

## Virtual AskQC Office Hours

Thank you for joining us!  
We will begin at 1:00 PM Eastern

Attendees are in listen-only mode

[AskQC@oclc.org](mailto:AskQC@oclc.org) (Ask Quality Control) is the longstanding email address to which catalogers can send questions to OCLC Metadata Quality staff about cataloging policies, standards, and practices.

January 9, 2019

# Virtual AskQC Office Hours

## When to input a new record

**OCLC Metadata Quality**



## Housekeeping

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

Virtual AskQC Office Hours  
feedback survey

Please take a moment to provide feedback on today's office hour session. The responses are for informational purposes only and optional. Thank you for attending today's session!

1. Did you find today's session useful?

Yes  
 No  
 Sort of

2. Why did you choose the answer you did in question 1?

Enter your answer

3. Are there topics you would like us to cover in the future?

Enter your answer

# Housekeeping

- After the session you will be directed to a quick, optional survey
- All session recordings, slides, and notes are available at [oc.lc/askqc](http://oc.lc/askqc)

The screenshot displays the AskQC website interface. At the top, there is a search bar with the text "How can we help you?". Below the search bar, the "AskQC" logo is visible, along with navigation links for "Home", "Product", and "Services Guide". The main content area features a section titled "AskQC office hours" with a sub-heading "Time and call-in information for AskQC office hours". Below this, there is a table with three columns: "TOPIC", "DATE/TIME DATES/TIME", and "REGISTRATION LINK". The table lists three office hours sessions, each with a date, time, and a registration link. The first session is on Wednesday, November 12, 2019, from 1 PM to 2 PM Eastern Standard Time. The second session is on Wednesday, November 13, 2019, from 1 PM to 2 PM Eastern Standard Time. The third session is on Wednesday, November 14, 2019, from 1 PM to 2 PM Eastern Standard Time. Each session includes a registration link and a list of call-in numbers and dial-in instructions.

TOPIC	DATE/TIME DATES/TIME	TOLL-FREE CALL-IN NUMBER	REGISTRATION LINK
Hour: Volatile Query	Wednesday, November 12, 2019 1 PM Eastern Standard Time	US/Canada: 1 877 858 8550 UK: 30 300201777 • Global call-in numbers • See how dialing instructions	Register
Hour: Recent and Suspended IP Addressing	Wednesday, November 13, 2019 1 PM Eastern Standard Time	US/Canada: 1 877 858 8550 UK: 30 300201777 • Global call-in numbers • See how dialing instructions	Register
How the OCLC MARC update process works	Wednesday, November 14, 2019 1 PM Eastern Standard Time	US/Canada: 1 877 858 8550 UK: 30 300201777 • Global call-in numbers	Register

## On the call today



Hayley Moreno  
Database  
Specialist II



Jay Weitz  
Senior Consulting  
Database  
Specialist



Shanna Griffith  
Database  
Specialist II



Cynthia Whitacre  
Manager,  
Metadata Policy



Nathan Putnam  
Director,  
Metadata Quality



Robert Bremer  
Senior Consulting  
Database  
Specialist

**Please submit questions through chat**



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## WHEN TO INPUT A NEW RECORD (OVERVIEW)

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Virtual AskQC Office Hours  
2019 January 9

**When to Input a New Record: An Overview**

**Jay Weitz**  
Senior Consulting Database Specialist  
Metadata Quality Division, OCLC

OCLC

The slide features a blue header with a hexagonal pattern, a dark blue box for the event name, a central title box, and a footer with the OCLC logo.

When to Input a New Record: An Overview  
Virtual AskQC Office Hours  
2019 January 9

Welcome to a new season of Virtual AskQC Office Hours sessions.

## When to Input a New Record: Introduction

### When to Input a New Record (current)

OCLC *Bibliographic Formats and Standards* (BFAS),  
Chapter 4

<http://www.oclc.org/bibformats/en/input.html>



### When to Input a New Record: Introduction

OCLC's "When to Input a New Record," Chapter 4 of *Bibliographic Formats and Standards*, has long served to provide a common basis for decision-making in the creation of the WorldCat bibliographic database by participants in the OCLC cooperative. "When to Input ..." has also been the public reflection of how OCLC's matching algorithms (including Duplicate Detection and Resolution (DDR) and automated loading of records) are intended to work. In October 2017, we made available a thoroughly revised and updated version of "When to Input a New Record."

Of course, it is impossible to cover every possible case in a document such as "When to Input ...," but we have tried to account for as many of the most common ones as we have been able to. Even more so in a roughly fifteen-minute session such as this one, we can't possibly cover even the most common instances. But we wanted to give at least a brief overview of the document.

## When to Input a New Record: Introduction

### When to Input a New Record (1983)

OCLC *Bibliographic Input  
Standards, Second edition* (1982)

<https://occlibrary.idm.oclc.org/login?url=http://library.oclc.org.occlibrary.idm.oclc.org/digital/collection/p15003coll74/id/323>



## When to Input a New Record: Introduction

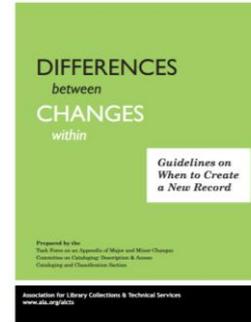
OCLC's "When to Input a New Record" first appeared in July 1983 as a new eleven-page appendix added to the 1982 Second Edition of the document *Bibliographic Input Standards*, which was one of the predecessor publications that would be combined into *Bibliographic Formats and Standards* in 1993.

## When to Input a New Record: Introduction

### Differences Between, Changes Within: Guidelines on When to Create a New Record

ALA's Association for Library Collections and Technical Services (ALCTS)

<http://www.ala.org/alcts/sites/ala.org/alcts/files/content/resources/org/cat/differences07.pdf>



## When to Input a New Record: Introduction

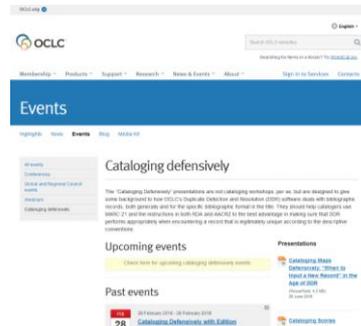
In 2004, the Association for Library Collections and Technical Services first published “Differences Between, Changes Within: Guidelines on When to Create a New Record,” which was intended to supplement the descriptive cataloging rules of AACR2. The document, which was revised in 2007 and was maintained by an ALCTS task force, provides guidance to the cataloger who has found copy that is a close or near match to the item in hand about whether to use that copy or to create a new bibliographic record. It is still available as a free PDF file on the ALCTS Web site at <http://www.ala.org/alcts/sites/ala.org.alcts/files/content/resources/org/cat/differences07.pdf>.

“Differences Between, Changes Within” is a valuable supplement to OCLC’s “When to Input ...,” but does not replace it for members of the OCLC cooperative. On most major points, the two documents agree. Because of the unique cooperative nature of WorldCat and its application of a master record concept, however, there are several areas in which OCLC has chosen to differ. OCLC requests that users follow OCLC practice in these instances.

## When to Input a New Record: Introduction

### OCLC's "Cataloging Defensively"

<http://www.oclc.org/en/events/cataloging-defensively.html>



## When to Input a New Record: Introduction

OCLC's series of presentations with the overall title of "Cataloging Defensively" can come in handy in cases where you have determined that a separate bibliographic record is justified but you need to make sure that your new record is properly differentiated from other similar records. Included on the "Cataloging Defensively" page (<https://www.oclc.org/en/events/cataloging-defensively.html>) are presentations devoted specifically to maps, sound recordings, musical scores, video recordings, and edition statements, as well as the more general presentation from 2010.

## When to Input a New Record

### Cardinal Rule

“When in doubt, do not create a duplicate; use an existing record.”



Photo by [Andy Kelly](#) on [Unsplash](#)



## When to Input a New Record

The cardinal rule of “When to Input a New Record” is “When in doubt, do not create a duplicate; use an existing record.”

WorldCat has always relied upon the expertise of individual catalogers making reasonable judgments about bibliographic resources. We know that human catalogers are able to make more informed choices. This human factor is the main reason that this cardinal rule for “When to Input a New Record” is the exact opposite of the cardinal rule for our automated Duplicate Detection and Resolution (DDR) and automated matching, which is to always err on the side of adding a potential duplicate when there is uncertainty.

**When to Input a New Record**

**Errors in a record do not justify the creation of a duplicate**

Correct the existing record or report the errors  
[bibchange@oclc.org](mailto:bibchange@oclc.org)



Photo by [Pawel Janiak](#) on [Unsplash](#)



When to Input a New Record

Errors in a record do not justify the creation of a duplicate. Correct the existing record if you are able or report the errors to OCLC via [bibchange@oclc.org](mailto:bibchange@oclc.org).

Differences indicative of a distinct bibliographic item usually (but not always) occur in more than one field. If a difference occurs in a single field, do your best to determine whether there are two separate bibliographic items with only one significant difference or whether the difference is an error or a difference of opinion.

For better or worse, there is a lot of redundancy built into a MARC Bibliographic record. An internally consistent record will often have corroborating data in multiple fields, such as cartographic scale and coordinates in coded form in field 034 and in more human-friendly form in field 255.

But also be alert for contradictory data within the record, such as discrepancies in dates between the fixed field

and the 26X field. Always consider the record in its entirety. If in doubt, do not create a duplicate record, use the existing record.

## When to Input a New Record

### Differences

Depending upon context, "difference" indicates either:

- Substantive distinction between a WorldCat record and the resource in hand; or,
- Merely apparent but not meaningful disparity between a WorldCat record and the resource in hand that results from such factors as error, matters of judgment, or varying coding of data, placement, or presentation.



Photo by [Will Francis](#) on [Unsplash](#)



## When to Input a New Record

### Differences

When we talk about “difference” in “When to Input a New Record,” be aware of the context and how it may apply to both the resource at hand and the bibliographic record in question.

A difference may be a “Substantive distinction between a WorldCat record and the resource in hand.” Such substantive distinctions often justify a new record.

On the other hand, a difference may be a “Merely apparent but not meaningful disparity between a WorldCat record and the resource in hand that results from such factors as error, matters of judgment, or varying coding of data, placement, or presentation.” These kinds of disparities most often do not justify a new record.

## When to Input a New Record

### Sparse Pre-Publication Records

- Mostly very brief Encoding Level “M” records loaded by automated processes.  
ELvl: M  
020 1504788591  
020 9781504788595
- Use judgment to apply looser criteria for matching fields 245, 250, 260/264, 300, 490.  
100 1 STONE, R. W.  
245 10 ACROSS THE RO BRAVO.  
260 [S.l.] : #b BLACKSTONE PUB, #c 2019.
- If ISBN matches, title and publisher generally match, and date is within one or two years, please upgrade existing record rather than adding a new record.  
300 p. #c cm



## When to Input a New Record

### Sparse Pre-Publication Records

In the process of putting this presentation together, a few of us realized that “When to Input ...” would benefit from additional guidance specifically on records with less-than-full Encoding Levels, especially, but not only, Encoding Level “M” records. These records are loaded via automated processes and are very brief, often consisting only of title, publisher, date, and ISBN.

Using your careful judgment, apply looser criteria for matching these sparse records. Variations in fields 245, 250, 260/264, 300, and 490 may not justify adding a new record in cases where you can reasonably determine that the sparse record reflects what may have been questionable pre-publication data that matches the published information you have at hand. If the ISBN matches, the title and publisher generally match, and the date is within a year or two, please upgrade the existing record rather than adding a separate record.

ELvl: M

020 1504788591

020 9781504788595

100 1 STONE, R. W.

245 10 ACROSS THE RO BRAVO.

260 [S.l.] : ‡b BLACKSTONE PUB, ‡c 2019.

300 p. ‡c cm

## When to Input a New Record

### Specific differences in the wording of the title proper often justify separate records

But be aware of variations due to such differences as the interpretation of data or the choice of the source of information

245 10 Deutsches Magnificat : #b für 8 Stimmen und Generalbass = German Magnificat : for 8 voices and basso continuo : **SWV 494** / #c Heinrich Schütz ; vervollständigt und herausgegeben von Werner Breig.

245 10 Deutsches Magnificat : #b **Frühfassung** : für 8 Stimmen und Generalbass = German Magnificat : **early version** : for 8 voices and basso continuo : **SWV 494a** / #c Heinrich Schütz ; herausgegeben von Uwe Wolf.



## When to Input a New Record

Specific differences in the wording of the title proper often justify separate records. But be aware of variations due to such differences as the interpretation of data or the choice of the source of information. The highlighted differences in these two titles make clear that separate records are justified.

## When to Input a New Record

### Edition Statement

#### RDA 2.5.1.4 (& AACR2 1.2B4)

“If a manifestation lacks an edition statement but is known to contain significant changes from other editions, supply an edition statement, if considered important for identification or access.”



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## When to Input a New Record

Edition statements are often the most explicit sign that separate records are justified. Moreover, in cases where there is no explicit edition statement on a resource, both AACR2 1.2B4 and RDA 2.5.1.4 give considerable power to catalogers to account for differences by supplying an edition statement.

AACR2 1.2B4 (and the corresponding rules in subsequent chapters) and their associated LCRI's allow the optional addition of an edition statement: “If an item lacks an edition statement but is known to contain significant changes from other editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.” LCRI 1.2B4 further states: “Do not apply this optional rule to any case of merely supposed differences in issues that might make them different editions. Apply the option for manifest differences where the catalog records would otherwise show exactly the same information in the areas beginning with the title and statement of responsibility area and ending with the series area.”

RDA 2.5.1.4 allows essentially the same option: “If a manifestation lacks an edition statement but is known to contain significant changes from other editions, supply an edition statement, if considered important for identification or access.” If there is a date associated with these different versions, it is fully in keeping with these instructions to include that date as part of the edition statement in field 250.

## When to Input a New Record

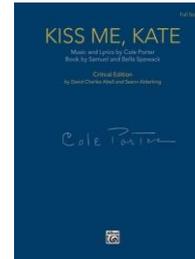
**RDA 2.5.2.1:** In case of doubt about whether a statement is a designation of edition, consider the presence of these words or statements as evidence that it is a designation of edition:

a) a word such as edition, issue, release, level, state, or update (or its equivalent in another language)

or

b) a statement indicating:

- i) a difference in content
- ii) a difference in geographic coverage
- iii) a difference in language
- iv) a difference in audience
- v) a particular format or physical presentation
- vi) a different date associated with the content
- vii) a particular voice range
- viii) a particular format of notated music



### When to Input a New Record

RDA 2.5.2.1 gives guidance both in identifying a designation of edition and, incidentally, the sorts of differences that justify separate records even in the absence of an explicit edition statement. As noted in the previous slide, “If a manifestation lacks an edition statement but is known to contain significant changes from other editions, supply an edition statement.”

RDA 2.5.2.1 reads in part:

“In case of doubt about whether a statement is a designation of edition, consider the presence of these words or statements as evidence that it is a designation of edition:

a) a word such as *edition, issue, release, level, state, or update* (or its equivalent in another language)

or

b) a statement indicating:

- i) a difference in content
- ii) a difference in geographic coverage
- iii) a difference in language
- iv) a difference in audience
- v) a particular format or physical presentation
- vi) a different date associated with the content
- vii) a particular voice range
- viii) a particular format of notated music

## When to Input a New Record

### Disregard Edition-Like Statements that are Actually Printing Statements

“Edition statements appearing on some non-English language publications (e.g., French, Spanish, Italian, Portuguese, German, etc.) reflect printing information rather than edition information. If the edition statement appears in conjunction with the printer’s name or the number of copies printed, generally consider the edition statement to reflect printing information and use the existing record. In all other cases, use judgment.”

- Edizione di soli 150 esemplari
- 16.-20. tausend
- 10.<sup>a</sup> edição



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## When to Input a New Record

### Disregard Edition-Like Statements that are Actually Printing Statements

When to Input a New Record: “Edition statements appearing on some non-English language publications (e.g., French, Spanish, Italian, Portuguese, German, etc.) reflect printing information rather than edition information. If the edition statement appears in conjunction with the printer’s name or the number of copies printed, generally consider the edition statement to reflect printing information and use the existing record. In all other cases, use judgment.”

This is in line with RDA 2.5.2.1, which says: “Note that in some languages the same term or terms can be used to indicate both edition and printing. A statement detailing the number of copies printed is not a designation of edition.”

It is also reflected in *Differences Between, Changes Within A2a*: “Consider also publication patterns in the country of publication when deciding if the difference is MAJOR or MINOR (e.g., edition statements in many Romance language publications may reflect printing information rather than edition information).”

These printing statements may take various forms, a few of which are exemplified on this slide.

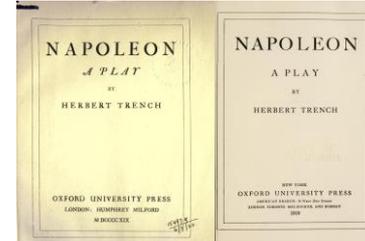
- Edizione di soli 150 esemplari
- 16.-20. tausend
- 10.<sup>a</sup> edição

When large ordinal numbers qualify one of those ambiguous terms that may mean either edition or printing (as in the third example), the statements are often indications of printing rather than edition and should be disregarded.

## When to Input a New Record

### Place of Publication

“[I]f the first place name reflects a different country, create a new record.”



OCLC

## When to Input a New Record

### Place of Publication

“When to Input ...” encourages catalogers to take into consideration such factors as the increasing globalization and corresponding consolidation of the publishing industry, subdivisions and hierarchies within publishing entities, and the various ambiguities of roles among publishers, distributors, and manufacturers (including printers).

But one rule generally applies to place: “[I]f the first place name reflects a different country, create a new record.” These two title pages illustrate different places of publication, London and New York, justifying separate records.

## When to Input a New Record

### Name of Publisher

“Specific differences in the producer, publisher, distributor, or manufacturer (including printer) ... justify a new record.”

245 00 Precision measuring : ‡b the depth gauge and inside micrometer.

260 ‡b Released by **Bailey Film Associates**, ‡c 1969.

300 1 film, 16 min. : ‡b sound, color ; ‡c 16 mm

245 00 Precision measuring : ‡b the depth gauge and inside micrometer.

260 ‡b **BFA Educational Media**, ‡f Made by Aircraft and Missile Films, ‡c 1969.

300 16 min. : ‡b sound, color ; ‡c 16 mm



## When to Input a New Record

### Name of Publisher

“Specific differences in the producer, publisher, distributor, or manufacturer (including printer) ... justify a new record.”

“When to Input...” includes additional details about differences that **do not** justify a new record, including:

- Variation in choice among multiple entities as long as one on the item matches and when the difference in choice is due to perceived ambiguity of prominence rather than actual differences in order.
- Variation in choice among multiple entities when the roles of those entities may be ambiguous.
- Variation in fullness of the entity name, such as “*John Wiley & Sons*” versus “*Wiley*.”

245 00 Precision measuring : ‡b the depth gauge and inside micrometer.

260 ‡b Released by **Bailey Film Associates**, ‡c 1969.

300 1 film, 16 min. : ‡b sound, color ; ‡c 16 mm

245 00 Precision measuring : ‡b the depth gauge and inside micrometer.

260 ‡b **BFA Educational Media**, ‡f Made by Aircraft and Missile Films, ‡c 1969.

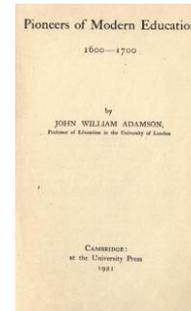
300 16 min. : ‡b sound, color ; ‡c 16 mm

The difference between “Bailey Film Associates” and “BFA Educational Media” justifies separate records.

## When to Input a New Record

### Dates

A difference in the coding of Dates or DtSt, alone or together, does not justify a new record. Compare field 260 subfield #c, field 264 subfield #c, field 362 subfield #a, field 500, and field 533 subfield #d for actual differences in dates to justify a new record.



## When to Input a New Record

### Dates

Take into consideration coded Type of Date/Publication Status (OCLC mnemonic DtSt, 008/06) and coded Dates (008/07-14), as well as fields 26X subfield \$c, field 362 subfield \$a, field 500, and field 533 subfield \$d for actual differences in dates to justify a new record. The different dates on these two title pages, 1905 and 1921, justify separate records.

For such non-print media as audio recordings, video recordings, and tangible computer files, also be aware of the guidelines that appear in BFAS fields 260 (<https://www.oclc.org/bibformats/en/2xx/260.html>) and 264 (<https://www.oclc.org/bibformats/en/2xx/264.html>) subfield \$c regarding the dates of first availability of different kinds of discs, tapes, files, and devices.

## When to Input a New Record

### Extent

Actual substantive differences in extent (more than three pages) justify a new record

100 1 Benson, Robert Hugh, #d 1871-1914.  
245 10 Lord of the world, #c by Robert Hugh Benson.  
260 New York, #b Dodd, Mead, #c 1908.  
300 xxv, **352 pages** #c 20 cm

100 1 Benson, Robert Hugh, #d 1871-1914.  
245 10 Lord of the World, #c by Robert Hugh Benson.  
260 New York, #b Dodd, Mead & Co., #c 1908.  
300 **384 pages** #c 20 cm



### When to Input a New Record

#### Extent

Actual substantive differences in extent (more than three pages) justify a new record.

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100 1 Benson, Robert Hugh, #d 1871-1914.  
245 10 Lord of the World, #c by Robert Hugh Benson.  
260 New York, #b Dodd, Mead & Co., #c 1908.  
300 **384 pages** #c 20 cm

The difference here between 352 pages and 384 pages justifies separate records.

For resources with fewer than ten pages, any difference in paging justifies a new record.

Variations that are the result of local binding, such as two separately published volumes bound together locally, do not justify separate records.

Differences in binding as published, such as three separately published volumes versus three volumes published as a single bound volume, do justify separate records.

**When to Input a New Record**

### Dimensions

A difference of more than two centimeters that is not a result of local binding or trimming may justify a new record

110 2	Rand McNally and Company.
245 10	Richmond street map / #c Rand McNally.
255	Scale [ca. 1:39,283]. 1 in. = approx. 0.62 miles.
260	[Chicago] : #b Rand McNally, #c [1984?]
300	1 map : #b both sides, color ; #c 81 x 74 cm, <b>on sheet 87 x 46 cm</b> , folded to 23 x 11 cm
500	Differs from another issue with same code no. and ISBN. Title panel has no price and sheet size is slightly larger.
110 2	Rand McNally and Company.
245 10	Richmond street map / #c Rand McNally.
255	Scale [ca. 1:39,283]. 1 in. = approx. 0.62 miles.
260	[Chicago] : #b Rand McNally, #c [1984?]
300	1 map : #b both sides, color ; #c 81 x 74 cm, <b>on sheet 84 x 46 cm</b> , folded to 23 x 11 cm
500	Differs from another issue with same code no. and ISBN. Title panel has price (\$1.50) and sheet size is slightly smaller.

When to Input a New Record

Dimensions

A difference of more than two centimeters that is not a result of local binding or trimming may justify a new record

110 2 Rand McNally and Company.  
 245 10 Richmond street map / #c Rand McNally.  
 255 Scale [ca. 1:39,283]. 1 in. = approx. 0.62 miles.  
 260 [Chicago] : #b Rand McNally, #c [1984?]  
 300 1 map : #b both sides, color ; #c 81 x 74 cm, **on sheet 87 x 46 cm**, folded to 23 x 11 cm  
 500 Differs from another issue with same code no. and ISBN. Title panel has no price and sheet size is slightly larger.

110 2 Rand McNally and Company.  
 245 10 Richmond street map / #c Rand McNally.  
 255 Scale [ca. 1:39,283]. 1 in. = approx. 0.62 miles.  
 260 [Chicago] : #b Rand McNally, #c [1984?]  
 300 1 map : #b both sides, color ; #c 81 x 74 cm, **on sheet 84 x 46 cm**, folded to 23 x 11 cm  
 500 Differs from another issue with same code no. and ISBN. Title panel has price (\$1.50) and sheet size is slightly smaller.

The difference here between the 87 x 46 cm sheet and the 84 x 46 cm sheet justifies separate records. The difference is corroborated by the helpful, if optional, notes in both records.

## When to Input a New Record

### Accompanying Material

“Absence or presence of field 300 subfield \$e indicating substantive accompanying material may justify a new record. Accompanying material may be cataloged separately or described in a note. Compare 5XX fields for actual differences in the absence or presence of accompanying material to justify a new record.”

100 1 Bianco, Margery Williams, ‡d 1880-1944.  
 245 14 The velveteen rabbit / ‡c by Margery Williams ; illustrated by David Jorgensen.  
 260 New York : ‡b Knopf : ‡b Distributed by Random House, ‡c ©1985.

**300 40 unnumbered pages : ‡b color illustrations ; ‡c 25 cm**  
**500 Issued also with audiocassette.**

100 1 Bianco, Margery Williams, ‡d 1881-1944.  
 245 14 The velveteen rabbit / ‡c by Margery Williams ; illustrated by David Jorgensen.  
 260 New York : ‡b Knopf : ‡b Distributed by Random House, ‡c ©1985.

**300 40 unnumbered pages : ‡b color illustrations ; ‡c 25 cm + ‡e 1 audiocassette (25 min. : analog)**  
**500 Audiocassette narrated by Meryl Streep; music by George Winston.**



### When to Input a New Record

#### Accompanying Material

“Absence or presence of field 300 subfield \$e indicating substantive accompanying material may justify a new record. Accompanying material may be cataloged separately or described in a note. Compare 5XX fields for actual differences in the absence or presence of accompanying material to justify a new record.”

100 1 Bianco, Margery Williams, ‡d 1880-1944.  
 245 14 The velveteen rabbit / ‡c by Margery Williams ; illustrated by David Jorgensen.  
 260 New York : ‡b Knopf : ‡b Distributed by Random House, ‡c ©1985.  
 300 40 unnumbered pages : ‡b color illustrations ; ‡c 25 cm  
 500 Issued also with audio cassette.

100 1 Bianco, Margery Williams, ‡d 1881-1944.  
 245 14 The velveteen rabbit / ‡c by Margery Williams ; illustrated by David Jorgensen.  
 260 New York : ‡b Knopf : ‡b Distributed by Random House, ‡c ©1985.  
 300 40 unnumbered pages : ‡b color illustrations ; ‡c 25 cm + ‡e 1 audiocassette (25 min. : analog)  
 500 Cassette narrated by Meryl Streep; music by George Winston.

- Input separate records to represent a resource issued without accompanying material and the same resource issued with substantive accompanying material.
- You can also catalog accompanying material separately; however, accompanying material should still be noted on the record for the parent item.
- Records for items reflecting each of these options above may coexist and are not duplicates.
- If the only record in WorldCat for your resource includes accompanying material but your item does not include accompanying material, use the existing record if it is not certain that the item was also issued without accompanying material.

The lack of a subfield \$e in field 300 in the top record and the presence of the subfield \$e in the bottom record, along with the corroborating notes in each record justify separate records.

## When to Input a New Record: Questions



This Photo by Unknown Author is licensed under [CC BY-SA](#)

*Thank you for your kind attention*

[askqc@oclc.org](mailto:askqc@oclc.org)

### **When to Input a New Record**

OCLC Bibliographic Formats and Standards (BFAS), Chapter 4

<http://www.oclc.org/bibformats/en/input.html>

### **Differences Between, Changes Within: Guidelines on When to Create a New Record**

ALA's Association for Library Collections and Technical Services (ALCTS)

<http://www.ala.org/alcts/sites/ala.org.alcts/files/content/resources/org/cat/differences07.pdf>

### **OCLC's "Cataloging Defensively" Page**

<http://www.oclc.org/en/events/cataloging-defensively.html>



When to Input a New Record: Questions

Thank you for your kind attention.

Outside of the context of this presentation, questions about "When to Input a New Record," DDR, and other WorldCat quality issues may always be addressed to [askqc@oclc.org](mailto:askqc@oclc.org).

On the screen, you see that AskQC address as well as the URLs for OCLC's "When to Input a New Record," the ALCTS document "Differences Between, Changes Within," and OCLC's "Cataloging Defensively" page.

Now it's time for your questions.

## Questions about the topic?



Hayley Moreno  
Database  
Specialist II



Jay Weitz  
Senior Consulting  
Database  
Specialist



Shanna Griffith  
Database  
Specialist II



Cynthia Whitacre  
Manager,  
Metadata Policy



Nathan Putnam  
Director,  
Metadata Quality



Robert Bremer  
Senior Consulting  
Database  
Specialist

**Please submit questions through chat**



## Any cataloging questions?



Hayley Moreno  
Database  
Specialist II



Jay Weitz  
Senior Consulting  
Database  
Specialist



Shanna Griffith  
Database  
Specialist II



Cynthia Whitacre  
Manager,  
Metadata Policy



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Director,  
Metadata Quality



Robert Bremer  
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Database  
Specialist

**Please submit questions through chat**



## Thank you!

Send cataloging policy questions  
at anytime to:  
[askqc@oclc.org](mailto:askqc@oclc.org)

Session links available at:  
[oclc.org/askqc](https://oclc.org/askqc)

### Next Virtual AskQC Office Hours:

Provider neutral cataloging  
Wednesday, February 13, 2019  
1:00 PM Eastern  
Register at [oclc.org/askqc](https://oclc.org/askqc)

Because  
what is  
known must  
be shared.®

