

Copy Cataloging at FIDM

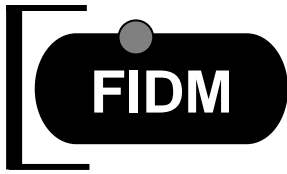
Whenever possible, FIDM Library prefers to download bibliographic records from OCLC for all resources (books, video recordings, serials, etc.) This procedure gives instructions on locating MARC records using OCLC, determining the best quality record for downloading, and saving the record for importing into the local FIDM catalog.

1. Go to: <http://connexion.oclc.org>.
Authorization code: [authorization code removed for privacy]
Password: [password removed for privacy]
Enter both and click "logon."
2. Click on the down arrow to the right of "Search Options" and choose "Basic."
3. Find the ISBN on the resource, either on the reverse side of the title page (the title page verso), on the back of the book or dust jacket, or near the barcode on videos or DVDs. For serials, find the ISSN, usually on the title page verso or included in the masthead information. Type the number into the search box, make sure "Standard Number" is selected, and click "Search."
- 4a. If a single record is retrieved, examine it to make sure it matches the resource in hand. Critical areas to match include the title (245a and b), the edition (250a), the publication information (260a-c). Make sure the record includes physical description information (300), subject headings (6XX) and Dewey classification (091).
- 4b. If multiple records are retrieved, examine each record as described above to find the closest match. All things being equal, prefer Library of Congress records (indicated by a little symbol in a blue box that says "LC" in the retrieval results list, or "DLC" in the 040 field) over others. Prefer PCC records over UKM.
- 4c. If you do not find a record for the ISBN number, or if the material does not have an ISBN, go to Advanced Search and try different search combinations. Try Author/Title, Title/Keyword, etc. Examine the record as described above to find a match.
- 4d. If none of these search methods retrieves a record, pass the resource on to your librarian or cataloger for original cataloging.
5. Once you have found an appropriate record, you should include the call number before you save it for downloading.

Scroll down and find the Dewey call number in the record (091a). FIDM Library will extend the DDC number as far as necessary to ensure subject grouping, consistency, and browseability. The number of digits will depend on the library and the subject matter. For instance, extensions of 746.92(fashion design) and 391(history of costume) may be lengthy, while subjects less common to the FIDM libraries may not need such detail. If you have questions about the DDC number, consult your librarian or cataloger.

The Cutter number can be found in the Cutter-Sanborn Three-Figure author table (Swanson-Swift revision, 1969). Cutter numbers should be based on the author main entry (1XX), unless the material is biographical in nature (such as a book about an artist or a fashion designer) or about a software program (such as Excel or Photoshop). In these cases, the Cutter number should be formulated according to the subject. If none of these situations apply, Cutter according to the title, ignoring initial articles (such as "an" or "the").

To use the Cutter table, find the author, subject, etc. in the table. The word will most likely fall between two listings in the tables. Use the listing immediately above where your word would fall.



PROCEDURES

For example, you are looking for the Author "Municci." The table reads as follows:

Munh **925**
Munnek **956**

"Municci" falls between "Munh" and "Munnek." Use everything printed in **bold** for "Munh," which is **M925**. You might run across sections of the Cutter tables that have multiple letters listed in bold. For example, "Abno." The Cutter number would be Ab73. The first letter is always capitalized. The second is lower case, with the exception of "L," which is easily confused with the numeral "1." Two letter combinations with the second letter L should always capitalize the L to prevent mis-shelving.

If the call number is identical to one already in use, add a lowercase letter (usually the first letter of the title or author's last name) to the end to distinguish it from the others.

6. One you have determined the entire call number, click "Edit Record."

7. On the "Edit Record" page, make sure that the "OCLC Holding Library Code" is "FADA." If it lacks the "A" at the end, type it in.

8. Enter the DDC number in the "Call Number Class" box. Select "Dewey" for type, if it is not already selected. Enter the Cutter number in the "Cutter" box.

9. Click "Save to Catalog."

10. As you are working, you may want to write down the call number, since it is easier than finding it in the Gateway record later. If you forget to write it down, you can find it in the 092a and 092b fields in the Gateway record.