

BLACKWELL APPROVAL RECEIVING/COPY CATALOGING

****All work is done in the Cataloging Module**

- Retrieve the record for each title using the bib id# on the working invoice (alt + rib)

*****NOTE** : In this document, \$ is the character used for the delimiter in the MARC record. The delimiter & a lower case letter, or subfield code, separate each subfield. The delimiter & the subfield code should be separated on either side by a space. To enter a new subfield, place your cursor at the end of the preceding subfield. F9 will enter the delimiter & the preceding space. Type in the subfield code & it will automatically enter the following space. Enter the subfield information.

DLC COPY CATALOGING

--monographs & complete monosets—type "a", bvl "m", English language or Roman alphabet ONLY (refer to *DLC materials not cataloged in Acquisitions* document for a complete list of exceptions)

***Verify/edit/delete the following fields on a DLC bibliographic record:**

- Leader: type of record: a
bibliographic level: m
- 008: publication status: date 1 & date 2 (as needed)
- 010: Library of Congress #
- 020: ISBN
- 040: DLC must be somewhere in the field. **If not, route to Cataloging***
- 049: input stamps for location
- 050: call number. Missing, incomplete, PZ, Z1201+ or plain M, **route to Cataloging**
- 1XX: main entry author
- 245: title
- 250: edition
- 260: imprint/date
- 300: physical description
- 4xx/8xx: series
- 504: bibliography note
- 520: summary note
- 856: electronic access

1. **049: input stamp** – Blackwell approval titles are primarily cataloged for only 4 locations: Main stacks, Sci stacks, Main Ref, & Sci Ref.

GUAA is the default location on the *GIL* record & the *Main stacks input stamp*

GUAS = Sci stacks

GUAC = Main Ref

GUAQ = Sci Ref

Refer to the *Input Stamps for 049 Locations & Call Number Prefixes* document for a complete list & note these following exceptions.

- **Z1-1200 & ZA** – add **[Main]** before the input stamp
- **ML134** – change **GUAA** to **GUA#** for Music Reference

NOTE: For added locations, use only one **049** field for all locations & add an additional \$a before each input stamp.

2. **050: Library of Congress call#** - must be complete

The call# must be complete. Do not catalog **G1000+**, **PZ**, **Z1201+**, & plain **M** classifications. Route to Cataloging.

NOTE: **090** = local call#. For DLC analytics, use the call# from the parent set. If the call# on the analytic record differs from the parent call#, copy the call# of the parent and paste it into the **090** of the analytic record.

3. **260/050/008: dates of publication**

The date of publication in the 260 field should agree with the date in the 050 & the 008.

EXCEPTION: If the title is a conference proceeding, the year of the conference is used in the call# & the date of publication is used in the 008 & 260.

4. **300/504: physical description/bibliography**

If there is no information in the 300 field or it is incomplete, &/or the page numbers are missing from the 504, enter the information appropriately. Refer to the 300 field format document.

5. 4xx/8xx: series tracing

If there is a 4xx/8xx series on the bib record, search this title in GIL to determine if the book is an added volume to a serial or monoset.

If a record is found, refer to the *Blackwell Approval Added Volume procedures document* for complete instructions on processing these.

If only individual titles are found, retrieve one and check the series authority. From the bib record, enter **alt+ra** to display the **series authority record**. Refer to the **644**, **645**, & **646** fields for the series treatment. A traced series should have the following subfields: **644 \$f**, **645 \$t**, & **646 \$s**. If these differ, check for a **699** field which will display the local treatment for this library. If these differ & there is no 699, follow the *Blackwell Approval Added Volume procedures* for instructions on receiving the title as a new serial or new monoset.

6. 520/856: summary notes/electronic access links.

Refer to the document *LC's Bibliographic Enrichment Project* for editing/deleting these fields.

7. 910: DLC cataloging record code

If you catalog the record you must also add a 910 field. All MARC fields should be in numerical order. Place the cursor on the bib record in the proper place & use **F4** to insert a new field. Use **F6** to enter the cataloged record code & date received information. **F6** is a macro set for this specific field.

e.g., 910 \$a CC \$x date recd (YYYY.MM.DD)

NOTE: NON PROMPTCAT (DLC) records will load with a 910 & BO record code along with 980/981 info. *Do not add a date received after this code. Add date received in 981 only. See NON PROMPTCAT RECEIVING GUIDELINES* for complete processing information for these records.

8. 9XX: local receipt information

980/981 fields - All Blackwell approval records are loaded into GIL with these fields in place. They contain Blackwell order & invoice information. **DLC (PROMPTCAT)** records will have **CC** record code in the **\$p** of the **981**. Add **\$b** date received after the **\$p**:

e.g. 981 \$a a21854 or a21855 \$p CC \$b a.date received
(YYYY.MM.DD)

9. Save the bib record to the database (alt+rv)

The **Authority Validation Box** will display. If there is a series on the bib record, check the series validation. Refer to the *Checklist for Series Workflow* document & follow the validation process. Click continue (**alt+n**) to complete validation & save.

***Retrieve the MFHD.** If you create a MFHD, you must save it before you proceed.

1. Edit the 852:

- Copy call number from bib record (**Ctrl+N**) into **\$h**. If the call# has a double cutter, place another **\$i** before the 2nd cutter. The 1st part of the call# in **\$h** is the class# & the 2nd part of the call# in **\$i** beginning with a decimal followed by a letter & number(s) is the cutter. If this is followed by another letter & number(s), the call# has a double cutter. Insert another **\$i** before the 2nd letter & number group.
- Change stacks location **\$b** to the appropriate floor level code or appropriate location. **Ctrl+L** displays the valid codes or refer to *Input Stamp for 049 Locations* document.
- Add call number prefix **\$k**, if needed. Put the **\$k** BEFORE **\$h**. Refer to *Input Stamps for 049 Locations* document & the short list below:
 - Folio books (30+ cm.), add call number prefix of **Folio** in **\$k**. If the piece is for a location other than the stacks & is also folio, add both in the **\$k** with the location first, e.g. **\$k Main Ref Folio**
 - For **Z1-1200** & **ZA**, add a **\$k Main**

EXAMPLES:

852 0_ \$b location \$h class number \$i Cutter

852 0_ \$b Main H \$h HF5549.5 \$i .M63 \$i M7473 2000

852 0_ \$b Mn Ref \$k Main Ref Folio \$h HV875.64 \$i .F74 2000

2. Edit the Leader/008:

- For single monographs: Type of Record x: Single-part item holdings
Encoding Level 1: Holdings level 1
- For complete monosets: Type of Record v: Multipart item holdings
Encoding Level 4: Holdings level 4
- 008: Method of Acquisitions status: p = purchase

3. Enter 866 holdings *for complete monosets or added locations monosets only*:

Add an 866 field with 1st indicator 3 & 2nd indicator 0. In \$a, add holdings information. See *Captions, Etc. Used to Record Holdings and Mark Pieces* document (formerly *Standard Usage for Holdings Data to be used in MFHDs, Item Records & Marking Pieces* document).

****ROUTE ALL ADDED LOCATIONS SERIALS TO UNIT HEAD.**

4. Save MFHD (alt+rv).

5. Create the item record (alt+rt). The item record will display.

- Add the barcode. Scan the barcode.
- Set *Item Type*. Refer to the *Item Types* document.
- Enter enumeration, if needed. Refer to the *Captions, Etc. Used to Record Holdings and Mark Pieces* document.
- Adjust the item status. Open the item status box (graph icon) in the bottom left corner of the item record. Books routing to:
 - Cataloging = in process
 - Marking/hdbd = not charged
 - Marking/pbk = at bindery**
- Statistical category. *Did you set this default in your receiving preferences???* If not, open the statistical category box (pie icon) at the bottom of the item record & set this for:
 - BNA DOMESTIC app/o/a21854 or
 - BHB univ press/o/a21855

NOTE: **For a list of locations that do not go to the Bindery, refer to the *At Bindery Item Status* document.

- **Save item record.**

6. Print label.

- **paperbacks:** from the item record, use **alt+f1**. A window will open & display the call#. Format appropriately & click print. Mark books for Science with an "S" on the printout & place printout in book.
- **hdbd: *set defaults for label printer & SNAG IT SOFTWARE.*** Highlight call# box on item record, press **ctrl+shift+p** & press **enter**. A window will open & display the call#. Format appropriately & click finish to print the label. Mark books for Science with an "S" on the back of the label & place label behind the title page.

7. Dot & slash:

On the title page of paperbacks going to Binding, **dot the first letter of the author's last name & slash the first & last words of the title. Use the title in the 245 \$a only. If the record has an author in the 100 field but not on the title page, pencil it on the title page in brackets. Do not dot & slash analytics.**

8. Record statistics according to departmental requirements.

9. Route:

- **Cataloged, including rush to Marking truck**
- **Added volumes to added volume shelf**
- **Uncataloged titles to Cataloging truck or to the appropriate location for routing to Cataloging. For a complete list of locations, refer to the *Firm Order Routing Procedures* document.**

*** PromptCat considers the following to be DLC and will send as "CC" records. UGA only considers the #1 source as DLC:**

1) Library of Congress (includes LC copy cataloging);

2) NCCP libraries;

3) PCC libraries; minimal-level upgrades and member-input based on LC.

When members of any of the 3 above groups catalogs/updates a record, it is coded with a 'c' in Srce (source) in the fixed field. Currently, this indexes the record as a DLC

record, and PromptCat delivers them as DLC records. When either a nccp or pcc updated record is received from PromptCat as a DLC record, (nccp or pcc will be noted in the 042 field) it will be considered as a non-DLC record by UGA Libraries and the book will be sent to Cataloging as non-DLC. Retain the "cc" record.

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