Virtual AskQC Office Hours

Bibliographic Formats and Standards (BFAS), the early chapters

OCLC Metadata Quality

February 2023

Housekeeping

This session is being recorded

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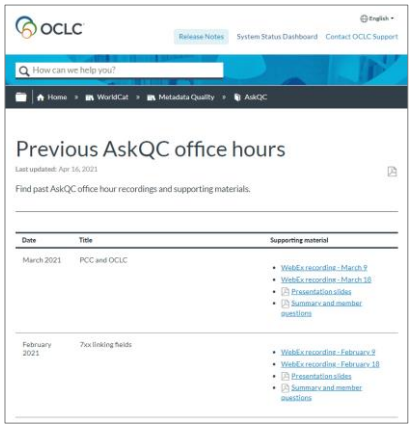
All session recordings, slides, and notes are available at oc.lc/askqc



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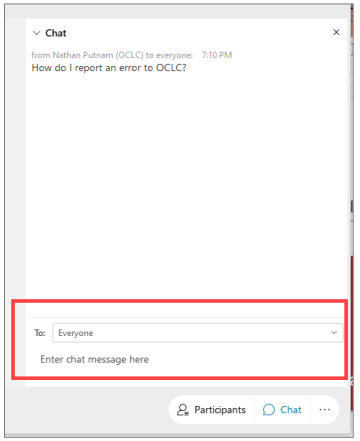
Enter questions in chat to "Everyone" at any time during the presentation



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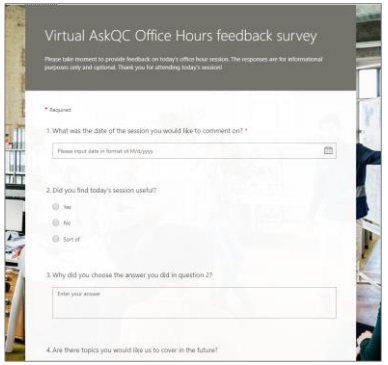
Enter questions in chat to "Everyone" at any time during the presentation.

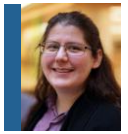
After the session, you will be directed to a brief, optional survey



On the call today

Shanna Griffith
Senior Data Analyst

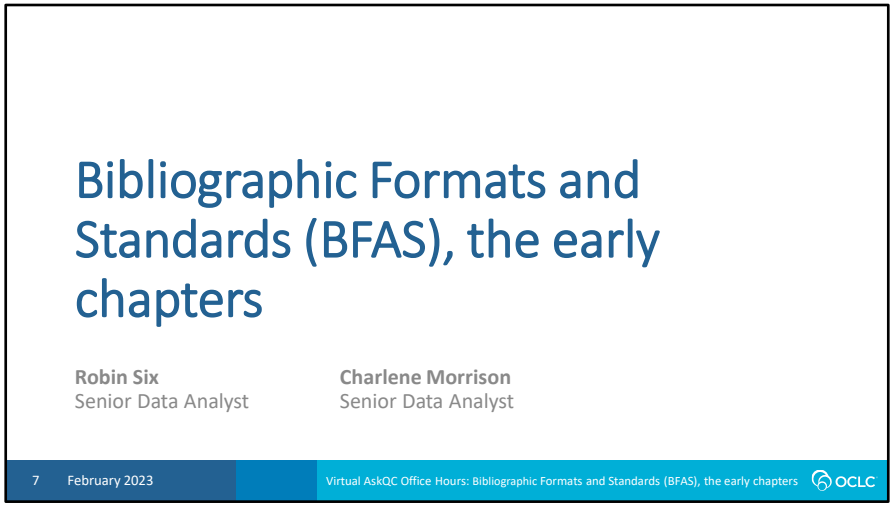
Robin Six
Senior Data Analyst



Charlene Morrison
Senior Data Analyst

Jay Weitz
Senior Consulting
Database Specialist

Laura Ramsey
Senior Metadata
Operations Manager



https://www.oclc.org/bibformats/en.html

oc.lc/bfas

Chapter 1

Introduction

- 1.1 MARC Bibliographic Records
- 1.2 Input Standards
- 1.3 Bibliographic Formats
- 1.4 WorldCat Bibliographic Records
- 1.5 Cataloging Documentation

Last revised 2022

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https://www.oclc.org/bibformats/en/introduction.html#section1.1

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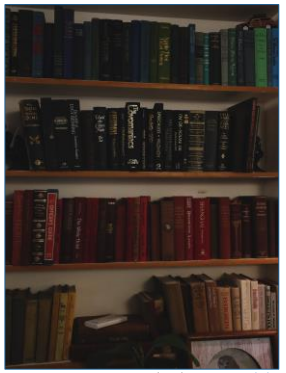

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https://www.oclc.org/bibformats/en/introduction.html#section1.2

Chapter 1

Introduction

- 1.1 MARC Bibliographic Records
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- 1.3 Bibliographic Formats
- 1.4 WorldCat Bibliographic Records
- 1.5 Cataloging Documentation

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https://www.oclc.org/bibformats/en/introduction.html#section1.3

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https://www.oclc.org/bibformats/en/introduction.html#section1.4

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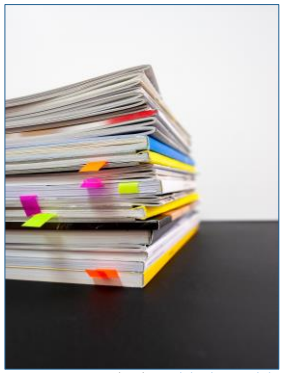

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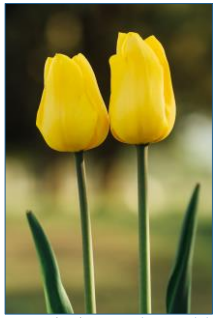
Chapter 2

Online Cataloging

- 2.1 Types and Levels of Cataloging
- 2.2 Creating Bibliographic Records
- 2.3 Transcribing Cataloging Copy
- 2.4 Full, Minimal, and Abbreviated-Level Cataloging
- 2.5 PCC Standard Records

Last revised 2019, 2022



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https://www.oclc.org/bibformats/en/onlinecataloging.html

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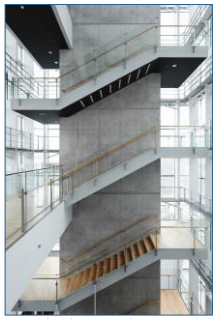

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https://www.oclc.org/bibformats/en/onlinecataloging.html#types

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https://www.oclc.org/bibformats/en/onlinecataloging.html#create

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https://www.oclc.org/bibformats/en/onlinecataloging.html#transcribe

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https://www.oclc.org/bibformats/en/onlinecataloging.html#levels

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https://www.oclc.org/bibformats/en/onlinecataloging.html#pccstandardrecords

Chapter 2

Online Cataloging

- 2.6 Language of Cataloging
- 2.7 Character Set
- 2.8 Punctuation
- 2.9 Controlling and Enrichment
- 2.10 Cataloging Practices

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https://www.oclc.org/bibformats/en/onlinecataloging.html#languageofcataloging

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https://www.oclc.org/bibformats/en/onlinecataloging.html#characters

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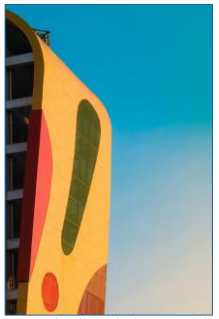

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https://www.oclc.org/bibformats/en/onlinecataloging.html#punctuation

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https://www.oclc.org/bibformats/en/onlinecataloging.html#controlling

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https://www.oclc.org/bibformats/en/onlinecataloging.html#catalogingpractices

Chapter 3

- 3.1 Provider-Neutral Cataloging
- 3.2 Related Parts and Publications
- 3.3 Special Types of Publications
- 3.4 Local Information in Records

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https://www.oclc.org/bibformats/en/specialcataloging.html

Chapter 3, parts 3.1-3.2

3.1 Provider-Neutral Cataloging

- 3.1.1 Online Resources
- 3.1.2 Photocopies and Print-on-Demand Reproductions

3.2 Related Parts and Publications

- 3.2.1 "In" Analytics
- 3.2.2 Offprints and Detached Copies
- 3.2.3 Supplementary and Accompanying Material
- 3.2.4 Parts of a Multipart Monograph or Serial

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https://www.oclc.org/bibformats/en/specialcataloging.html#providerneutralcataloging

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https://www.oclc.org/bibformats/en/specialcataloging.html#inanalytics

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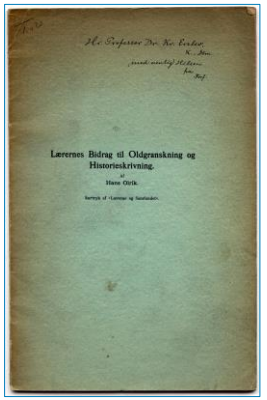

Image by Heelgrasper from Wikimedia Commons

https://www.oclc.org/bibformats/en/specialcataloging.html#offprintsanddetachedcopies

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https://www.oclc.org/bibformats/en/specialcataloging.html#supplementarymaterial

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https://www.oclc.org/bibformats/en/specialcataloging.html#partsofamultipartmonographorserial

Chapter 3, parts 3.3-3.4

3.3 Special Types of Publications

- 3.3.1 Electronic Resources
- 3.3.2 Integrating Resources
- 3.3.3 Local Recordings
- 3.3.4 Microforms
- 3.3.5 Technical Reports
- 3.3.6 Theses and Dissertations

3.4 Local Information in Records

- 3.4.1 Copy- or Institution-Specific Information

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

Chapter 3, parts 3.3-3.4

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

Chapter 3, parts 3.3-3.4

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

Chapter 3, parts 3.3-3.4

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

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

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Microsoft Stock Image

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

Chapter 3, parts 3.3-3.4

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Microsoft Stock Image

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

Chapter 4

4.1 General Guidelines

4.2 Field-by-Field Guidelines for New Records

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https://www.oclc.org/bibformats/en/input.html

Chapter 4

4.1 General Guidelines

4.2 Field-by-Field Guidelines for New Records

- Fixed Field
- 0xx Control Numbers and Code Fields
- 1xx Main Entry Fields
- 2xx Title, Edition, Imprint, etc., Fields
- 3xx Physical Description Fields
- 4xx Series Statement Field
- 5xx Note Fields
- 6xx Subject Access Fields
- 7xx Added and Linking Entry Fields
- 8xx Series Added Entry, Holdings, Location, etc., Fields
- 9xx Local Use Fields

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https://www.oclc.org/bibformats/en/input.html#generalguidelines

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https://www.oclc.org/bibformats/en/input.html#fieldbyfield

BFAS Chapter 5

- 5.1 OCLC Member Quality Assurance
- 5.2 Member Capabilities
- 5.3 National Cooperative Programs
- 5.4 WorldCat Metadata Quality Activities
- 5.5 Requesting Changes to Records

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https://www.oclc.org/bibformats/en/quality.html

BFAS Chapter 5

- 5.1 OCLC Member Quality Assurance
- 5.2 Member Capabilities
  - 5.2.1 General Guidelines
  - 5.2.2 Editing capabilities for non-PCC records
  - 5.2.3 Editing capabilities for PCC records
- 5.3 National Cooperative Programs
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https://www.oclc.org/bibformats/en/quality.html#oclcmemberqualityassurance

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https://www.oclc.org/bibformats/en/quality.html#membercapabilities

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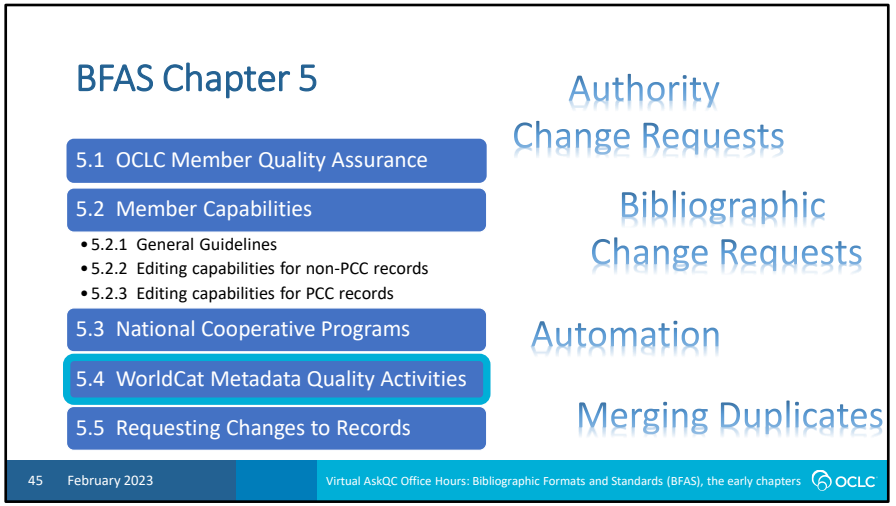
https://www.oclc.org/bibformats/en/quality.html#cooperativeprograms



https://www.oclc.org/bibformats/en/quality.html#worldcatmetadataqualityactivities

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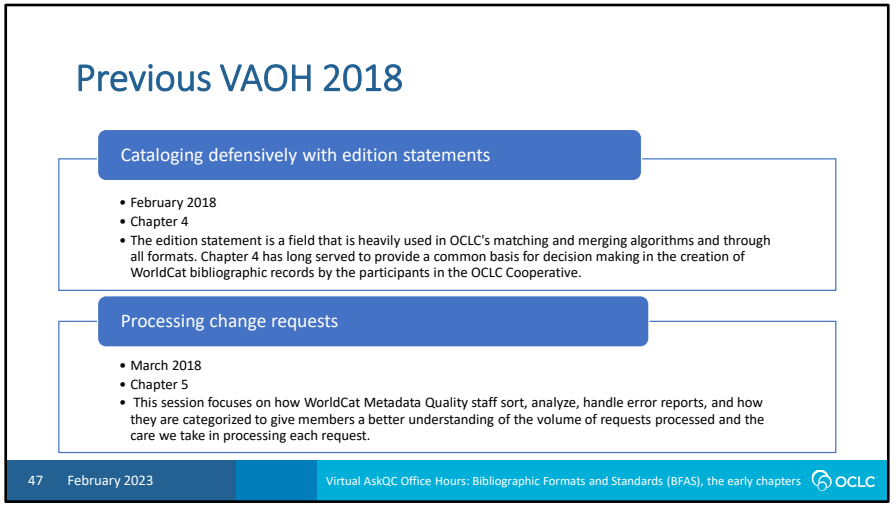
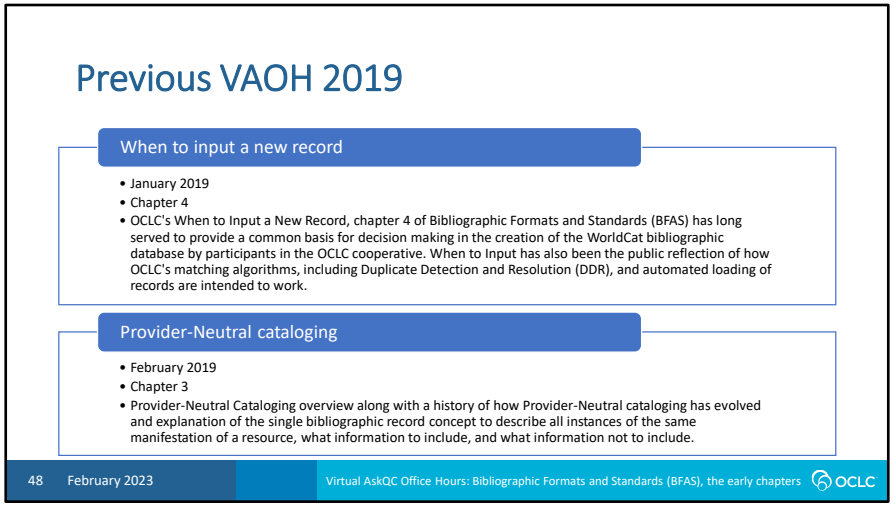
https://www.oclc.org/bibformats/en/quality.html#requestingchangestorecords



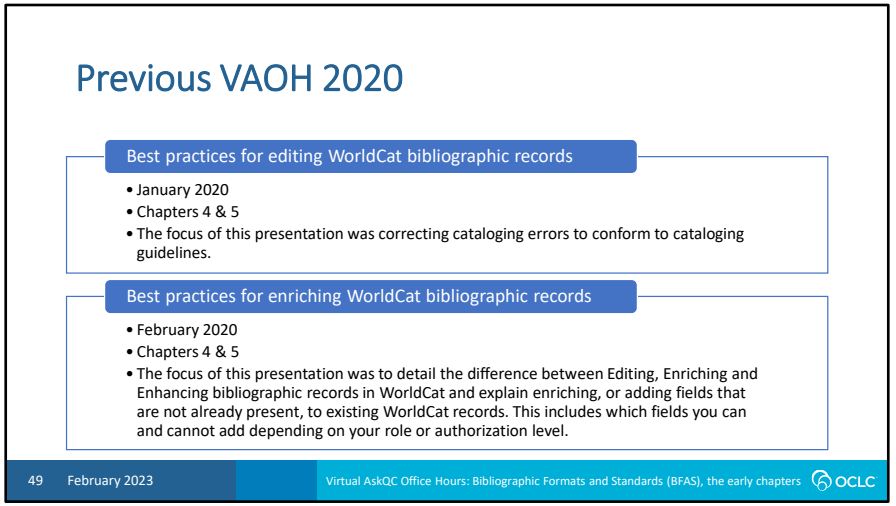
February 2018::Cataloging defensively with edition statements
https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/100_2018_AskQC_office_hours#February_2018_::_Cataloging_defensively_with_edition_statements

March 2018::Processing change requests
https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/100_2018_AskQC_office_hours#March_2018_::_Processing_change_requests



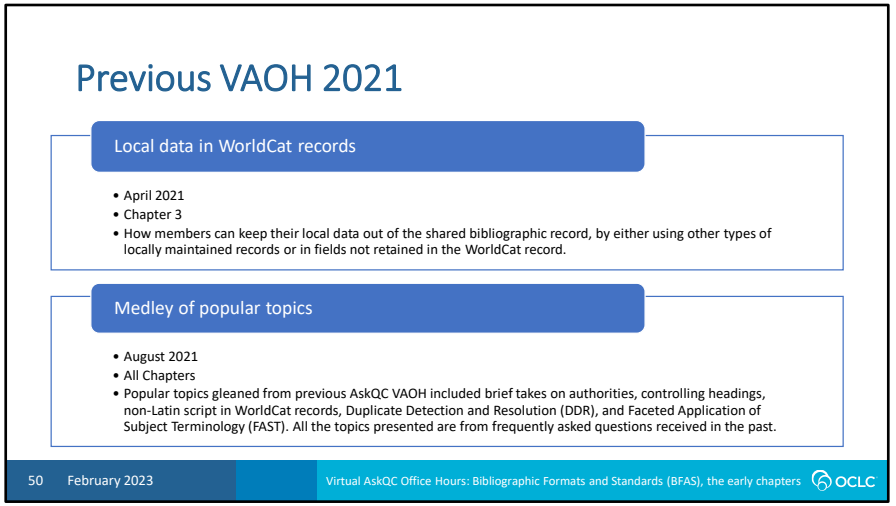
January 2019::When to input a new record
https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/095_2019_AskQC_office_hours#January_2019_::_When_to_input_a_new_record

February 2019::Provider neutral cataloging
https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/095_2019_AskQC_office_hours#February_2019_::_Provider_neutral_cataloging



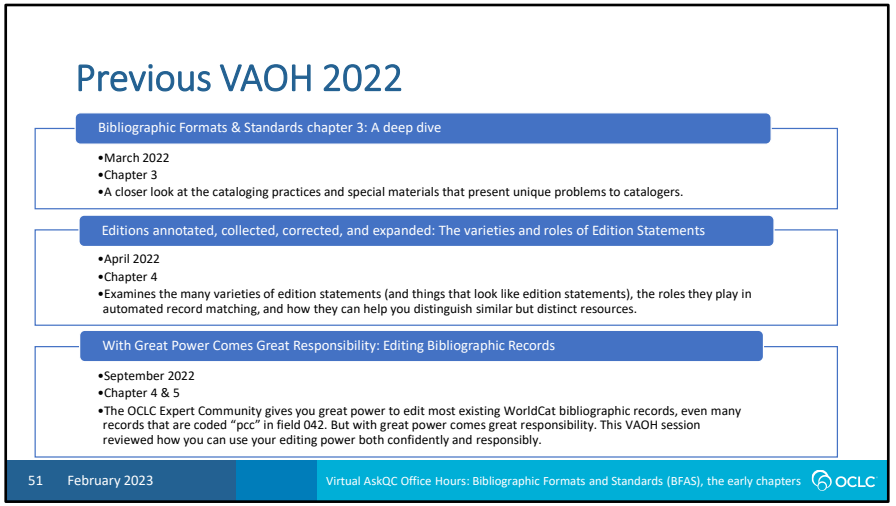
January 2020::Best practices for editing WorldCat bibliographic records
https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/090_2020_AskQC_office_hours#January_2020_:_Best_practices_for_editing_WorldCat_bibliographic_records

February 2020::Best practices for enriching WorldCat bibliographic records
https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/090_2020_AskQC_office_hours#February_2020_:_Best_practices_for_enriching_WorldCat_bibliographic_records



April 2021:: Local data in WorldCat records
https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/085_2021_AskQC_office_hours#April_2021_::_Local_data_in_WorldCat_records

August 2021:: Medley of popular topics
https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/085_2021_AskQC_office_hours#August_2021_::_Medley_of_popular_topics



March 2022:: Bibliographic Formats & Standards chapter 3: A deep dive
https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/080_2022_AskQC_office_hours#March_2022_::_Bibliographic_Formats_.26_Standards_chapter_3:_A_deep_dive

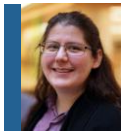
April 2022:: Editions annotated, collected, corrected, and expanded: The varieties and roles of Edition Statements
https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/080_2022_AskQC_office_hours#April_2022_::_Editions_annotated.2C_collected.2C_corrected.2C_and_expanded:_The_varieties_and_roles_of_Edition_Statements

September 2022::With Great Power Comes Great Responsibility: Editing Bibliographic Records
https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/080_2022_AskQC_office_hours#September_2022_::_With_Great_Power_Comes_Great_Responsibility:_Editing_Bibliographic_Records

On the call today

Shanna Griffith
Senior Data Analyst

Robin Six
Senior Data Analyst



Charlene Morrison
Senior Data Analyst

Jay Weitz
Senior Consulting
Database Specialist

Laura Ramsey
Senior Metadata
Operations Manager

Thank you!

The Next Virtual AskQC Office Hours
Languages, Non-Latin Scripts and Mysterious MARC 880 fields

Tuesday, 14 March at 10:00 AM Eastern
Thursday, 23 March at 4:00 PM Eastern

Registration and session links available at oc.lc/askqc

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

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