

JASI Cataloguing Standards

Overview

In order to create and maintain integrity in the JASI database, cataloguing staff in member libraries are expected to:

- a) be familiar with OLSN cataloguing policies and procedures
- b) use full-level cataloguing whenever possible
- c) search local database for an appropriate bibliographic record before using SmartPort
- d) prefer bibliographic records from Library of Congress over all other SmartPort z39.50 targets
- e) fully exhaust all other options before creating a new record
- f) observe proper procedures for the creation of "brief records," containing only title and author
- g) observe proper procedures for the creation of "very brief records," containing only title

Cataloguing Procedure

- Search local database before importing a record through SmartPort, and link to the record if the bib record is accurate. If the local record is poorly catalogued, search **all** z39.50 SmartPort sources for a better bib record.
 - If a better record can be found, import and link to it. The new record will replace the one in the local database.
 - If no record can be found, correct and/or enhance local record.
- If no record exists in the local database, determine if the item is locally- or independently-published, and if so create an original record in accordance with standards for original records specified in this document.
 - If an item is determined not to be locally- or independently-published, **all** z39.50 SmartPort sources are to be searched for a suitable bib record. The record should be imported and corrected and/or enhanced if required.
 - If still no bib record can be found in SmartPort, create a brief record.

Copy Cataloguing Standards

- RDA records are to be preferred over AACR2 records. Preference should be based on accuracy of formatting and descriptive elements of the record.
- **All** z39.50 SmartPort sources are to be selected when conducting a search
- Show preference to bib records catalogued by Library of Congress
- In all cases of a discrepancy between GMD (245 |h) in the record being imported and internally-approved GMDs, edit the field to coincide with internally-approved GMDs.

- If the record pertains to a format outlined as a special or unique case (e.g. eReader, etc.), ensure that format-specific policies are being followed.
- Once authority control is incorporated into WorkFlows, ensure headings are authority controlled

Standards for Original Records

- Follow AACR2r rules and ISBD punctuation for records
- Fill out all applicable fields
- At least one subject heading (Library of Congress Subject Heading, 6XX field) should exist in the record. Consult with Skills Development Advisor – Cataloguing and Collections if unsure which subject heading to apply.
- Members are to contact Skills Advisor – Cataloguing and Collections for assistance in determining appropriate Dewey call number (field 082) if item is non-fiction
- Once authority control is incorporated into WorkFlows, ensure headings are authority controlled
- If the record pertains to a format outlined as a special or unique case (e.g. eReader, etc.), ensure that format-specific policies are being followed

Brief Records

- Brief records **must** contain title and author
- **Title control number MUST be changed to correspond with ISBN (e.g. i9781234567891) so that the record can be overlaid correctly at a later time**
- These types of records are **only** for items in which no record can be found in local database or SmartPort sources.
- In addition, brief records should be used in the following situations:
 - the item is on loan from another library
 - the item is on order

In these situations, the brief record **must be deleted** once the item is removed from the collection.