references, the type of report, the period covered, funding information, and complex linking relationships
- Link to other records represented related resources using 76x-78x fields

<https://www.oclc.org/bibformats/en/specialcataloging.html#technicalreports>

According to National Information Standards Organization, technical reports are documents that convey the results of research. They often have a unique report number and contract or grant number. These reports may be public or restricted and are not usually published through commercial publishing trade.

For technical reports,

Code the Nature of Contents fixed field “t” for technical report

Code Type of Date (DtSt) FF “e”, when entering a detailed date. The year is added to the first Dates FF and the month and day are added in the second Dates FF

Add standard report numbers in field 027 and non-standard report numbers in field 088

Add affiliation or address of name to subfield *u* in the 1xx and 7xx fields

Use the appropriate note fields when needed. These would include notes to record the number of references, the type of report, the period covered, funding information, and complex linking relationships.

Use 76x-78x fields to add the links to other related resources.

“A document that conveys the results of basic or applied research ... has a unique, issuer-supplied report number and may have a contract or grant number and an accession or acquisition number ... its readership may be limited, its distribution may be limited or restricted, and its contents may include classified, proprietary, or copyrighted information ... may be written for an individual or organization as a contractual requirement to recount a total research story ... is not usually published or made available through the commercial publishing trade. “ -- [ANSI/NISO Z39.23-1997 \(S2015\)](#)

3.3.5 – Technical Reports

008 090218e195806 maua b f000 0 eng d
088 AFCRC TR 58-157
100 1 Jones, Charles M.
245 14 The Space Card : ‡b a Two-dimensional function generator / ‡c Charles M. Jones, George Harpell.
260 [Bedford, Mass.] : ‡b [Air Force Cambridge Research Center, Air Research and Development Command, United States Air Force], ‡c [1958]
300 [3], 17 pages : ‡b illustrations ; ‡c 28 cm.
490 0 AFCRC TR 58-157
500 "June 1958."
500 "ASTIA Document No. AD152436."
536 USAF Contract AF ‡b 33(616)-2039 ‡d DDL Project 52-115
504 Includes bibliographical references (page 65).
650 0 Space card (Analog computers)
700 1 Harpell, George.
710 2 Air Force Cambridge Research Center (U.S.)
830 0 Air Force Cambridge Research Center Technical Report No. ; ‡v AFCRC TR 58-157.

<https://www.oclc.org/bibformats/en/specialcataloging.html#technicalreports>

Example of a technical report.

Extended dates are coded in the Dates FF

Nature of contents is coded "t"

Field 088 contains a non-standard number

Funding information is included in the 536 field

3.3.6 – Theses and Dissertations

- Treat hardcopy theses that are submitted unpublished as unpublished
- Microform theses are usually reproductions of previously published or unpublished theses
- Online theses are cataloged as original online publications according to provider-neutral guidelines
- Photocopies of these are cataloged as reproductions with the body based on the original thesis with a print reproduction note added

<https://www.oclc.org/bibformats/en/specialcataloging.html#thesesanddissertations>

Treat hardcopy theses that are submitted unpublished as unpublished.

Treat hardcopy theses that are submitted published as published.

Microform theses are usually reproductions of previously published or unpublished theses rather than original microform publications, so generally treat these as reproductions.

Online theses submitted in electronic form and reproductions of those originally submitted in hardcopy form are cataloged as original online publications according to provider-neutral cataloging guidelines. Theses submitted in electronic form and made available online are published resources.

Photocopies of previously published or unpublished theses are cataloged as reproductions with the body of the description based on the original thesis with a print reproduction note added in [field 533](#) per LC-PCC PS 1.11

3.3.6 – Theses and Dissertations

```
Leader c m a
008 960603s1994 xx b m 000 0 eng d
100 1 Gadidov, Radu Corneliu, ‡d 1958-
245 10 On polynomially bounded operators on Hilbert space / ‡c by Radu Corneliu Gadidov.
264 1 ‡c 1994.
300 vi, 61 leaves ; ‡c 28 cm
336 text ‡b txt ‡2 rdacontent
337 unmediated ‡b n ‡2 rdamedia
338 volume ‡b nc ‡2 rdacarrier
502 ‡b Ph. D. ‡c Texas A & M University ‡d 1994
655 7 Academic theses. ‡2 lcgft
700 1 Pearcy, Carl M., ‡e degree supervisor.
700 1 Johnson, William B., ‡e degree committee member.
700 1 Larson, David, ‡e degree committee member.
700 1 Wilhelm, Wilbert, ‡e degree committee member.
710 2 Texas A & M University, ‡e degree granting institution.
```

<https://www.oclc.org/bibformats/en/specialcataloging.html#thesesanddissertations>

Example of an unpublished thesis.

Type coded t for manuscript language material

Nature of contents (Cont) coded m for Theses

A dissertation note is added in 502 listing degree type, name of granting institution, and year degree was granted

Access points added for the degree supervisor, degree committee members, and degree-granting institution.

3.4.1 – Copy- or Institution-Specific Information

- Usefulness, Likelihood of use, Discoverability, Applicability
- Do **not** create new records that duplicate existing records only to reflect copy- or institution-specific information.
- When adding:
 1. Use **Local bibliographic data** (LBD) fields or **Local holdings records** (LHR) fields
 2. Use fields not retained in WorldCat records
 3. Use of **\$5** for local data of interest beyond your institution when cataloging rare and special collections

<https://www.oclc.org/bibformats/en/specialcataloging.html#copyorinstitutionspecificinformation>

When deciding whether to include copy- or institution-specific data, consider the following:

- Usefulness of the information in accessing and identifying the resource
- Likelihood that the record will be used in copy-cataloging
- Discoverability by others who will not need your copy- or institution-specific data
- Applicability of the data to the universal description of the resource

WorldCat records for published materials represent all copies of a manifestation of a work. Do **not** create new records that duplicate existing records with the only

difference being the copy- or institution-specific information.

When adding copy or institution specific information,

Add local information that is not appropriate in the WorldCat record using local bibliographic data records (LBDs) and local holdings records (LHRs).

If LBD or LHR are not appropriate and the data is only of local interest, then use fields that are not retained in the WorldCat record. These fields include 590, 599, 69x fields, 79x fields, 841-878, and various

9xx fields.

For rare and special collections materials, you may supply local data of interest beyond your institution in the WorldCat record using \$5.

However, do **not** include [subfield +5](#) in WorldCat records for unpublished items and collections. Such notes and access points do apply to the universal description since they are unique items. So no \$5 is needed.

3.4.1 – Copy- or Institution-Specific Information

501 With: Descrizione de le chiese / Andrea Palladio. in Roma : apresso
Vincentio Lucrino, 1554 †5 WU

700 0 George †b I, †c King of Great Britain, †d 1660-1727, †e donor
†5 UKCU

710 2 Joseph Brodsky Collection (Columbia University) †5 NNC

<https://www.oclc.org/bibformats/en/specialcataloging.html#copyorinstitutionspecificinformation>

Examples showing a bound with note, an access point for a donor and an access point for a specific Collection of work.

Previous AskQC Office Hours

- URLs in a shared cataloging environment (April 2018)
- 7xx linking fields (February 2021)
- Local data in WorldCat records (April 2021)
- Getting a fix on fixed field elements (October 2021)
- Getting a fix on fixed field elements, part 2 (February 2022)

<https://www.oclc.org/bibformats/en/specialcataloging.html#electronicresources>

Finally, we'd like to highlight some previous ASKQC Office Hours that related to some of the situations that we talked about today. Please check these out if you are interested in learning more.

On the call today



Hayley Moreno
Database Specialist



Charlene Morrison
Database Specialist



Robert Bremer
Senior Consulting
Database Specialist



Jay Weitz
Senior Consulting
Database Specialist



Shanna Griffith
Senior Consulting
Database Specialist

Thank you!

April Virtual AskQC Office Hours

Editions annotated, collected, corrected, and expanded: the varieties and roles of Edition Statements

Tuesday, 12 Apr. at 10:00 AM Eastern
Thursday, 21 Apr. at 4:00 PM Eastern

Registration and session links
available at oclc.org/askqc

Send cataloging policy questions at
any time to askqc@oclc.org



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