Hi everyone,

The Cataloging Committee has been busy and productive the last few months. The committee has held three formal meetings and three teleconferences. Feedback received from the two open-forum meetings held in July and August was reviewed and tasks prioritized. The committee’s primary activities have centered on the MARC Enhancement project and creating item templates for cataloging best practices. Each project is described below in greater detail.

1. MARC Enhancement project:
The committee has been working with Backstage Library Works to build our de-duplication, authority, RDA enrichment, and machine upgrade profiles. The de-duplication profile has taken several revisions in order to define parameters that will de-dup our catalog and not lose important content. During the de-duplication profile creation process, we have identified a variety of cataloging strategies that are being used throughout the consortium. The differences in cataloging techniques have provided challenges for merging records and de-duplication. As a result, some records will not be able to merge properly. Individual libraries will be contacted and provided with a list of records that could not be merged correctly, and thus need to be corrected by each library.

Details about the de-dup profile: The de-dup profile is currently retaining the largest record for matching. Several tags are being ignored for determining the ‘largest record’, for example, the 852, 520, 505, and 9xx fields. All 901, 035, 856, 520, 505, 082, 092 tags will be retained and merged if the tag exists in the merged records. The 050, 596, and 999 tags will be deleted from all records. There are quite a few other factors that are a part of the de-dedup profile. I have attached an example copy of the de-dup profile to this email for those that are interested.

We have also worked on the other 3 profiles. For the RDA profile, we will be validating the 010, 020, 022, and 034 fields as well as leader and fixed fields. We are enriching AACR2 records with RDA elements. The 005 tag will be added if it is missing, title fields will be updated, commonly-known abbreviations will be expanded, the 336, 337, and 338 fields will be added, 264 tags will be added. Some special considerations have been made for hybrid records because of Evergreen. For example, the 245 $h GMD will be retained if it exists in a record.

For the Authority profile, the LDR, 006, 007, and 008 fields will be validated. Obsolete fields will be deleted, 1st and 2nd indicators will be updated, the 4xx/8xx tags will be converted to 490-0 or 490-1/8xx formats, and single headings will be split into multiple headings as appropriate. Right now we are removing unmatched, Canadian, and MeSH headings.

Once these profiles are finalized, we will make them available.

At the present time, we are targeting that Backstage will grab our data on November 26th for a final export. They will enhance our records using the 4 profiles and re-import our catalog data during the first week in December. From November 26th through the first week in December, no cataloging can be done or it will be lost!

I am coordinating the final dates now and will let you know the EXACT dates during which NO cataloging can be done. I will send an email out to both this listserv and the NC Cardinal Announce list.

2. New item templates:
Twelve (12) templates have been created for the following item types: Audio, Blu-ray DVDs, books, computer files, DVDs, eBooks, games, kits, maps, music audio, large-print materials, and VHS templates. These templates include the tags that the committee recommends for cataloging these item types. If a record is imported into NC Cardinal, these templates should be reviewed and any tags not already included in the record should be added.

The templates will be added to the Cataloging Best Practices document.

3. Cataloging Best Practices:

A draft document is in process. This document will include the recommended item templates just discussed along with other cataloging recommendations on issues that have been discussed in the forums and on the listserv. The cataloging document, and/or parts of it, is targeted to be available by the end of December.

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