

**Cataloging tips:** How to fill in a work form / Colleen Turnage (last updated 8/2/18)

	<b>Short Work Form</b>	1 title per sheet, with up to 30 titles per batch. Please do not rename sheets. Email form as attachment to <a href="mailto:turnagec@nccommunitycolleges.edu">turnagec@nccommunitycolleges.edu</a> . Suggested file name: schoolname-date (ex. Craven-27apr2016)
<b>CCLINC</b>	<b>Title control key no.</b>	If the record is already in CCLINC, enter the title control key no. here (ex. o00123456)
	<b>Classification no.</b>	If you already know the call number for your title, put it in this cell.
	<b>Barcode no.</b>	Enter the item ID (i.e., barcode) number that you've assigned your title here
	<b>Item type</b>	Enter the item type here (ex. BOOK, DVD, REFERENCE). Hint: use the System Policies lists!
	<b>Home location</b>	Enter the home location here (ex. STACKS, REFERENCE). Hint: use the System Policies lists!
	<b>Price</b>	Enter the price here (ex. \$14.99)
<b>OCLC</b>	<b>Control no.</b>	If you think you found a possible matching record on WorldCat, enter the OCLC# here.
<b>010</b>	<b>LCCN</b>	Enter the Library of Congress Control Number here. It's generally found on the title verso page as part of the CIP (Cataloguing-in-publication) data. (ex. 200214516)
<b>020</b>	<b>ISBN</b>	Enter the ISBN (International Standard Book Number) here. It can either be found on the back cover or on the title verso of the book
<b>022</b>	<b>ISSN</b>	If your title is a serial or periodical, enter the ISSN here. (ex. 0101-4585)
<b>100/110</b>	<b>Author</b>	Enter the author's name here (ex. Mitchell, Margaret)
<b>245</b>	<b>Title : subtitle</b>	Enter the title <b>as it appears on the title page</b> here (ex. Gone with the wind)
<b>250</b>	<b>Edition</b>	If your title shows that it is a particular edition, note it here (ex. 2 <sup>nd</sup> edition; Widescreen edition)
<b>260</b>	<b>Publication info</b>	Note the place of publication, the publisher's name, and the date published and/or copyright date here (ex. New York : McGraw-Hill, 2018)
<b>300</b>	<b>Physical description</b>	Note the # of pages or volumes (if it is a volume set) : whether or not it has illustrations ; and the height of the book in cm. (or its size in inches if a DVD)- (ex. 340 pages : illustrations ; 23 cm)
<b>504</b>	<b>Bibliography</b>	If your title includes a bibliography and/or an index, note that information in this cell.
	<b>Additional comments?</b>	Did you find your title on Amazon? If it has a "look inside" feature, you may want to include the link to it here.

You can add rows of cells by right clicking on a cell and selecting "Insert." You'll want to assign the appropriate MARC tag number and name when you do this. I suggest you refer to the [Cataloging MARC 101](#) handout or use [OCLC's Bibliographic Formats and Standards](#) to do this. **The more complete your work form, the better the odds for a full, complete, and accurate record being located or created, then added to the CCLINC catalog.**