5 BIG Rules for Cataloging in CCLINC

I. ALWAYS search the CCLINC catalog FIRST, using multiple search strategies. Multiple search strategies to use: numeric (ISBN, ISSN, LCCN) and combination keyword (author AND title AND publisher AND year).

   Verify information beyond the author and title, including the edition statement (if present), the publisher, pagination, publication and/or copyright date. Order of preference: publication date, copyright date, printing dates (use only when no publication or copyright date is available). [If in doubt, refer to Chapter 4, When to input a new record, in Bibliographic Formats and Standards]

II. ALWAYS search WorldCat next IF no matching record is found in the catalog. Multiple search strategies to use: numeric (ISBN, ISSN, LCCN) and combination keyword. You can qualify searches by format and year if you use the Advanced Search feature.

III. ALWAYS use SmartPort to capture and import matching bibs one at a time into CCLINC.

IV. Do NOT modify or edit OCLC records after importing records unless you are filling in the 300 field.

   We define CIP data as information that goes in the 300 field (pagination, whether the title is illustrated or not, title’s size)—AND it can only be upgraded when no other school has yet attached holdings to the record!

V. Send the item(s) to Colleen if no matching bib is located. The preference is to send work forms first. Only send the actual item(s) when requested to do so. And ALWAYS feel free to report duplicate or problem records in the catalog, need records/holdings updated/upgraded, or you have questions.

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