Copy Cataloging in ALMA
(2-3-2021)

Common Commands

Add a delimiter (subfield)	F9
Add a line	F8
Browse the shelf list	Alt C
Delete a field	Ctrl F6
Delete the record	Ctrl d
Save the record	Ctrl s

Bibliographic Record

Leader (Ctrl F brings up form)

LDR	Logical record length (0-4)	02796	Record status(5)	c - Corrected or revised ▾	Type of record(6)	a - Language material ▾
	Bibliographic level(7)	m - Monograph/item ▾	Type of control(8)	# - No specific type ▾	Character coding scheme(9)	a - UCS/Unicode ▾
	Indicator count(10)	2	Subfield code count(11)	2	Base address of data (12-16)	00517
	Encoding level(17)	I - Full-level input by O ▾	Descriptive cataloging form(18)	i - ISBD punctuation includ ▾	Multipart resource record level(19)	# - Not specified or not ap ▾
	Length of the length-of-field portion(20)	4 - Number of characte ▾	Length of the starting-character-position portion (21)	5 - Number of characters i ▾	Length of the implementation-defined portion (22)	0 - Number of characters i ▾
	Undefined Entry map character position(23)	0 - Undefined ▾				

Acceptable values:

Record status(5): a, c, n , p
Type of record: a
Bibliographic level: m
Type of control: any
Encoding level: _(blank), 1, 4, 8, I, K, L, M
Cataloging form: a, I

a) Change encoding level 1, 8, K or M to I after editing the record

b) Consult with a TS librarian for all other encoding levels
   (Level J should not be used)

008 Field

Compare the information in the 008 to the information in the bibliographic record to make sure there are no discrepancies:

Publication status – Is there a single date of publication, two dates, or a range of date?

Date x – Should match the date in the record

Place of publication – Should match the first-named place in the record

Illustrations 1 – Is the book illustrated? If so, enter "a" in Illustrations 1.

Audience – Do not change

Form of item – Do not change

Contents – Select all that apply

Government. publication – Select appropriate value

Conference publication – Select 1 if a conference publication

Festscrift – Do not change

Index – Select 1 if the book has an index

Literary form -- Select appropriate value

Biography – Select appropriate value

Language – Select appropriate value

Modified record – Do not change

Cataloging source – Do not change

010 – Library of Congress Control Number

Check against book. Insert an 010 field for the LCCN if none exists AND all the other bibliographical information in the record matches the book.

020 – ISBN

Check against book. Insert an 020 field for the ISBN if none exists AND all the other bibliographical information in the record matches the book.

049 – Local Holdings Symbol

Change the 049 field to the OCLC holdings symbol that matches the library collection in which the book will be shelved.

NOTE: Watch for books about Pennsylvania. They receive a KZSE designation rather than KZSS. Also watch for oversize books that would qualify as Quartos or Folios.

050, 090, 099 – Call Number

If the book is to be shelved in the Library Science collection, insert the call number into an 099 field according to the instructions provided on a separate sheet.

If the book is to be shelved in MAIN, QUARTO, or FOLIO, follow the instructions below:

a) If there is a 050 or 090 field that contains a call number that is consistent with the library's policies, use it.

The library accepts most LC call numbers as assigned. However:

> 1) The library does not use the PZ schedule. Consult with a TS librarian if the assigned call number begins with PZ.
> 2) The library avoids the use of the Z schedule for bibliographies except when the subject relates to libraries, library collections, or the book publishing industry. Consult with a TS librarian if the assigned call number begins with a Z.
> 3) Watch out for dual call numbers. Sometimes a 050 or 090 will contain two call numbers. The clue to identifying these is the presence of a ‡a near the end of the call number. Consult with a TS librarian to find out which call number to use.
>
> Example:

| 050 | 0 | 0 | ‡a Z7164.C69 ‡b M54 1990 ‡a HX653 |

b) If there is a 092 field, delete it.

c) The hierarchy of fields for the call number are as follows:
   099
   092
   090
   050 Never change a call number in this field

d) Two or more types of call numbers (former X Suppression)

> On occasion, two or more different holding libraries will have the same title in their collection, but under different call numbers. Note the first OCLC code in the 049 field and its call number in the appropriate 05X or 09X field. For

successive call numbers add new OCLC codes in successive 049 fields with the new call number in brackets. Add new codes only and new call numbers only. Add the 949 copy information as usual. See below.

049	__	a KZSL	a KDOR [Sidman]
092	0_	a 811.54	b Si13b, 2006
100	1_	a Sidman, Joyce.
245	10	a Butterfly eyes and other secrets of the meadow

1XX – Main Entry (Usually an author's name)

Check against the book. There may be some variation between the author's name on the book and the main entry heading. Correct only obvious spelling errors. Never add or delete information from the 1XX. Consult with a TS librarian if there are significant differences between the 1XX and the author's name on the book.

245 – Title Proper and Statement of Responsibility

The title proper usually comes from the title page or from the book cover if there is no title page. Check for spelling errors, missing words, or other discrepancies and make the necessary changes in the record. Also check the Statement of Responsibility behind ‡c for errors and omissions and make the necessary changes in the record.

246 -- Alternate Titles

a) If a title includes an ampersand (&), create a 246 with the word "and" spelled out. The first indicator should always be 3 and the second indicator should always be blank.

Example:

| 245 | 0 | 0 | ‡a Ballet & modern dance / ‡c with contribution and critics. |
| 246 | 3 | | ‡a Ballet and modern dance |

b) If a title includes a number (1,2,3,etc.), create a 246 with the number spelled out. The first indicator should always be 3 and the second indicator should always be 0. Exception: Do not spell out dates, years, etc.

Example:

245	1	0	‡a 101 movement games for children : ‡b fun and learnin Huberta Wiertsema ; translated by Amina Marix Evans ; Bowman & Astrid Sibbes.
246	3		‡a One hundred one movement games for children
246	3		‡a One hundred and one movement games for children

c) Check the cover, spine, and running title (top or bottom margin of pages) for variations to the title proper on the title page. Create 246 fields for all variations. The first indicator should always be 1. Use the F2 function key to select the proper second indicator according to where the variation occurs.

Examples:

| 246 | 1 | 8 | ‡a How children learn | (spine title)

| 246 | 1 | | ‡i Subtitle on cover: ‡a Practical guide | (alternate title with explanatory note)

260 – Publication Information

Check the publication information in the book against the record. If there is any discrepancy other than a spelling error between the two, consult with a T.S. librarian.

263 – Prepublication Information

Delete this field if it appears in a record.

300 – Physical Description

a) Check a book against the physical description in the record. Correct any minor discrepancies. Consult with a T.S. librarian when there are major discrepancies.

b) If a book designated for the MAIN collection other than an art book (N classification), is bigger than 30 X 28 cm. but less than 40 X 40 cm. measured in either direction, it should be placed in the Quarto collection with KZS& designated as the holdings symbol in the 049 field. Any book larger than 40cm. measured in either direction should be placed in the Folio collection with KZS* designated as the holding symbol in the 049 field. Art books may not exceed 34 X 28 cm. measured in either direction for inclusion in the MAIN collection.

```
300          ‡a xviii, 622 p. : ‡b ill. ; ‡c 26 cm.
```

c) If the plates included in the item fall inside of the pagination, format using one
   of the following:

   xx, 309p., [10] p. of plates
   [5] leaves of plates

504 -- Bibliographical Reference Note

If a book contains bibliographical references in any form, create a 504 field.

Examples:

Bibliographical references interspersed throughout text:

```
504          ‡a Includes bibliographical references.
```

Bibliographical references contained in an identifiable section of book:

```
504          ‡a Includes bibliographical references (p. 175-180).
```

500 – Index

If a book contains and index, create a 500 field.

Example:

```
500          ‡a Includes index.
```

Alternatively, if a book contains and index and also contains bibliographical
references, make note of the presence of the index in the 504 field.

Example:

```
504          ‡a Includes bibliographical references (p. 123-124) and index.
```

505— Contents

first indicator 0: entire works in hand.

505 0_ ‡a Book one. The journey--Book two. The mine--Book three. The war.

590 – Gift Note

If a book is a gift and there is a gift plate in the front of the book including the name of the donor, create a 590 note using the same wording as the gift plate.

Example:

590	‡a Gift of Dr. Homer C. Welsh.

600, 610, 650, 651 – Subject headings

a) In all non-fiction books, there should be at least one 6XX field. Most fiction books have subject headings as well but some do not. If any book does not have at least one 6XX field with a second indicator of 0, consult with a TS librarian who will assign subject headings.

b) Delete all subject headings in 600, 610, 650, and 651 fields that are not Library of Congress subject headings, e.g. do not have 0 in the second indicator.

Do not delete 653 genre headings.

c) In the 6xx field, the following subfields are used:
    a--primary topical subject or place element
    b--element following place element
    x--general topical subdivision
    y--period subdivision (date, century)
    z--place subdivision
    v--form subdivision

949 – Local Holdings Information

When the library owns multiple copies:

a) Place all relevant OCLC holdings symbols in the 049, each in its own ‡a.

Examples:

Multiple copies in a single location:

049	‡a KZSJ

Multiple copies in multiple locations:

049	‡a KZSS ‡a KZSJ

b) Record copies owned in a 949 field at end of the bibliographic record.

Examples:

Multiple copies in a single location:

949	‡a KZSJ ‡a KZSJ ‡c 2

Multiple copies in multiple locations:

949	‡a KZSS ‡a KZSJ ‡c 2

 More than two copies in multiple locations

 949   #a KZSS #a KZSJ #c 2--3

c) Add copy number to call number on label for 2nd and subsequent copies.

When a title consists of more than one volume, record the copies owned in a 949 field at the end of the record.

Example:

Title consisting of three volume:

949	‡a KZSS ‡v 1--3

Holding Record

Click 🔍 to access the holding record

Holdings	Working on - Frida Kahlo y sus an (22144179490003565), C

LDR	#####nx##a22#####4n#4500
008	1011252p####8###1001aueng0000000
852 0	$$b kutz $$c MAIN $$h ND259.R5 $$i B76 2017

Leader -- do not alter

008 – Fixed length data elements

008	Date entered on file (0-5)	101125	Receipt or acquisition status(6)	2 - Received and complete ▾	Method of acquisition(7)	p - Purchase ▾
	Expected acquisition end date (8-11)	####	General retention policy(12)	8 - Permanently retained ▾	Policy type(13)	# - No specif ▾
	Number of units(14)	# - No information provided ▾	Unit type(15)	# - No specific retention pol ▾	Completeness(16)	1 - Complete ▾
	Number of copies reported (17-19)	001	Lending policy(20)	a - Will lend ▾	Reproduction policy(21)	u - Unknown ▾
	Language (22-24)	eng - English ▾	Separate or composite copy report(25)	0 - Separate copy report ▾	Date of report (26-31)	000000

Acceptable values:

Receipt or acquisition (6): 2
Method of acquisition (7): p (purchase) or g (gift)
General retention (12): 8
Policy type (13): #, l
Completeness (16): 1
Lending policy: a (will lend) or b (will not lend)
Language: eng, spa, etc.

852 – Location (and Call Number)

| 852 | 0 | | $$b kutz $$c MAIN $$h ND259.R5 $$i B76 2017 |

Indicator 1: 0 (LC call), 1 (Dewey), 9 (Other)
Subfield b is always kutz
Subfield c is the ALMA Location Code.
 Click Ctrl F to get a dropdown to pick from
 Delete Classification (h) and item (i)
 Click Ctrl S – the correct call number should appear

Item Record

Click into the bib record to make the icon appear
Click the ellipses on the holding record and then View Items
Click the ellipses and choose "Edit" to edit the item
 Scan the barcode last!!! (If you scan it first the record will save and close)
 Check information in yellow for accuracy
 Scan barcode

Rescan the barcode into the search box to make sure the barcode copied properly into the item record.