

Module 7: Copy cataloguing (monographs)

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7.1 Checking descriptive fields for a match

If you find a good match in OLIS you must use it *unless* it has a RTP field with the text '**Keyed**', '**Google**', '**Inventory Control Project record**' or '**Pre-1920**'. If it does, create a new record and then send the system numbers of the old and new records to BMAC (dbmaint@bodleian.ox.ac.uk).

If you find a near-match with the RTP '**Matched**', please refer this to BMAC, who will check the Bodleian copy and correct the record if necessary, so that you can then decide if you have a true match.

In the very rare cases when you find an OLIS record which does not have enough data for matching and for which there is no Bodleian copy (typically a brief order record created from inadequate data) you may create a new record and then inform BMAC of the old and new system numbers.

When matching, ignore any data in the record which is in **square brackets**.

ISBN	Field: 020 __ Subfields: \$a Valid ISBN \$z Invalid ISBN \$q qualifier
<p>May be taken from any source, because sometimes assigned retrospectively to a resource originally issued without one.</p> <p>A record may cover multiple parts of a set, or hardback and paperback issues, or issues from different publishers publishing jointly, or ordinary and international editions, each of which may have its own ISBN; be careful to match only on relevant ones.</p> <p>If record and resource both have relevant ISBNs these must match, but if one has an ISBN and the other does not, that's OK. (Any ISBNs found only on the resource should be added to the record.)</p> <p>- If the existing record is for a hardback you may optionally add the <i>first</i> paperback issue if it matches on everything except ISBN, by adding the paperback's ISBN to the existing record. If you are not sure you have the <i>first</i> paperback, do not add it.</p> <p>13-digit, 10-digit, 9-digit and 5-digit, and ISBNs may be the 'same' number. The core number for matching is in 1-8 of 9 digits, 2-9 of 10 digits, 5-12 of 13 digits.</p>	
Title	Field: 245 ?? Subfields: \$a Title. \$n Part number, \$p Part title :\$b Remainder of title /\$c Statement of responsibility.
<p>From title-page or from a source specified in a 500 note. Ignore capitalisation and minor omissions.</p> <p>AACR2 records may include \$h[General material designation], indicating material type; these should match the resource.</p>	
Varying title	Field: 246 ?? Subfields: \$i Display text: \$a Varying form of title. \$n Part number, \$p Part title :\$b Remainder of title
<p>If there is a 246 whose 2nd indicator or subfield \$i stipulates that the variant title is found somewhere on the resource, this is a matching point.</p>	
Edition	Field: 250 __ Subfields: \$a Edition statement /\$b Statement of responsibility for edition.
<p>From somewhere on the resource, unless in square brackets. Ignore capitalisation, abbreviations and numbering style. Older records might omit statements about the first edition or put statements not implying change of content (e.g. 'Anniversary edition') in notes.</p>	
Publication	Field: 264 _1 Subfields: \$a Place of Publication :\$b Publisher, \$c Date of publication.
<p>From somewhere on the resource, unless in square brackets. Only first place and publisher are required.</p> <p>Slight differences in how place or publisher is presented do not matter, but a different place or imprint (even if both imprints are owned by the same organisation) requires a new record. Records with Record Types 'Keyed' or Pre-1920' give date of printing rather than publication, and records with 'Matched' were matched to earlier records using fuzzy criteria; in case of near match, consult BMAC.</p>	
Copyright date	Field: 264 _4 Subfield: \$c Copyright date
<p>From somewhere on the resource.</p>	
Physical description	Field: 300 __ Subfields: \$a Number and type of carrier :\$b other physical details ;\$c dimensions +\$e accompanying material.
<p>Should correspond with resource, except that (i) pagination ignores unimportant unnumbered pages and usually just records the last numbered page of each sequence; (ii) dimensions of printed resources may vary by up to 2 cm.</p>	
Series	Field: 490 1_ Subfields: \$a Series statement, \$x ISSN ;\$v volume number
<p>From series title page, or same source as title, or cover, or rest of publication. If some but not all parts of a multipart are in a series, this information should be in a 5XX note rather than 490.</p> <p>In older external records you might find series information in the obsolete 440 field.</p>	
Note	Field: 5XX __ Subfields vary.
<p>Most notes are free text. They may include details relevant to matching, e.g. descriptions of accompanying material.</p>	

7.2 Checking access points in Aleph

- In controlled fields, OLIS bibliographic records should always use authorised access points from the Library of Congress's Name Authority and Subject Headings files (LCNAF and LCSH), if available. Records in LCNAF are usually called 'NACO' records, because they are created by Name Authority Cooperative Program cataloguers.
 - LCNAF and LCSH are available in OLIS as the AUT10 base. You can find details of Aleph's streamlined functions for checking access points (Ctrl-F3 and F3), with screenshots, in [Aleph Cataloguing module - MARC records](#). Ctrl-F3 searches AUT10, while F3 just searches for access points used in OLIS bibliographic records, so it does not show everything from AUT10 and it shows some access points which are not in AUT10.
 - For subject heading strings which are not fully established, you can check the subdivisions individually by using Ctrl+F4; but please remember that you may also need to check SHM instruction sheets for details.
 - Ctrl-F3 and Ctrl+F4 launch a browse-type (left-anchored) search, so if they do not find what you want and there is any doubt about how the access point or subdivision should begin, please make sure that there really is no authorised form available by doing a keyword search (Search tab, Find node, with Base as AUT10).
 - If it is possible that an access point has been created recently, please also check LC Authorities or Classification Web, because AUT10 is always a few weeks out of date.
 - If you find a NACO record with the 667-field message 'THIS 1XX FIELD CANNOT BE USED UNDER RDA UNTIL THIS RECORD HAS BEEN REVIEWED AND/OR UPDATED' you should use it, but tell [BMAC](#).
- If there really is no authorised access point available:
 - For titles of works, for names of persons and bodies, for names of families to be used in 1XX/7XX, and for names of places coextensive with jurisdictions:
 - Check for a matching access point in OLIS bibliographic records by using F3. You should use any access point you find as long as it really is for the same entity (check this by using View Docs to look at the linked bibliographic records) and is correctly formed according to RDA instructions.
 - If you find nothing, create an access point yourself in the bibliographic record using the relevant RDA rules (see [Module 2](#)), unless the entity is important enough to need a proper NACO authority record.
 - If you find an access point which does not comply with RDA, create a new access point, but tell [BMAC](#) about the old and new access points.
 - If you think that the entity is important enough to need a proper NACO authority record, please send a request to [BMAC](#), including any information you have about the entity (e.g. a person's dates) and the system number of the bibliographic record in which you created the access point. It is particularly helpful if you can supply information to differentiate the entity from others with similar names.
 - For topics, for names of places *not* co-extensive with jurisdictions/communities, for names of families to be used in 6XX, and for subdivisions:
 - Please do your best with the available headings and free-floating subdivisions, e.g. using title searches in OLIS to find materials on similar subjects which might give you ideas, using the keyword search in Classification Web and exploring the Subject Heading Manuals for subdivisions and special topics.
 - Do not just copy strings from other bibliographic records without checking that they are correctly formed.
 - If you think that a new subject heading or subdivision (or a change to an existing one) is really necessary, please contact [BMAC](#).

7.3 Using a matching OLIS record

7.3.1 When to use

- If OLIS already has a record which matches your resource in all descriptive fields you must use it *unless*:
 - there are multiple matching bibs - if there are, ask BMAC to sort them out before adding your resource; or
 - the record has an RTP field with the text 'Keyed' or 'Pre-1920' or 'Google' or 'Inventory Control Project record' - if it has, add a new record to OLIS and send the system numbers of both old and new records to BMAC so that they can check the match, move old holdings to the new record and delete the old record.
- If OLIS has a record which either is a very near match or has the RTP 'Matched' and is fairly similar, please ask BMAC to check the resource and correct the record if necessary so that you can decide whether it is a true match.

7.3.2 What to look out for

- Alpha fields
Aleph allows the use of nonstandard fields with alphabetical tags (see Appendix 1 for full list). Among others, OLIS uses:
 - RTP (Record Type) fields, which indicate that a record was created to a certain standard or as part of a certain project and in some cases restrict export;
 - STA fields for temporary statuses, which usually indicate that the record is awaiting further work and always restrict export to some extent;
 - OWN fields, which mean that only members of a specialist group can edit the record;
 - LKR fields, which either link bibliographic records or control circulation, e.g. for items bound together, and must not be overwritten;
 - SOL fields, which are added to control the behaviour of data in SOLO, and must not be overwritten.
- Encoding levels (LDR 17)
These are MARC codes which indicate the standard or history of the record (see Appendix 1 for full list).
- Aleph warnings
When you save or check a record, Aleph may produce either
 - red warnings, for errors which must be dealt with before the record can be saved
 - green warnings, which do not always indicate errors and can be overridden, but must be acted on before saving if they are (i) about real errors and (ii) in fields/ subfields which you have been trained to deal with.
- Deleted records, i.e. records whose status (LDR/05) is 'd' (= Deleted) - this must be changed to 'c' (= Corrected) before you add your resource. You are actually unlikely to find records with this status, since they do not appear in the normal indexes and can only be found by their system number. Once a week records with this status code are cleaned out of OLIS, and RLUK and OCLC are notified that they should be deleted from COPAC and WorldCat.
- On-the-fly records These are very brief records created in the Circulation module for resources urgently wanted by users. They have the status SUPPRESSED, so they should not appear in SOLO. The resources should be referred to cataloguers for thorough upgrading as soon as they are returned.
- Elderly records If you are just adding an item to a full-level OLIS record you are not expected to check it for quality, even if it is quite old. But if you do have reason to edit an elderly record:
 - check all 1XX and 7XX controlled access points, because OLIS only adopted LCNAF access points in 1997;

- check for obsolete MARC coding, e.g. 440 instead of 490 1_ + 8XX, 740 for variant titles instead of 246, \$x instead of \$v in 6XX.
- **Brief order records in the wrong format** Acquisitions cataloguers can create brief records for orders using a form in the Acquisitions module, but this is available only in BK format and has book-type 33X. You may therefore find that you have to change the format of a brief order record before upgrading it. Since July 2013 Acquisitions cataloguers have been asked to make a 500 note if the format and 33X need changing, but it may be a while before this becomes regular practice.
- **AACR2 records** (LDR 18 = 'a'; no 040\$erda; 'AACR2' appears on 'Descriptive cat' line of Full display) Most OLIS records are still AACR2.
 - If you are just correcting typos or changing controlled access points or changing indicators or 00X codes, leave the record as AACR2; do not change its abbreviations, date formats, etc.
 - If you are upgrading the record or editing it substantially, convert it thoroughly to RDA; for details see [Dealing with AACR2 records in the RDA environment](#).
 - If you come across a record with the STA field 'Check: English? RDA? MARC21? LCSH?' this is a record which has had a fix applied to help with conversion but has not yet been checked and edited. If you have the resource in hand, please make all the necessary checks and then remove the STA.
- **Foreign-language records** Sometimes records created by foreign-language agencies are downloaded accidentally. They are identified by a code other than 'eng' in 040 \$b and may well have foreign-language text where you would expect English, e.g. in 300 and 5XX, as well as nonstandard access points and MARC, and they may lack LCSH. They need to be converted to 'new' English-language records, using the instructions at [Converting foreign-agency records](#). You may also come across records with similar puzzling elements even though they do have 'eng' in 040 \$b. If they have '990909' in 008/00-06 and (in the Search tab's MARC Tags view) a CAT field 'FORLANGFIX', they are some of the thousands of records which in 2013 were found to have a foreign-agency code and therefore had a fairly crude fix applied to give them new identities. Please edit them as necessary.

7.3.3 When to edit

- **Never edit or overwrite an OLIS record if:**
 - it has an OWN field for a group to which you do not belong - please send any corrections to [BMAC](#) for the 'BMAC' group and [CSS](#) for other groups
 - it is for a kind of material for which you do not yet have adequate training or documentation - please see [Module 5: Special materials](#) and the Special Materials section of the [Cataloguing documentation](#) page;
 - it is in a language or script which you do not know well enough - please see [Module 4: Foreign-language materials](#) and the Foreign Languages and Nonroman Scripts section of the [Cataloguing documentation](#) page. There is an option documented in Module 4 of making simple level-7 records for difficult foreign-language material. If you are stuck, please contact [CSS](#)
- If a record has an RTP field with the text 'Shared Cataloguing Programme' it should not be overwritten, but may be edited if there are important additions or corrections. Please notify [CSS](#), because these records are our BNB contribution and any enhancements should be sent to BNB.
- **When editing OLIS records, never edit a field which you do not thoroughly understand:**
 - Do not delete fields just because they are not required by OLIS, but *do* delete any 263 fields (projected date of publication for CIPs - misleading once the resource has been published).
 - If a field you are not trained to edit is generating green warnings, override them.

- If a field you are not trained to edit is generating red warnings and is neither required by the OLIS Standards nor an 880, 035, 040 or alpha field, delete it entirely.
- If a field you are not trained to edit is generating red warnings and is either required by the OLIS Standards or is an 880, 035, 040 or alpha field, please contact [CSS](#) or [BMAC](#).
- Always check through and edit or overwrite an OLIS record before adding your item(s) if:
 - you are extending its coverage, e.g. adding details of further parts to a record for a set
 - it has an RTP field with the text 'Circulation-on-the-fly';¹ or,
 - its encoding level is '8' or '1', showing it to be a CIP record;² or
 - it has an STA field with the text 'MINIMUM LEVEL ... RECORD';³ or
 - it has an STA field with the text 'ORDER RECORD' and is not a full-level record derived from LC or BNB (see below); or
 - it is coded in 040 \$b as from a foreign-language agency (see 7.3.2, above); or
 - you notice that it is incorrect, incomplete or confusing in ways which would make it difficult for a user to find the record or identify the material described.
- You may also edit an OLIS record if:
 - it has an RTP field with the text 'Oxford ... Record' or 'Matched' and your institution has the resource and wants a full-level record for it; or
 - it is an elderly record (roughly, pre-2000) and your institution particularly wants to be sure of an up-to-date record (see 7.3.2, above); or
 - it lacks some details which would be of real value for finding or identification; or
 - it lacks some details of particular relevance to your institution, e.g. the involvement of a college member.
- Once you have edited a record to meet the OLIS Standard for full-level records:
 - remove any redundant STA or RTP fields,
 - remove any 263 fields,
 - make sure that the Encoding Level (LDR 17) is blank (= Full).
 - If the status (LDR 07) is 'n' (= New), you may change this to 'p' (= Upgraded) when dealing with level-8 and level-1 records and 'c' (= Corrected) when dealing with any others. This is not essential.
- Please add an STA field with the text 'PROVISIONAL' before saving any record which requires further work or checking.

¹ These are vestigial records created on-the-fly within the Circulation module for uncatalogued material which is urgently needed by a reader.

² CIP records are sometimes supplied with material delivered to the Bodleian by the Agency for Legal Deposit Libraries. You can identify these because they will have an 035 field including the Agency's MARC code, 'StEdALDL'. You may ask the Bodleian to upgrade them for you by emailing cataloguing@bodleian.ox.ac.uk.

³ These also are sometimes supplied to the Bodleian by ALDL, and you may ask the Bodleian to upgrade them.

7.4 Using a similar OLIS record

7.4.1 When to use

If OLIS cannot supply an exact match but has a good record for something similar, e.g. a different edition, you can use the Derive New Record function in the Edit Actions menu to get a copy with some fields and data stripped out as a basis for your record. This is particularly useful when the record has a good set of subject headings.

Derive New Record will currently (as at October 2017) offer you two options, one for books and serials, the other for DVD-videos. You can use these options for other types of material – they do not change the record's format – but in that case you will need to edit out inappropriate 33X and check for other inappropriate elements (e.g. 34X and 028 41 in the video option) or missing elements. If you would find other options useful, please contact [CSS](#).

7.4.2 What to look out for

- It is risky to derive new records from records in different formats, e.g. audiobook records from book records. It is possible to change a record's format in Aleph but it can be tricky to edit the 008 values, and you may need to add a lot of format-specific fields. It is safer to start with the appropriate template and paste in any useful subject headings, etc. from the existing record.
- Although some fields and data are stripped out, there is no guarantee that what remains will match the new resource. Everything must be checked.
- Changes to the description, e.g. in editors or series, may require new access points.
- If you are deriving an RDA record from an AACR2 record, you may need to make a number of changes. Please see [Dealing with AACR2 records in the RDA environment](#).

7.5 Using a record from an external database via Z39.50

Aleph makes it very easy to search non-OLIS databases, but it is important to realise that the indexes of the external databases may be set up differently from Aleph's. For instance, if you search the Library of Congress's database, a title search may give you some results from 505 (Contents) fields, although in Aleph it would not. Some databases require each keyword to be entered separately, even if you want to enter several keywords of the same type, but you can usually get round this by using the Boolean operator 'AND'. Some searches are not available in every database.

Agencies use the 'Z39.50' protocol to make external searching possible. Each agency associates some or all of its own indexes with the closest available matches in the Z39.50 list of 'attributes', and this allows searches entered in one system to be translated into the closest available search on a different system. For instance, Z39.50's Use attribute 1003 is 'author search', but exactly what this covers will vary between databases, e.g. it might or might not look for terms in 245 \$c.

For schematic workflows covering the many decisions, fixes and checks which are required in work with external databases, see Appendix 3. It is worth checking these occasionally to make sure that you are doing everything necessary in the right order. The Appendix includes a workflow for adding a record which will be finalised later, which might be useful if you need to show a colleague who is not a fully trained cataloguer how to download records safely for you to upgrade later.

7.5.1 When to use

- If OLIS has no matching or similar record it is usually best to copy a record from an external database and, if necessary, edit it to the [OLIS standard for bibliographic records \(post-1820 material\)](#). However, it is not efficient to spend a very long time searching and editing, so if you have material for which you are unlikely to find good records, or if you search and find only a poor record, it is better to catalogue originally.

- It is important to understand the differences between the databases and the other indicators of quality, particularly date and encoding level, in order to select the records which will require least work. A less-than-full record from the Library of Congress or the British National Bibliography is often a better choice than a full-level record from an unreliable source. For a full list of encoding levels, see Appendix 1.
- You may use records from external sources both to add new records to OLIS and to improve existing temporary records, e.g. order records. It is often more efficient to replace a temporary record from an unreliable source with one from a trusted source than to check, edit and enhance the existing record field by field.
- If you overwrite an existing record, please be careful to preserve any LKR or SOL fields, any 948 fields with the text 'Harmonia Mundi' and any RTP or STA fields which are still relevant. You must never *overwrite* records with SCP fields, because these fields control our export to BNB, but you may add or correct data field by field if important (and let [CSS](#) know that you have done so).
- You can sometimes save time by searching several databases at once, using the Multibase CCL search (see Appendix 2).

IMPORTANT

If you find a record in an external database which is not an exact match for your resource, e.g. a record for a different edition, you may not download it and edit it in the usual way, because it will include various identifiers (e.g. 035, 015, 050) which associate it with a specific resource. If you retain these identifiers but use the record for a different resource and then re-export the record to WorldCat, RLUK, etc., those databases will have records for different resources but with the same identifiers. This may either lead to the rejection of your record or result in other agencies getting records for the wrong resources when they harvest from those databases.

If you are adding a *new* record to OLIS, you may download a near-match record in the usual way (without saving) and then use Derive New Record in the Edit Actions menu to remove all its identifiers and make it safe to use. But if you want to overwrite an existing OLIS record the only safe course is just to copy over the useful fields from the downloaded-but-not saved record, using Copy Field/Paste Field. Aleph lets you select multiple adjacent fields for copying: just click somewhere in the data (not tags or indicators) of the first field you want and hold while you drag your cursor to somewhere in the data of the last field you want.

7.5.1a Research Libraries UK (RLUK or CURL)

RLUK is a not-for-profit database containing records from a large number of British and Irish libraries (formerly CURL, Consortium of University Research Libraries). In Aleph's Bases it is listed as 'X-RLUK (CURL)'.

- In principle it also contains all Library of Congress (LC) records, but has sometimes been as much as 2 years behind. However, it is particularly good for older LC records because it cleans up some of their obsolete fields and coding.
- As well as mainstream book records it contains records for a lot of non-book, minority-interest, informally distributed and grey material. It is also a good source for pre-1950 mainstream book records, which pre-date the British National Bibliography (BNB).
- Because of its wide coverage it is sometimes the best place to search first, but you may get a lot of results and the quality is variable, so if a resource is likely to be found in BNB or LC it is best to search them first.
- It is important to **choose records from the best contributors**.
 - To discover the contributor, view your search results one by one in the lower pane's MARC Tags tab, using the arrow buttons on the right to move through them. The contributor is usually indicated by the *last* code in subfield 040 \$d or, in the absence of 040\$d, by the code in 040\$c. Records which have no 040 field at all are likely to be either elderly or from a not particularly reliable contributor. (Unfortunately the code shown in the 'Source' column in the search results list is from 040 \$a and just shows which agency first created the record, perhaps as a brief or temporary record.)

- Records contributed by DLC [Library of Congress], UkcU [Cambridge], Uk [British Library], WIAbNL [National Library of Wales], IeDuTC [Trinity College Dublin] and StEdNL [National Library of Scotland] are usually of good quality unless the encoding level suggests otherwise or they are very old. These records tend to occur near the top of RLUK results lists.
- Treat other records with caution even if coded as full, unless you or your colleagues have found the source to be particularly reliable for the type of material you are dealing with.

7.5.1b British National Bibliography (BNB)

The British National Bibliography, managed by the British Library, offers full-level records for most books published commercially in the British Isles since 1950 and also offers CIP records (level 8) based on publishers' information for quite a lot of not-yet-published material. In Aleph's Bases it is listed as 'X-BNB from the BL'.

- Since 2003 BNB has included hand-held electronic publications, e.g. CD-ROMs.
- Since 2013 BNB has included records for some e-books and e-journals and is working towards inclusion of other types of e-materials, e.g. e-maps and websites. This is a result of the 2013 legislation which initiated 'Non Print Legal Deposit', meaning that many publishers now supply the Legal Deposit Libraries with electronic copies of their publications rather than print ones. The downsides are that (i) BNB does not have full-level records for some post-2012 mainstream print resources and (ii) care must be taken to avoid downloading e-resource records accidentally when cataloguing print resources.
- BNB excludes certain types of material, e.g. informally distributed material, government papers, single-use materials such as colouring books, maps, printed music, children's bath books and knitting patterns. There is a full list of exclusions at <http://www.bl.uk/bibliographic/exclude.html>.
- All BNB records should also be in RLUK, but they are easier to find in BNB.
- BNB records always have an 015 field with the record's BNB number in \$a and 'bnb' in \$2.

7.5.1c British Library Integrated Catalogue (Uk, BLI or BL)

The British Library catalogue contains, as well as BNB records, records for many non-British or excluded resources and older or lower-grade records, often converted from earlier card catalogues. In Aleph's Bases it is listed as 'X-BL integrated catalogue'.

- All BL records should also be in RLUK, but they may be easier to find in BLI itself.

7.5.1d Library of Congress Catalogue (LoC or LCo or LC or DLC)

The Library of Congress (LC) catalogue has records for most mainstream U.S. material and U.S. CIPs, as well as substantial collections of non-U.S. material. In Aleph's Bases it is listed as 'X-Library of Congress'.

- In 'X-Library of Congress' keywords which are not adjacent must be entered separately. For instance, a title search on 'women love', will return 'When women love' but not 'Women in love'. To get the latter as well, either enter 'women' in one search box (with the title index selected) and 'love' in another or enter 'women and love' in a single box. ('and', 'or' and 'not' are always understood as Boolean operators, not as search terms.)
- The records should be available in RLUK near the top of the results list, but they may arrive up to 2 years late. However, for older LC records RLUK may offer slightly cleaner versions, with some obsolete coding corrected.
- Every LC record has a Library of Congress Control Number (LCCN, recorded in field 010), so if you find an LC CIP printed on the t.p. verso of an resource, the LCCN offers a very quick and simple search. This search is also available in RLUK and WorldCat.

Searching by LCCN

LCCNs consist of a year (YY before 2001, YYYY from 2001) and a running number. If the running number has fewer than 6 digits it needs to be “padded” to 6 digits by inserting zeros at its beginning, *after* the year. Any spaces or hyphens should be omitted. For instance, you would enter ‘88-9349’ as ‘88009349’, or ‘2001 9349’ as ‘2001009349’.

7.5.1e WorldCat (OCLC)

WorldCat is a vast aggregation of over 403 million records in at least 491 languages (as at August 2017). Coverage is therefore excellent, but the records use a very wide range of languages, levels and standards and often need very extensive conversion before they are suitable for OLIS use. WorldCat is seldom a good choice for mainstream material, because better records or records with fewer unwanted elements should be available elsewhere; but some of its records are very good, and it may be the only source worth trying for some foreign-language and specialist material. In Aleph’s Bases it is listed as ‘X-WorldCat (OCLC)’.

- OCLC uses a Duplicate Detection and Resolution (DDR) algorithm to reduce the number of records for each resource, but the record selected to represent each deduplicated group may be the longest available, not necessarily the best, and in many cases the records are merged. Also, the more faulty a record is, the less likely it is to be detected as a duplicate, so faulty records have a high survival rate.
- Because DDR ignores certain differences between records (e.g. variant titles and 300 \$e) and might therefore merge records which should be separate, OCLC encourages contributors to catalogue in some nonstandard ways, e.g. to supply edition statements for any change, not just for change of content.
- It can be simpler and safer to catalogue originally than to check and edit a record from mixed or unreliable OCLC sources. Records whose sources include a vendor (e.g. BTCTA) are particularly risky because they may have been machine-converted from non-MARC data.
- OCLC is used a great deal for Acquisitions work, since it contains many records from vendors and may have a record available before LC or BNB, but it is often preferable to replace the order record later with a Library of Congress or BNB record rather than putting a lot of work into improving it.
- In principle OCLC is not-for-profit, but its charges are fairly high.

7.5.2 What to look out for and what to edit**7.5.2a Unfamiliar fields, tagstripping and deleting**

Quite a number of MARC fields, particularly those containing the digit ‘9’ are left for **local use**, so different agencies may define them differently. For instance, field 098 is used by OCLC for nonstandard classification numbers but by OLIS to generate some of the data which triggers Marc Report messages. External records may therefore look cluttered and confusing.

Not all unfamiliar fields are of no use to us. Some contain very valuable **specialised data**, e.g. 880 (nonroman script data) and 6XX _2 (Medical Subject Headings). Others (035, 040) trace the **history of the record** and relate to intellectual property rights. Others are added by **OLIS system processes** to track or manipulate data.

It is very important indeed not to interfere with data just because you do not yourself know a use for it.

- To avoid interference with OLIS procedures, many of the local fields are automatically stripped on import. Currently the fields stripped for Z39.50 import are: 009, 012, 019, 029, 069, 092, 097, 249, 519, 590, 591, 592, 690, 841, 849, 850, 852, 859, 876, 886, 890, 898 and all 9XX fields. (Batch imports generally do not use Z39.50, so may be set to strip different fields.)
- You should delete 263 fields, most 856 fields and some 776 fields (see details under 7.5.2b, below).
- You should never delete or edit elements of 035, 040 or 880 fields unless you have appropriate training or documentation; if these elements are preventing a record from saving, please contact [BMAC](#).

- If another field which you are not trained to edit is preventing a record from saving to OLIS (= red warning), *delete it entirely*. Do not attempt to edit it.
- All other unfamiliar fields in downloaded records should be left as they are. Green warnings should be overridden.

7.5.2b Trusted records

We trust **recent full-level records** from **the two national bibliographies, BNB and LC** (except for post-2006 fiction from BNB). That means that we check and edit them only in respects where we know that their policy is different from ours or if (rarely) we notice a glaring error.

- The records must come **directly from the BNB or LC databases**. They should not be taken from RLUK or WorldCat.
- You can see the **encoding level** in the results list (^' = full); but the date in the results list is the date of publication, not the date of cataloguing, so you will have to **check the date in 008/00-05**.
- '**Recent**' for BNB means post-2004, because before that date BL used a different version of MARC and used their own authority file rather than LCNAF. For convenience we now use the same cut-off date for LC; it serves to exclude records with some obsolete MARC elements.
- In 2007 BL adopted a policy of getting CIPs for **non-academic fiction** upgraded by staff with limited training, so full-level records for this material may lack some details (e.g. variant titles, entries for some contributors) and are not officially trusted; but in materials of this type such elements are seldom of key importance.
- We can accept **both RDA and AACR2** records, because there should be no need to check or change the AACR2 descriptive elements or structure in trusted records.

In trusted records we check and edit only for the following:

490 fields without a corresponding 8XX access point

These are usually coded 490 0. They must be converted to 490 1_ and given a corresponding 8XX. You may also occasionally find a 440 field, now obsolete, which should be treated in the same way.

856 and 776 fields

- We retain 856 fields which contain
 - in e-resource records only, a URL for the full text
 - a table of contents from LC ('\$3Table of contents only\$uhttp://loc.gov...') or from a German or French national library;
 - but we delete other 856s because readers often assume that they contain URLs for full text and are frustrated to find that they are not or that the links are broken.
- For the same reason, in downloaded records for non-online monographs we delete any 776 fields (linking notes) which give details of *online* versions, usually including the system number of the external database's record for the online version. (But it is normal for OLIS records for print *periodicals* to have 776 fields linking to the *OLIS* record for the e-version, if we have access to it.)

263 fields (projected date of publication)

- These are provided in CIPs, but they should not be left in post-publication records because they could be confusing.

Other?

- Because RDA is less prescriptive than AACR2, it is possible that other divergences of policy may emerge. If you notice any important divergences, please let [CSS](#) know.

7.5.2c Other records

Other records should be thoroughly checked and edited to the normal OLIS standard.

Please look out for the following:

490/440, 856, 263

- Treat as under 'Trusted records', above.

Encoding level

- The order of preference for the standard MARC encoding levels is: full, 4, 1, 8, 2, 7, 5, 3, u, z, but it is seldom worth bothering with anything coded 5, 3, u or z. Records with levels other than full or 4 may lack data or use nonstandard access points or be created without the resource in hand. For more details, see Appendix I.
- Level-4, level-1 and level-8 records from LC and BNB are usually preferable to full-level records from other sources.
- The reliability of encoding levels is being eroded because major agencies nowadays often batchload records supplied by publishers and vendors and apply an encoding level without a detailed quality check, so please be alert for oddities.
- WorldCat has defined some encoding levels of its own for cataloguers who work on the OCLC system:
 - I (= Full, equivalent in principle to the MARC full level but should not be relied on)
 - K (= Minimal, equivalent in principle to MARC level 7)
 - L (= Full from a batch process from institutions other than the Library of Congress, National Library of Medicine, British Library, National Library of Canada, National Library of Australia)
 - M (= less-than-full from a batch process from institutions other than LC, NLM, BL, NLC, NLA)
- Please remember to change the encoding level to full (blank) once you have finished editing.

Contributor

- Using the non-aggregating databases (BNB, the Library of Congress or the British Library) avoids the risk of getting records from unreliable contributors.
- In RLUK, prefer the contributors DLC, Uk, UkCU, WIAbNL, IeDuTC and StEdNL (for details, see 7.5.1a). If you are dealing with specialised materials, use contributors which you or your colleagues have found reliable.
- In WorldCat, prefer for specialised materials contributors which you or your colleagues have found reliable. Avoid WorldCat for mainstream materials, bearing in mind that mainstream WorldCat records may be conflated from records of varying quality from various contributors.

Older records, older MARC

- Older records are more likely to have obsolete or non-preferred MARC. Look out particularly for:
 - 440 used instead of 490 + 8XX
 - 740 used for variants of a resource's title instead of 246
 - 740 used for related or analytical entries where it would be preferable to use the controlled fields 700, 710, 711 (with subfield \$t) or 730.
 - 6XX \$x used for form/genre subdivisions instead of 6XX \$v
 - 503 used for bibliographic history notes instead of 500
 - 246 with 2nd indicator 9 in BL records.
 - 035 with subfield \$9 in LC records; correct to \$a

Access points, including LCSH

- Post-2004 records from LC and BNB with encoding levels full, 1, 8 or 4 should have reliable access points. All others should be checked.

Language.

- OLIS is an English-language cataloguing agency, which means that the language of cataloguing for all our records must be English. The 'language of cataloguing' is the language which is used in the non-transcribed parts of the description, particularly the 300 and 5XX fields.⁴ Modern records should have a code for the language in 040 \$b, although older English-language records may have no 040 \$b at all, which is acceptable.
- Foreign-language records also often use different sets of cataloguing rules and different authority files, so they may be incompatible with the OLIS Standard in multiple ways.
- Some records in external databases have foreign-language codes even though their 300, 5XX, etc. have been translated into English. These could cause problems for future maintenance and updating of OLIS and/or could be exported back to WorldCat and RLUK, where their deceptive codes would create problems for other agencies which want to import records in a particular language (and would make us look bad).
- WorldCat has a very high number of foreign-language and inaccurately coded records, but you can avoid most of these by including in your searches the search term 'eng' in the Language of Cataloguing index. This will find records which either have the language code 'eng' in 040\$b or which have no 040\$b at all, both of which should mean that they are English-language records.
- It can be a very big job to convert a foreign-language record to English with correct RDA data, MARC coding and LCNAF and LCSH access points. It is often easier to create a new record and copy across any useful fields.
- If you do decide to convert a foreign-language record for OLIS use, you need to recode it entirely as a *new* record and check it throughout. There is an Aleph fix available to deal with the recoding. For full instructions, see [Converting foreign-agency records](#).
- If you do add or edit a record coded as foreign-language you should receive a [Marc Report](#) warning ('Avoid foreign records!') and should then convert it, as above; but this might be too late to prevent its export to WorldCat.

AACR2 records and other standards

- You can identify AACR2 records from the 'Descriptive cat' line in the Full display. In the MARC editor, they will have 'a' in LDR 18 and will lack 040\$erda. You may also spot that they use a lot of abbreviations and often lack 33X fields. Any imported AACR2 records (other than full-level LC and BNB records - see 7.5.2b, above) should be fully converted to RDA, using the instructions in [Dealing with AACR2 records in the RDA environment](#).⁵ It will sometimes be simpler to create a new record and just paste across the useful elements, e.g. LCSH.
- You will also find some hybrid records, with a mixture of codings and practices from AACR2 and RDA. Treat them in the same way.
- You may occasionally come across records created to earlier or other standards. These may be identified from unusual LDR 18 or 040\$e values. They can be treated in the same way as AACR2 records.

Missing fields

- External records, even if coded as full, sometimes lack essential data, e.g. 26X or 300 fields or access points.

⁴ It is not a matter of having some foreign-language subject headings; it is fine to retain foreign-language subject headings as long as there are also adequate LCSH.

⁵ Non-RDA records from external sources often include 33X fields nowadays. The RDA fix which begins the conversion process will add further 33X fields, so you will need to delete any duplicates.

Appendix 1: Encoding levels and alpha fields

MARC Encoding levels

- For fuller descriptions of encoding levels, please see the [MARC Standards](#) for LDR 17.
- Although certain encoding levels are never assigned to records by OLIS cataloguers, they may occur in records which have been added to OLIS by non-cataloguers (e.g. Acquisitions staff) or have come in batchloads from the Legal Deposit Agency and elsewhere. Most such records have STA fields which show that they need checking ('ORDER RECORD' or 'MINIMUM LEVEL ... RECORD'). The cataloguer who checks and edits the record should upgrade it to the appropriate OLIS level, almost always 'full'. A few special types of batchload, such as e-resource records, are not routinely upgraded.
- For non-MARC encoding levels used by OCLC, see section 7.5.2c.

EL	Definition	OLIS use	External uses
Blank	Full	Assigned to all OLIS records intended for permanent use except records which follow a specific local standard and some records created for specific projects.	In general use, but assigned by some agencies to records which are not really full, e.g. lacking 300 or 6XX.
1	Full, material not examined	Not currently assigned by OLIS cataloguers (except to batchloaded e-resource records which arrive with non-MARC encoding levels), but was formerly assigned to records for certain specific projects; may arrive in batchloads from other agencies.	Used by BL for automated workflow based on LC CIPs, so should be treated as level-8.
2	Less-than-full, material not examined.	Currently assigned only in specific projects, e.g. conversion of Maps card catalogue, and to some records supplied by the vendor Nielsen via the Agency for the Legal Deposit Libraries. Also used for old records with RTP 'Matched'.	Varied uses. Records may be worth importing, but the data is not always accurate.
3	Abbreviated	Currently assigned to permanent brief records which meet the local standard for brief records (RTP 'Oxford Local ...'), and to some records supplied by the vendor Nielsen via the Agency for the Legal Deposit Libraries. Also used for old records with RTP 'Pre-1920', 'Keyed', 'Google' or 'Inventory Control Project'. Prevents export to OCLC.	Often used by vendors for records created by staff with little MARC training or converted from non-MARC sources such as ONIX. Best avoided.
4	Core	Not assigned by OLIS cataloguers, but occasionally arrives in batchloads from external agencies.	Used by PCC libraries for records which meet the PCC standard but lack a field required by the source agency, e.g. Dewey number, so usually good; but also used by LC for unchecked records derived from vendors.
5	Partial (preliminary)	Assigned to brief on-the-fly, order and minimum-level records created inhouse for temporary use. These should have an appropriate STA.	Various. Seldom worth downloading.
7	Minimal	Assigned to permanent records which meet the local standard for videos (RTP 'Oxford Local Record'). These are quite full but lack the exhaustive detail of full-level video records.	The lowest acceptable level for PCC records, so much better than 3. Records usually have one or two good AAPs, but no LCSH. Sometimes worth downloading.
8	Pre-publication	Not assigned by OLIS cataloguers, but may arrive in batchloads from BNB or the Legal Deposit Agency.	Used by BNB and LC for CIP records. Often preferable to higher-grade records from less reliable sources.
u	Unknown	Not assigned by OLIS cataloguers, but may arrive in batchloads from Legal Deposit Agency.	Assigned by Legal Deposit Agency to brief records supplied to Bodleian.
z	Not applicable	Not assigned by OLIS cataloguers.	

OLIS RTP fields

Text (& associated encoding level)	Use	Exported to RLUK and OCLC?
'Acquisitions record'	Records which have no holdings but still have an order attached, retained for audit trail. Should always have STA 'SUPPRESSED'.	No
'Antiquarian' (full)	Records catalogued to the OLIS Antiquarian standard, with OWN field 'ANTI'.	Yes
'Circulation-on-the-fly' (level 3)	Vestigial records, with the STA 'Suppressed', created in the Circulation module for urgently-needed uncatalogued material. Upgrade before further use.	No
'Eresource' (any level)	Records for e-resources, so no holdings/items. Most (not all) are vendor-supplied in large batches and have OWN field 'ERES'.	No
'Oxford Local Record' (usually 3)	Record for purely local use. Usually permanent brief records for non-mainstream material, which should be correct as far as they go, but may lack controlled access points, LCSH and some descriptive data.	No.
'Oxford record (export – COPAC and OCLC)' (usually 7)	Often used in records for videos, difficult foreign-language material, donations and lower-interest materials. Existing records may be downgraded to level-7 with this RTP if their quality is uncertain and it is not practical to inspect the resources. <i>Not for level-3 records.</i>	Yes.
'Oxford record (export - COPAC only)' (3 or 7)	Brief or lower-interest records chiefly for local use but exported to COPAC, mainly because COPAC acts as a back-up if SOLO is down.	Not OCLC; to RLUK for COPAC only.
'Shared Cataloguing Programme' (full)	Records contributed by the Bodleian to BNB. If these need editing, please notify CSS (who will copy corrections to BNB).	Yes
Used only for special projects		
'Allegro' (3)	Record converted from Allegro Chinese database.	No
'Inventory Control Project record' (3)	Records created for the Bodleian Inventory Control Project, which may have OWN field 'BMAC'. <i>Do not use.</i> Add new record to OLIS and send system nos. of old and new records to BMAC.	No
Oxford Local Record - Material not examined (3)	Brief records created in the context of retrocon projects or similar, based on information from cards or external resources rather than on the resources themselves. Use only when specifically instructed to do so.	Level-3 prevents export to OCLC; to RLUK for COPAC only.
Not assigned to new records		
'BODTS'	Record with no copies attached except hard-to-find Bodleian copies. (Should not be found after Summer 2013 - holdings transferred to RS005 = Mediated request.)	No
'Dbook GGL (HOL)'	Record for print resource, but one or more holdings both has an ordinary print copy attached and has a link to a digital copy from the Google project, so the holding must not be deleted.	
'ESTC' (3)	Records for antiquarian material but not of Antiquarian standard, with OWN field 'ANTI', created for the ESTC project.	Level-3 prevents export to OCLC; to RLUK for COPAC only.
'Google' (3)	Records created for the Google digitisation project, which may have OWN field 'BMAC'. <i>Do not use.</i> Add new record to OLIS and send system nos. of old and new records to BMAC.	No
'Harmonia Mundi' (full)	Records created for the Harmonia Mundi printed music project.	Yes
'Keyed' (3)	Pre-1988 printed record (using printing date instead of publication date) keyed into OLIS, with OWN field 'BMAC'. <i>Do not use.</i> Add new record to OLIS, send system nos. of old and new records to BMAC.	Level-3 prevents export to OCLC; to RLUK for COPAC only.
'Matched' (2)	Record created by fuzzy matching (ignoring date) of pre-1988 printed records against OCLC electronic database. If a good match, use it; if a near match, ask BMAC to correct it against the Bodleian copy, so that you can tell whether it is a true match.	Yes
'Opie' (2)	Record originally created for a microform of a resource from the Opie collection of children's books by matching against external records, later upgraded. Its 533 and 830 fields hold essential information about the microform and must be preserved. Has OWN field 'ANTI'.	Yes
Pre-1920' (3)	Pre-1988 printed record (using printing date instead of publication date) for an resource published before 1920, keyed into OLIS, with OWN field 'BMAC'. <i>Do not use.</i> Add new record to Olis and send system nos. of old and new records to BMAC.	Level-3 prevents export to OCLC; to RLUK for COPAC only.

OLIS STA fields

Text	Use	Exported to RLUK ⁶ ?
'ORDER RECORD'	Records for resources on order. When resources arrive the records must be enhanced or overwritten and checked.	Yes
'MINIMUM LEVEL RECORD'	Temporary stopgap records for resources which have been received. Records should be enhanced or overwritten and checked as soon as is practical.	Yes
'MINIMUM LEVEL AGENCY RECORD'	Brief records created and supplied to Bodleian by Legal Deposit Agency.	Need to be enhanced or overwritten and checked, but Bodleian can be asked to deal with this.
'MINIMUM LEVEL NIELSEN RECORD'	Records created by Nielsen Book Service and supplied to Bodleian by Legal Deposit Agency.	
'PROVISIONAL'	Record awaiting completion or checking by a particular cataloguer. <i>Always added to records which have to be saved before they are finalised, to prevent export to OCLC.</i>	No
'Check: English? RDA? MARC21? LCSH?'	Record has been recoded from derived and foreign-language to new and English-language, but the data has not been checked for inappropriate foreign elements, nonstandard MARC, cataloguing rules and access points. If you have the resource in hand, please complete the conversion and remove the STA.	No
'Check: 33X? 26X? Relators? RDA changes?'	Record has been converted from AACR2 to RDA but manual checking and editing has not been completed. If you have the resource in hand, please complete conversion and remove STA.	No
'SUPPRESSED'	Record not exported to SOLO, so visible only to staff.	No

Other important alpha fields

- OWN fields, which prevent editing by anyone outside the OWN group. The current OWN groups for bibliographic records are:
 - ANTI for Antiquarian records;
 - BMAC for records with a complicated history or unreliable data which often need to be checked against the items by BMAC or other specialists;
 - ERES for e-resource records provided with large sets of e-resources by the supplier - the whole batch is globally edited on arrival to deal with certain commonplace problems, but it is not worth improving the records individually, because every time the supplier revises the set new records are sent;
- LKR fields, which show relationships between records, e.g. linking the various bibs for a journal which has changed its title or, if various publications are bound together, linking the extra bibs to the item record. It is important to preserve these fields when editing or overwriting records.
- SOL fields, which make it possible to customise how individual records are treated in SOLO, e.g. to prevent a record from clustering or make sure that an annually-revised monograph displays as a book even though it is coded as a serial to facilitate ordering. It is important to preserve these fields when editing or overwriting records.
- SCP - the date when a Shared Cataloguing Programme record was exported to BNB - this field prevents re-export, so must not be deleted or overwritten.
- SID - the source of a derived record; do not delete the field, but it need not be preserved if you are overwriting the record with a better one.
- Copy-specific notes also have alpha tags (e.g. PUB, PRI). These are used only in holdings records. Specialised notes such as PNA (Provenance Name) should be used only by trained antiquarian cataloguers.

⁶ Records with STA fields are never exported to OCLC, because OCLC will not overwrite preliminary versions with updated ones. All records exported to RLUK appear in COPAC (which serves as a back-up OPAC for Oxford), but only those with encoding levels Full, 2 or 7 appear in their Record Retrieval database for other agencies to copy.

You may also see the following system-generated alpha fields in the MARC tags view in the Search tab's Show node, although most do not appear in the MARC editor because they cannot be manually edited:

- CAT - the User ID, date and time for each time the record has been saved, including saving by batch processes (which have their own distinctive User IDs, e.g. BATCH-UPD, BNBUPGRADE, FORLANGFIX, ADDOCL).
- HCA - for records migrated from Geac, the logins of the last 5 people to save the record in Geac
- TCA - for records migrated from Geac, a code showing how the record was originally loaded to Geac.
- OCL – data related to the export of the record to OCLC/WorldCat.

The following look like alpha fields but are actually standard MARC elements with their coding converted to abbreviations for a friendlier display:

- LDR = Leader, MARC field 000.
- ENC = Encoding Level, MARC position 000/17
- SYS = System number, MARC field 001
- FMT = Format (e.g. BK = Books, CF = Computer Files), a value which has to be selected before a record can be created and controls the options available in the 008 field (displayed in the Record Bar when a record is being edited).
- TYP = Type, which may reflect various MARC values, including Type of Record (MARC position 000/06), Bibliographic Level (MARC position 000/07) and Category of material (MARC position 007/00).

Appendix 2: Multibase CCL searching

You can search several databases at once using the Multibase CCL option in the Find node; but there is only one box for search terms, so you have to specify which index you are searching by using a code and an equals sign before the search term.

wti=alienated librarian.

You can also use the Boolean operators AND and OR to enter multiple terms, specifying the index for each term.

Wti=alienated and wti=librarian

wti=alienated AND wau=Nauratil

The following index codes work in the main bases available through Aleph.

wti - title keyword	015 - 015 (BNB or other national catalogue number)
wau - author keyword	028 - Music publ. number (not available in BNB)
020 - ISBN	010 - LC control number (not available in BNB)
022 - ISSN	wut - uniform/preferred title access point (not available in BNB)
wsrs - series keyword	wno - notes (not available in BNB)
wyr - year keyword	wur - URL (not available in BNB)
wpl - place of publication keyword	wln - language code (not available in BNB)
wpu - publisher keyword	wrd - any keyword
wsu - subjects (all) keyword	sys - system number
wslc - LC subjects keyword	

Appendix 3: Workflows for adding and upgrading records

The following workflows are still under discussion and subject to changes. Their purpose is to put into a coherent order the many decisions which have to be made when adding records to OLIS, whether the record is to be finalised immediately or saved in an unfinished state.

A. To add a record which will be finalised later:

Never download a record which does not match the resource. Records which have to be edited to achieve a match cause conflicts when exported back to the external databases.

1. Is there a matching full-level post-2004⁷ record available from X-BNB or X-Library of Congress?
 YES: Download the record; go to (6).
2. Is there a matching level-1, level-4, level-8 or pre-2005 full-level record available from X-BNB or X-Library of Congress?
 YES: Download the record; go to (4).
3. Is there a matching full-level, level-4 or level-I record available from X-RLUK or X-WorldCat (OCLC)?
 YES: Download the record; go to (4).⁸
 NO: Create a temporary brief record using the appropriate template, then go to (7):
 - If working in the Acquisitions module, select Catalog Order in the Orders menu.
 - If making a record for a printed monograph in the Cataloguing module use the mlrrda template.
 - If making a record for other materials in the Cataloguing module, use the simplest available template in the correct format (e.g. dvdlocalrda for videos, musiccdlocalrda for sound recordings), omit any elements for which you do not have training or reliable data, change the encoding level to '5', and add the appropriate STA field (ORDER RECORD or MINIMUM LEVEL RECORD).
 - If you cannot find a template in the correct format, use the mlrrda template and in the Edit Actions menu choose Change Record's Format and select the correct format.⁹
4. Is the record coded as RDA?¹⁰
 NO: In the Edit Actions menu choose Fix record and select the appropriate RDA fix for your materials.
5. Is the record coded as created by a non-English-language agency?¹¹
 YES: In the Edit Actions menu choose Fix record and select the Foreign-to-English fix.
6. Add the appropriate STA field (ORDER RECORD or MINIMUM LEVEL RECORD)
7. Save the record, overriding any green warnings.

STA fields and, for downloaded records, encoding levels should always be retained until a record has been finalised.

⁷ That is, in Marc Tags view, the first 2 digits of the 008 field are '05' or higher.

⁸ Experienced fully-trained cataloguers may download records with other encoding levels which they judge to be really worth having. The encoding level must be retained, to flag up that extra care will be needed in upgrading.

⁹ If you are not sure which format is appropriate for your material, get advice from a colleague or from css@bodleian.ox.ac.uk.

¹⁰ That is, does the Full view show 'RDA - ISBD punct. included' near the top? or, does the Marc Tags view show 'rda' in 040\$b and 'Y' towards the end of the LDR field?

¹¹ That is, does the MARC Tags view show an 040\$b subfield with a value other than 'eng'? You can avoid the risk of downloading such records from OCLC by entering 'eng' as a search term in the Language of Cataloguing index.

B. To add a record which you will finalise at once:

Never attempt work for which you do not have suitable training and/or documentation.

If you are interrupted at any point in this workflow, make sure that any required fixes have been applied and add an STA PROVISIONAL field before saving.

1. Is there a matching full-level post-2004 record available from X-BNB or X-Library of Congress?
YES: Download the record; convert any 490 0_ to 490 1_ + 8XX; go to (9)
2. Is there a matching level-1, level-4, level-8 or pre-2005 full-level record available from X-BNB or X-Library of Congress?
YES: Download the record; go to (5).
3. Is there a matching full-level, level-4, level-7 or level-I record available from X-RLUK or X-OCLC?¹²
YES: Download the record; go to (5).
4. Is there a full-level, level-4, level-1, level-8, level-7 or level-I record available from any database which is a *near-match* for the resource?
YES: Put the record in the Editor and copy it (Ctrl+N) *but do not save*; in the Edit Actions menu choose Derive New Record; close all records except the newly-derived record; go to (7).
NO: Create an original record at a suitable level, bearing in mind (i) the type and value of the material, (ii) OLIS policies, and (iii) the policies of your own institution. Go to (10).
5. Is the record coded as RDA?
NO: In the Edit Actions menu choose Fix record and select the appropriate RDA fix for your materials.
6. Is the record coded as created by a non-English-language agency?¹³
YES: In the Edit Actions menu choose Fix record and select the Foreign-to-English fix.
7. Is it the policy of your institution to make full-level records for the kind of resource you are cataloguing?
YES: Assign full encoding level.
NO: Assign an appropriate less-than-full encoding level and an RTP field with a value beginning 'Oxford'; delete any AAPs and 6XX which are not required at that level and which you do not intend to check; change 490 1_ to 490 0_ if necessary.
8. Add any elements required at the chosen level which are missing; check for RDA/MARC correctness, including choice of format, main entry and/or uniform title; check that AAPs and LCSH (if any) use authorised forms; check that non-transcribed elements (e.g. 300, 020 \$q, 5XX unless quoted) are English-language; delete any duplicate or inappropriate 33X fields;¹⁴ delete any STA fields.
9. Delete any 263 fields, any 856 fields other than tables of contents from national libraries, and any 776 fields which link to online resources.
10. Save the record. Examine any green warnings and act on them as necessary.

¹² Experienced fully-trained cataloguers may download records with other encoding levels which they judge to be really worth having. The encoding level must be retained to flag up that extra care will be needed in upgrading.

¹³ That is, does the MARC Tags view show an 040\$e subfield with a value other than 'eng'? You can avoid the risk of downloading such records from OCLC by entering 'eng' as a search term in the Language of Cataloguing index.

¹⁴The RDA fixes supply standard sets of 33X fields, but some non-RDA records have 33X, which can result in duplication. Also, in some cases the standard sets are not appropriate, so the values need changing.

C. To finalise a record which was created earlier:

Never attempt work for which you do not have suitable training and/or documentation. Bear in mind that OLIS does not support full-level cataloguing for all types of material.

1. Is the record a full-level post-2004 record from X-BNB or X-Library of Congress?¹⁵

YES: Convert any 490 0_ to 490 1_ + 8XX; go to (9) in workflow B.

2. Is it a level-1, level-4, level-8 or pre-2005 full-level record from X-BNB or X-Library of Congress?

YES: Go to (7) in workflow B.

3. Is it reasonable to suppose that a better record might have become available to download?

YES: Search for a record from a better source or with a better encoding level; go to (5).

4. Is the existing record a brief original record?

YES: In the Edit Actions menu choose Expand from Template (or Ctrl+E) and select a template at a suitable level, bearing in mind the value of the material and your institution's policies; delete any AAPs and 6XX which are not required at that level and which you do not intend to check; change 490 1_ to 490 0_ if necessary; go to (8) in workflow B.

5. Have you found a better record which is a good match?

YES: Download the record and use it to overwrite the existing record; go to (5) in workflow B.

6. Have you found a better record which is only a near match?

YES: Go into Split Editor mode and put the near-match record into the Editor next to the existing OLIS record. Copy and paste the fields you want from the near-match record to the OLIS one;¹⁶ go to (7) in workflow B.

NB. This workflow assumes that any necessary fixes (RDA or Foreign-to-English) were applied before the record was first saved to OLIS. If the record is not coded as RDA and/or has a code other than 'eng' in 040 \$b, start at (5) or (6), as appropriate, when you move to workflow B.

¹⁵ In MARC Tags view, the SID field at the end of the record will have 'BNB' or 'LOC' in subfield \$b .

¹⁶ Aleph lets you copy multiple adjacent fields. Put your cursor into the data in the first field you want, then drag to select, finishing somewhere in the data of the last field you want.