

Class Handout

Policies for Adding Original Records to WorldCat

Useful Web links

WorldCat Principles of Cooperation:

<http://www.oclc.org/content/dam/oclc/worldcat/documents/principles-of-cooperation.pdf>

Guidelines for Contributions to WorldCat:

<http://www.oclc.org/content/dam/oclc/worldcat/documents/guidelines-for-contributions-to-worldcat.pdf>

Bibliographic Formats and Standards (BFAS or Bib Formats):

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

- Chapter 1: Use AACR2 or RDA. Other standards
- Section 2.2: Other standards approved by ALA or LC allowed; Headings in new original records must conform to OCLC Authority File or be constructed according to AACR2 or RDA
- Section 2.3: Full, Core, Minimal, and Abbreviated levels defined; most common levels for OCLC members:
ELvl I (full); ELvl K (minimal)
See comparison chart
- Section 3.9 (Electronic Resources): only software, numeric data, multimedia, online services are coded as Type m (computer files). Internet resources that are primarily text are coded as Type a (Language material)
- Section 3.10 (Parallel records): if a matching record is cataloged in a non-English language, you may enter a parallel record in English
- Chapter 4: When to Input a New Record

RDA and OCLC:

<https://www.oclc.org/rda.en.html>

Includes links to:

- RDA resources page: <https://www.oclc.org/rda/about.en.html>
- OCLC RDA policy statement (effective March 31, 2013): <https://www.oclc.org/rda/new-policy.en.html>

PCC guidelines on hybrid bibliographic records:

<http://www.loc.gov/aba/pcc/rda/RDA%20Task%20groups%20and%20charges/PCC-Hybrid-Bib-Rec-Guidelines-TG-Report.docx>

Field 007 Values Table:

<https://www.oclc.org/bibformats/en/0xx/field007table.html>

Quiz: <http://www5.oclc.org/downloads/tutorials/marc/policies-quiz/story.html>

Encoding Level

Definition

- The degree of completeness of the machine-readable (MARC) record
- In *Bibliographic Formats and Standards*, see
 - Fixed field > ELvl: Encoding Level
 - Section 2.3: Full, Core, Minimal and Abbreviated-Level Cataloging (especially chart at end of section)

Encoding levels commonly used*

Code	Explanation
I (upper-case "eye")	Full-level input by OCLC participants Highest level possible
K	Less-than-full input by OCLC participants
3	Abbreviated level

*For original records contributed online; assuming your library is not a PCC/BIBCO/CONSER/NACO library

Encoding Level in Record Manager

WorldCat Record

LDR

cam la

Record Status	c - Corrected or revised
Type of Record	a - Language material
Bibliographic Level	m - Monograph/Item
Type of Control	** - No specified type of control
Encoding Level	I - Full-level cataloging input by OCLC participants
Descriptive Cataloging Form	a - AACR2

Encoding Level in Connexion

OCLC 567354921 No holdings in
No T@W hold

Books Rec s

Type a ELvl I

BLvl m Form o

Cont b

Desc a Ills a

WorldCat: The pillars of computation theory

OCLC 567354921 No hold
No TS2

Books Rec Stat

Type a ELvl I

BLvl m Form o

Cont b

Desc a Ills a

Input Standards Tables

246 Varying Form of Title (R)

Repeatable

Standard for ELvl I

Input Standards

Required if applicable/Optional

Subfields (R=Repeatable NR=Nonrepeatable)

‡a Title proper/short title (NR)
 ‡b Remainder of title (NR)
 ‡f Designation of volume and issue numbers and/or date of a work (NR)
 ‡g Miscellaneous information (NR)
 ‡h Medium (NR)
 ‡i Display text (NR)
 ‡n Number of part/section of a work (R)
 ‡p Name of part/section of a work (R)
 ‡5 Institution to which field applies (NR)

Input Standards

Mandatory/Mandatory
 Required if applicable/Required if applicable
 Required if applicable/Required if applicable
 Required if applicable/Required if applicable
 Do not use/Do not use
 Required if applicable/Optional
 Required if applicable/Required if applicable
 Required if applicable/Required if applicable
 Required if applicable/Optional

Standard for ELvl K

- **Mandatory:** Must be included
- **Required if applicable** or readily available: Cataloging rules say to enter it; and available from item in hand, other bibliographic records, or OCLC authority file
- **Optional:** You decide whether to enter