SECTION V – BOOKS

Part 1 – General Matching Guidelines for Books

A. Searching

1. Search for a record in Koha by going into the Cataloging module and entering your search term(s) in the Cataloging Search box. *You may search for records using the search boxes outside of Cataloging or the Advanced Search*; however, instructions in the Linking Manual will assume that you are searching from Cataloging.
2. First, search using **ISBN** (or UPC or ISSN) if it is available. Do not assume that there is no matching record if your ISBN search yields no results.
   a. Tip: UPC number is searchable (and scan-able) preceded by double quotation marks or either bracket symbol (", [,]). Ex: **"123456789123** or **[123456789123** or **]123456789123**
3. If there is no ISBN/ISSN/UPC, or if your ISBN/ISSN/UPC search yields no results, then search by **title**. Include **author** if necessary.
   a. WARNING: Titles have not always been entered consistently, especially for audiovisual materials. Be sure to search all variations of a title found on the item.
4. By default, Koha will search for all terms entered into the search box. In Cataloging, you can combine search terms using AND, OR and NOT. Use the following qualifiers if needed:
   a. Title **ti:**
   b. Author **au:**
   c. ISBN **isbn:**
   d. ISSN **issn:**
   e. UPC **"full 12-digit UPC**
      i. Search UPC as phrase preceded by a quotation mark. UPC number is also scan-able if preceded by a quote.

B. Matching

You may be able to determine a match from the Search Results screen. If not, click on the title to view the full bib record. *Note: You will be taken to the MARC record. To get to the non-MARC display, click the* ***Normal*** *tab on the left side of the screen.* Verify that the record you have found matches the item-in-hand.

Author

Must match author on title page (for books and serials) or label (for audiovisual materials). If author does not match but everything else does, check to be sure that the author's name is not a pseudonym. There may be minor variations in the author entry such as the lack or presence of a middle initial or birth and death dates. If minor variations are present, consider it a match. If a more variant form of the name is used, check that all other information matches before linking your item.

Title

Must match the title on the title page up to subtitle. If the title in the record does not match the title on your item, check your item for cover titles, spine titles, etc. to see if the record might be a match.

Acceptable variations in title: Some records may lack the subtitle or the subtitle may vary; initial article may be present or absent; uniform titles for well-known literary works may have been used (e.g. Tom Sawyer may be considered a match for The adventures of Tom Sawyer.)

The GMD (general material designation), if present, should always match your item. For example [text (large print)] should be on all records for large print books. Do not link a large print book to a record for

the regular version and vice versa.

Publisher and Publication Date
The publisher should match for hardcover non-fiction titles. Read the title page and verso carefully; consider the record a match if any subdivision of the publisher is recorded in the imprint as the publisher. Publication date should match, if it is available, for hardcover non-fiction. *Note: See Parts 2 and 3 for specific guidelines regarding publisher matching.*

Copyright date should be used only if publication date is not present. Ignore copyright renewal dates (e.g., "copyright renewed c1966, c1972"). Printing date should be used only if no other date is available.

Acceptable variation in date: If all of the required elements except copyright date (or printing date, if that is the only date available) match, and it seems <u>obvious</u> that the item-in-hand is <u>not</u> a different edition, treat the item as a copy and link, assuming that the item-in-hand is really a reprint.

Description
Page numbers should match within a few pages for hardcover non-fiction books. Page numbers do not need to match for fiction (*see Part 2*) or non-fiction paperbacks (*see Part 3*).

ISBN/ISSN
Match not required. The presence or absence of a matching ISBN does not – by itself – confirm or disallow a match. Always check the imprint. (*See Parts 2 and 3*.)

Edition
Must match, although keep in mind that edition may not always appear on the bibliographic record, especially for first editions and fiction. For example, do <u>not</u> link a 2nd edition to a record for the 1st edition.

Notes (part of Descriptions tab)
See parts 2 and 3 for specific information.

Series
Match not required. May be useful for matching, if available.

Missing Information
If any information is missing from the record, you may assume that it matches your item if the rest of the information that is there matches.

C. Linking

If the item-in-hand and the bibliographic record match, then link your copy to the bib record. For specific instructions regarding multi-part items, *see Part 4*.

D. Errors in the Bibliographic Short Entry Record

If the record is a match, but the title or another field was entered incorrectly, please <u>report the problem bib record.</u>

E. Multiple Matches (duplicate records)

If two or more records are found, determine which record is the best match.

1. If one record is a full MARC record and the other a BSE, always link to the MARC record. *See number 3 below.*
2. If the duplicates are two BSE records or two full MARC records, then link to the record with the most copies.
3. Please report duplicate bib records so they can be reviewed and merged if necessary. See Section XV for further guidelines regarding reporting duplicate records.
4. If you cannot determine which record is the correct match, fill out the Report Problems with Bib Records form to ask Madison TS staff for assistance.

F. Multi-part Monographs

You will have to determine whether the item-in-hand should be linked on one bibliographic record or multiple bibliographic records (e.g. will it circulate together or separately). *See the multi-part matching guidelines in part 4 of this section.*

G. No Match

If no match is found, you will need to create a brief bibliographic record. *See part 5 below.*

H. Missing Parts

This section only applies to multi-part sets where a required match point is missing.

Part missing, stand alone: If a part is missing from a multi-part set and the remaining item can be used without the other part, follow the searching and matching procedures and look for another matching record. For example, often the book issued with a CD-ROM/book kit is a standard book. If there is no match in the system, the library may enter a PERM record for the item. If a new record is entered, put a note such as the following in the Notes field: "Originally part of a CD-ROM/book kit. See Biblio # _____." The Biblio # entered should be that of the original CD-ROM/book kit.

Part missing, not stand alone: If a part is missing and the other part(s) is intended to circulate only with the missing piece (e.g., CD-ROM is clearly marked that it has accompanying material), the library should either withdraw the item or move it to a Generic (GEN) record.

I. Exceptions

Fill out the Report Problems with Koha Bib Records form if you have questions about exceptions to these guidelines.

J. Resolution of Conflicts

If another library has linked a title differently than outlined in the guidelines above, notify SCLS staff by filling out the Report Problems with Koha Bib Records form.

The ultimate decision for linking titles/items will rest with the cataloging agency. They will try to accommodate these guidelines as best as possible with the availability of cataloging records on OCLC. Libraries will agree to abide by the cataloging agency's decisions and move copies and/or repackage items as necessary.

K. Levels of Cataloging

See the [Levels of Cataloging policy](#) for specific information regarding what types of items receive MARC cataloging and what types of items should have PERM or Generic records.

Part 2 – Detailed Matching Guidelines for Fiction Books

When linking fiction titles in Koha it is acceptable to link the item-in-hand to a record found in Koha even if it is not an exact match. It is best to try to link to an existing record in the database whenever possible. Follow the guidelines below to determine if a match is close enough.

A. Required Information for Matching

The following must match for all types of books: *author, title up to the sub-title, translator, and content (with the exception of illustrations)*. Also, do not link uncorrected proof or advance copies in the database. When presented with multiple records, try to find the closest match possible (see below for more information). *Publisher, publication date, and page numbers do not need to match.*

B. Formats

Fiction

Link a fiction title to an existing record if the required fields match. In most cases, it does not matter if the format of the book (paperback vs. hardcover) does not match an existing record. For example, it would be OK to link a hardcover book to a record for a paperback if it is the closest match.

Illustrated Adult Fiction

It is not necessary to consider illustrations when matching adult fiction. If there is no record in Koha with the same illustrator, do not create a new record if there is a non-illustrated record you can link to.

The exception is when the illustrations and other materials substantially change the format of the book (e.g., The Da Vinci Code, Special illustrated edition).

Illustrated Children's Fiction

When matching children's books, the illustrator must always match.

Annotated and Edited Fiction Titles

Fiction titles that are significantly annotated or edited should always match exactly, including publisher and publication date. These are usually scholarly editions, but it is up to the library to decide whether a new record should be created. If there is no exact match, create a new BSE record. Film tie-in editions do not need a new record, since it is usually just cover art and some production plates that constitute the change, and not a change to the source material.

It is not necessary to find a match or create a new record if there is just a forward, introduction, preface, or afterward written by someone notable. In addition, a new record does not need to be created when a book includes either book club notes or other discussion notes.

Abridged Editions and Compilations

Abridged editions and compilations should always be linked to a record with the same publisher and publication date. Contents should match exactly. Watch for abridged versions of classics as well as classics that have been turned into graphic novels.

Translations of Foreign Language Titles

The translator on foreign language titles translated into English must *always* match.

Large Text

It is OK to link a large text item in hand to an existing large text record. Do not link a large text item to a record for a non-large text item and vice versa.

Larger Print or Larger Type

Some publishers are creating "larger print" imprints. Whether these "larger print" imprints are true large text will be evaluated on a case-by-case basis.

1. HarperLuxe titles are considered large text, so all HarperLuxe titles should be linked to large text records.
2. "Larger print" titles published by Harlequin imprints should *not* be linked to the large text records. Some Harlequin books are being published in two versions, one regular print and one larger print (under the same imprint). Both versions would go on the regular print record. The following record is a "regular print" record and has both regular print and larger print copies attached to it. The publisher is Steeple Hill, a Harlequin imprint:

AUTHOR	Hannon, Irene.
TITLE	All our tomorrows /
PUBLISHER	**Steeple Hill, c2006.**
DESCRIPTION	249 p.

3. If you have an item-in-hand that says it is "larger print" and it is not a HarperLuxe edition or from a Harlequin imprint, then you will have to look at the type size. If the type size is 14 or 16 point type, then link the book to a large print record. If the type size is smaller, link the book to a regular print record.

   The type size is usually listed somewhere in the book. First check the title page verso. If the type size is not there, look through the introductory material at the beginning of the book or check the pages near the back of the book.

If you come across a new "larger text" imprint please fill out the Report Problems with Koha Bib Records form.

Books with Accompanying Materials

Books that are available for purchase both as a book alone and as a book with an accompanying CD or DVD (when the book is the primary item) should each get separate records.

AUTHOR	Silverstein, Shel.
TITLE	A light in the attic / Shel Silverstein.
DESCRIPTION	167 p. : ill. ; 23 cm.

AUTHOR	Silverstein, Shel.
TITLE	A light in the attic / Shel Silverstein.
DESCRIPTION	167, [9] p. : ill. ; 23 cm. **+ 1 audio disc.**

The first record does not have an accompanying CD, while the second record does, so if you had a copy of *A light in the attic* with no CD, then you would link to the first record. If you had a copy of *A light in the attic* with an accompanying CD, you would first verify that the contents of your book and CD

matched the contents of the book and CD in the record, and then you would link your item to the second record.

"Newly Illustrated" Children's Picture Books, and Early Readers

If your version is a classic children's picture book or early reader, and it is "newly illustrated," it is OK to link to an existing record as long as all other elements match (including the illustrator). A common occurrence is for a previously black and white book to have "colorized" illustrations. Publisher, publication date, page numbers, and size do not need to match.

"Newly Illustrated" Children's Chapter Books, Graphic Novels, and Comic Books

If your chapter book, graphic novel, or comic book notes that it is "newly illustrated" (which usually means colorized), then it should get a separate bib record from the original book. This is true even if the original illustrator is still credited. Often, on the "newly illustrated" edition, there is a "colorist" who is credited, so it is clear that the illustrations have changed.

Board Books, Big Board Books, and Big Books

Always link a board book to another board book record. The same is true for big books. The publisher, publication date and page numbers do not need to match as long as the format matches. If there is not an existing record for the board book or big book, create a new BSE record. Do not link board books and big books to a picture book record. Below is an example of a board book record:

AUTHOR	Martin, Bill, 1916-2004
TITLE	Brown bear, brown bear, what do you see? / by Bill Martin, Jr. ; pictures by Eric Carle.
EDITION	**Board book edition.**

Big board books (also known as "lap books") should get their own record. Big board books are larger versions of board books that are meant to be used by an adult to read to a group of children (as opposed to regular board books, which are meant to be used by children). Therefore, if you receive a big board book and the only record in Koha is for a "regular" board book, you should create a new BSE for your big board book. Below is an example of a record for a big board book:

AUTHOR	Heck, Edward.
TITLE	Big fish, little fish / Ed Heck.
EDITION	**[Big board book]**

Graphic Novels

Graphic novels that read left to right and right to left should get separate records. Graphic novels that read right to left will have a note in the record. Otherwise, assume that the graphic novel reads left to right.

C. Matching to Existing Records and Choosing Between Multiples

For some titles, especially classics, there may be multiple records to choose from. Use the guidelines below for choosing a record for paperbacks, hardcovers, large text, abridged editions and compilations

1. Exact Match
   a. Always choose an exact match if possible. An exact match is the same author, title,

publisher, date, page numbers, translator and illustrator (if applicable).
2. Same Edition, Same Publisher
   a. The edition can be considered the same if the author, title and illustrator (if applicable) match. The publication date and page numbers may vary.
3. Same Edition, Different Publisher
   a. The edition can be considered the same if the author, title (up to subtitle) and illustrator (if applicable) match <u>and</u> the publisher on the existing record matches a publisher in the publishing history notes on the item-in-hand. Page numbers do not need to match. Look for the publishing history on the verso (back) of the title page. Publication history is most often found on paperback items.
4. First Record Displayed (when no match for edition)
   a. If there is no apparent match for your edition, look at the first record displayed. The author, title (up to subtitle), translator (if applicable) and content should match. Publisher, publication date and page numbers do not need to match. However if there is a large variation in page numbers you may wish to find another record on which the page numbers are closer. This is optional.
   b. Look for any significant differences in the first record, such as annotations or illustrations that change the format of the book. Also check to be sure that the first record in the system is in the same format as the item in hand (i.e., do not link a large text item to a regular print record). If none of these situations exist, link to the first record displayed, since this is the one most patrons will place their holds on. If one of these situations does exist, go on to the next record if there is one, and so on. If there is no other record, create a new BSE record.

D. ISBNs

Madison staff will add the ISBNs of items you link to existing records in the system as long as the edition matches (numbers 1-3 in Part C above). Please fill out a [request to add ISBNs](#).

A. Guidelines for Paperback to Hardcover Books

It is acceptable to link a paperback to a hardcover record if there is no doubt it is the same edition. If your paperback is issued by the same publisher and at the same time as the hardcover, you can assume it is the same edition. Often the hardcover ISBN will be printed along with the paperback ISBN.

These guidelines apply only to linking a paperback to a hardcover record. Do not link a non-fiction hardcover item to a record with a publisher that does not match. If no exact match is found for a hardcover, create a new BSE record. If there is a cataloging error, report the bib problem to Madison Technical Services staff.

If you find an exact match for your paperback in Koha, it is best to link to the existing record.

If a paperback is issued by a publisher other than the hardcover publisher, check for information in the following fields to determine if your paperback is the same edition as the hardcover record you find in Koha:

Author/Added Author
Authors must match exactly. If the work is translated and the translator is different from the hardcover record, create a new BSE record.

Title
Title must match up to the sub-title.

Edition
Check for edition statements on your paperback. If there are any statements such as "Rev. edition," "2nd edition" or any other edition statement that varies from the hardcover record, create a new BSE record. Do not link uncorrected proof copies to records for "regular" copies.

Other edition-type statements that indicate this is a different edition from the hardcover are:
> "**Updated** with a new afterward by Steven Gaines"

> "Includes 60 **new** pages on the life of Kathy Lee"

If statements such as those above are found on the paperback, but not the hardcover record, create a new BSE record.

A statement such as "First Vintage Books Edition, May 1992" is not necessarily an indicator that this is a different edition from the hardcover version. It most likely means that this is just the first edition for the paperback publisher. Check for publication statements that indicate the relationship between the paperback and hardcover publishers – see **Publisher** below.

Publisher and Publication Date
The publisher of the paperback does not need to match that of the hardcover. However, you should look for a mention of the hardcover publisher on the verso of the paperback title page. Some examples of

statements that show that the paperback version is probably the same edition as the hardcover are:

Arrangement statements

"This edition published by arrangement with Times Books, a division of Random House, Inc." The hardcover publisher is Times Books, and the record in Koha has Times Books in the publisher field. This would be a match.

Printing History

If both the hardcover publisher that you see on the record in Koha and the publisher of your paperback are listed, this would be considered a match.

Example:

PRINTING HISTORY
Seaview edition published November 1979
Bantam edition / August 1981

In this case the publisher of the hardcover record in Koha is Seaview and the publisher of the paperback is Bantam. This would be a match.

Original Publisher

"Originally published in hardcover by Warner Books."

If the publisher of the hardcover record in Koha is Warner, the paperback would be considered a match.

Parent Publishers

"HarperPaperbacks A Division of HarperCollins Publishers"

HarperPaperbacks is an imprint of HarperCollins Publishers. This would be considered a match.

Text of Original Hardcover

"This Pocket Book edition includes every word contained in the original, higher-priced edition."

This can be considered a "bonus" statement that indicates your paperback is the correct edition.

If you do not find a mention of the original hardcover edition in the form of one of the statements above, create a new BSE record.

The most recent date found on a paperback edition is probably the printing date. This date does not need to match the original publication or copyright date.

Look for the original publication or copyright date with the publication statement for the original hardcover edition. If you do not find a mention of the original date, create a new BSE record.

Examples:

1) Verso of title page of the paperback:

    Vintage Books Edition, June 1991

    Copyright c1986 by Maya Angelou

    Originally published by Random House

If the date in the PUBLISHER field of the record in Koha is c1986 and the publisher is Random House, this would be considered a match.

2) Verso of title page of the paperback:

    c1956, 1959 by Allen Ginsberg

    40th printing: January 1992

The publisher is the same for the paperback and the record in Koha. If the date in the PUBLISHER field of the record in Koha is c1959 this would be considered a match.

Description
Page numbers
The page numbers do not need to match.

Accompanying materials
Books that are available for purchase both as a book alone and as a book with an accompanying CD or DVD (when the book is the primary item) should each get separate records.

AUTHOR	Diaz, Jose M.
TITLE	McGraw-Hill's Spanish for educators / Jose M. Diaz and Maria F. Nadel.
DESCRIPTION	xvii, 334 p. : ill. ; 24 cm.

AUTHOR	Diaz, Jose M.
TITLE	McGraw-Hill's Spanish for educators / Jose M. Diaz and Maria F. Nadel.
DESCRIPTION	xvii, 334 p. : ill. ; 24 cm. **+ 1 audio disc (4 3/4 in.)**

The first record does not have an accompanying CD, while the second record does, so if you had a copy of *McGraw-Hill's Spanish for educators* with no CD, then you would link to the first record. If you had a copy of *McGraw-Hill's Spanish for educators* with an accompanying CD, you would first verify that the contents of your book and CD matched the contents of the book and CD in the record, and then you would link your item to the second record.

Children's book/CD kits are usually still cataloged as AV items, not books. Identify which is the primary material when searching and matching.

ISBN

Match not required. If your paperback is issued by a different publisher than the hardcover version, it is not likely that the ISBN will match.

Madison staff will add the ISBNs of items you link to existing records in the system as long as the edition matches. Please fill out a request to add ISBNs.

Part 4 – Guidelines for Multi-part Books

The following are guidelines to be used to determine if a particular multi-part title should be "cloned." If the word "together" appears following a situation the record should not be cloned and parts should be linked together using one barcode for all parts. If the word "separate" appears following a situation, the record should be cloned and the items should be linked separately to the appropriate "cloned" bibliographic records, using a separate barcode for each part.

1. **Encyclopedias and encyclopedia-like titles (volumes with an alphabetic arrangement, both circulating and non-circulating)**: Together - link each volume to one bibliographic record. Optionally, link the first volume only if this is a reference title and will not circulate. Be sure to indicate the volume in the Copy Number field on the holdings record. If you are linking one item to represent the entire set, put the range of volumes in the Copy Number field, e.g., v. 1-15.
2. **Multi-part monograph**: Separate.
3. **Large text multi-part monographs**: Separate.
4. **Braille multi-part monographs**: Separate.

Part 5 – Multi-Part Books: Finding a Match

Once you have determined if a multi-part item should be linked separately or together, use this section as a guideline to determine if a record(s) found in Koha may be considered a match. For instructions on how to link items to bib records, see Section XII.

A. Enclyclopedias and Enclyclopedia-type titles Linked Together
1. Match found, one record
   There will be one record in the database with an indication in the **Description** field that this is a multi-part item (e.g., 2 volumes). Link your item to this record.

2. Match found, multiple records
   If a bibliographic record is found for each part, but the items should be circulated together, fill out a pink "Multi-Part Items" form indicating that multiple records are in the database. Send the form to Madison Technical Services. Wait for notification from Madison before linking your item.

3. No match found
   Create a new Bibliographic Short Entry record. Be sure to indicate in the **Physical Description** field the number of items in the multi-part set (e.g., 2 volumes)

B. Non-Serial Multi-Part Items Circulated Separately
1. Match found for each part
   A match is indicated by a volume or part number or part title in the **Title** field. Each record will indicate the total number of items in the **Description** field. The **Notes** in the **Descriptions** tab may have information about the other parts. Link each part to the corresponding bibliographic record.

2. Match found—one record for all parts
   Reference item, including encyclopedias: If this is a non-circulating reference item, the library may link just one volume. Add the item to the existing record. Be sure to include all of the volumes in the **Copy Number** field on the holdings record, e.g. v. 1-15.

3. No match found
   Do not create a BSE entry. Fill out the "Multi-Part Items" form and send the form, along with the entire item (including all original packaging) to Madison Technical Services. Wait until notification from Madison before linking the items.
   a. Non-circulating reference item, including encyclopedias
      If this is a non-circulating reference item, the library may link just one volume. Fill out the "Multi-Part Items" form and send the form, along with the entire item (including all original packaging) to Madison Technical Services. Indicate that only one volume is being linked on the form under COMMENTS. Wait until notification from Madison before linking the item.
   b. No match found, local materials and government documents
      Link the items following standard BSE guidelines.

Part 6 – Books Bibliographic Short Entry

You will create Books BSE records when linking books, including large type books, Braille books, and local multi-part monographs. For books with accompanying CDs or DVDs, the BSE record is created for the book unless the AV is the primary material of the item.

When entering a new books record, use the title page as the chief source of information. The verso, cover and spine can be used for secondary information and/or in the absence of a title page.

For annual titles, create BSE records for annual books with **Annual** in the **TYPE: Format Type** subfield. Local materials or government documents should be entered with **Local** in the **TYPE: Format type** subfield.

1. Go into Cataloging by clicking the **Cataloging** link on the home page.
2. Click the **New Record** button and select **BSE: Bibliographic Short Entry**.
3. Fill in the fields as follows:

000 LEADER
Click in this field. It will auto-populate with data necessary to index the record properly. Do not edit this information further or enter any other information.

010 LIBRARY OF CONGRESS CONTROL NUMBER (LCCN)
Always enter the LC card number if available. Enter the number as it is on the item including the hyphen. Include all letters that accompany the LC card number, including all for digits for the year 2000.

> **86-1234**
> **gb87-5678**
> **90-90/AC**
> **2000-17311**

020 ISBN (multi-value)
Always enter the ISBN if available on the item. Do not include hyphens or spaces. The ISBN should always be entered with ten or 13 characters. If the last character is the letter x, enter it is an uppercase X. The ISBN may be taken from anywhere on the item.

> 0-8389-3211-8, enter as **0838932118**

Click the + symbol next to the ISBN field to add additional lines for multiple ISBNs. Give publication formats and qualifiers in parentheses as found in the item or as needed. Examples are given in guidelines below.

> ISBN: **0872872203**
> ISBN: **0872872211 (paperback)**

The following are guidelines for choosing ISBNs to include in the record.

> SINGLE ISBN GIVEN IN THE ITEM: If an item contains one ISBN, include it in the record. This will

usually be the ISBN for the item you are cataloging. If the ISBN does not relate to your item (as might happen with a reprint of an earlier edition), qualify the ISBN by following it with an identifying phrase (such as the original publisher's name) in parentheses.

The ISBN in the item is for an earlier edition:

ISBN: **0789273891 (Adams)**

MORE THAN ONE PUBLISHER: If the item contains ISBNs for more than one publisher, include only the one that relates to the publisher you listed first in the IMPRINT field. If an ISBN for that publisher is not given, record the ISBN for any other named publisher but qualify it with the publisher's name in parentheses. In addition, record the ISBN for the distributor if it is given in the item and qualify it with the name of the distributor.

MIX OF U.S. AND FOREIGN IMPRINTS: If an item contains different ISBNs for U.S. and foreign publishers or for publishers with offices in more than one country, include only the ISBN(s) for the U.S. publisher or distributor.

ISBN FOR MORE THAN ONE EDITION: Record only the ISBN(s) for the edition you are cataloging, unless the only ISBN in the item is for an earlier version, then see 1 above.

MULTI-PART ITEMS: Enter the ISBN for the work as a whole.

MORE THAN ONE ISBN FOR THE SAME EDITION: If an item has more than one ISBN and they relate to the same edition, publisher, or format (as happens when the cover and title page have two different numbers), include all in the record. Record the ISBN printed in the item first. Qualify the numbers not printed in the item with a phrase identifying where they came from. (Example in **bold** below.)

ISBN: 0182928739
ISBN: 0182928656 **(jacket)**

If both ten-digit and 13-digit ISBNs are listed on the record, include the 13-digit ISBN in the record. It is not necessary to include the 10-digit ISBN as well. If a 10-digit ISBN is the only ISBN listed, then record the 10-digit ISBN.

LARGE PRINT VS. NON-LARGE PRINT EDITIONS: Do not include the ISBN for a large print edition on a record for a non-large print edition and vice versa.

MORE THAN ONE BINDING/FORMAT: Record ISBNs for different formats issued by one publisher if they are found in the item. The order for the formats is as follows: hardbound, paperback, library binding, any other binding. If the item is hardbound, do not qualify the hardbound ISBN.

ISBN: 0873289017
ISBN: 0873289512 **(pbk.) [or (paperback)]**
ISBN: 0873289676 **(lib. bdg.) [or (library binding)]**

Qualifiers for formats:

> **lib. bdg**. = library binding; also known as library edition, reinforced binding, library style binding LSB), prebound, and guaranteed binding
> **pbk**. = paperback binding; also known as perfect binding
> **deluxe** = deluxe
> **lg. print** = large print
> **lim. ed.** = limited edition

If you choose, you can spell out these qualifiers rather than use the abbreviated forms.

PAPERBACKS: If the item is a paperback and you are creating a record for the paperback and there is only one ISBN, do not qualify the ISBN. If there is more than one ISBN, qualify all of them.

> For a paperback with one ISBN:
>
> > ISBN: **0898128398**
>
> For a paperback with more than one ISBN:
>
> > ISBN: 0898129787 **(paperback)**
> > ISBN: 0898129643 **(library binding)**

ANNUAL TITLES: Enter the ISBN if there is one.

VALID AND INVALID ISBN NUMBERS: All ISBNs should have ten or 13 digits. 10-digit ISBNs of items published in English-speaking countries begin with a 0 or 1. If the ISBN on your item has only nine digits, but was published in an English-speaking country, add a 0 to the beginning of the number and include it in your cataloging record. If a nine digit number is not from an English-speaking country, or if a ten character number ends with a letter other than X, do not enter it into the ISBN/ISSN field. 13-digit ISBNs have a 978 prefix. If a number is fewer than nine digits, do not enter it.

022 ISSN
Enter an ISSN for an annual monographic title only.

024 OTHER STANDARD NUMBER (UPC, ETC.)
Do not fill in this field.

028 PUBLISHER NUMBER MUSIC OR VIDEO NUMBER
Do not fill in this field.

100 a AUTHOR
Enter the author's name as it appears on the title page (see below for specific instructions based on type of author).

If the title page reads: *Adventures of Huckleberry Finn*, by Mark Twain, enter the author as: **Twain, Mark**

BUT

If the title page reads: *A Connecticut Yankee in King Arthur's Court*, by Samuel Clemens, enter the author as: **Clemens, Samuel**

If there is more than one author enter the first author listed. See the field ADDED AUTHOR if multiple authors should be entered.

Enter AUTHOR in one of the formats below:

> PERSONAL AUTHORS: Enter last name, first name, and middle name or initial.
>
>> Carson, Rachel
>>
>> Disney, Doris Miles
>
> CORPORATE NAMES: Generally, enter in direct order.
>
>> Oscar Mayer and Company
>>
>> University of Wisconsin--Madison
>
> GOVERNMENT AGENCIES: Enter government agencies subordinately under the heading for the government. Do not abbreviate Department, Bureau, etc.
>
>> Madison (Wis.). Board of Education
>>
>> United States. Bureau of the Census

245 TITLE (required)
Use the title that appears on the title page. You should never enter a record with no title or if the title is unknown. Variant titles can be entered in the field ADDITIONAL TITLE.

> CAPITALIZE only the first word of the title and any proper nouns. (Examples in **bold** below.)
>
>> **T**he magnificent seven
>>
>> **A** high wind in Jamaica
>
> INITIAL ARTICLES: Enter all initial articles, including foreign initial articles. (Example in **bold** below.)
>
>> **L**es miserables
>
> GMD: Enter the GMD in the **GMD** subfield under TITLE. The GMD should always be in lowercase

letters.

1. LARGE PRINT: If the title is a large print book, enter the GMD as follows: **[text (large print)]**. (Example in **bold** below):

   > Title: White poppy
   > GMD: **[text (large print)]**

2. BRAILLE: If the title is a braille book, enter the GMD as follows: **[braille]**. (Example in **bold** below):

   > Title: Owl moon
   > GMD: **[braille]**

SUBTITLES: Include subtitles if available. Enter subtitles in the **Sub-title** subfield under TITLE. Subtitles should always be entered in lowercase letters. (Examples in **bold** below.)

   > Title: Pat Nixon
   > Sub-title: **the untold story**

   > Title: La valse
   > Sub-title: **poeme choreagraphique**

   > Title: A man called Intrepid
   > GMD: [text (large print)]
   > Sub-title: **the secret war**

VOLUMES AND PART NAMES: Enter any volume information in the **Volume number** subfield under TITLE. If the volume has a separate title, enter that title in the **Name of part** subfield under TITLE. (Example in **bold** below.)

   > Title: Reflections on Monona.
   > Volume number: **Volume 1.**
   > Name of part: **The early years.**

ENCYCLOPEDIAS: Enter the complete title, and the year. Put the year in brackets if it does not appear on the title page. The year should be entered in the **Volume Number** subfield under TITLE. (Example in **bold** below.)

   > Title: The World Book encyclopedia.
   > Volume number: **[1998]**

ANNUAL TITLES: Enter the title for annuals, such as travel books, exactly as it appears on the title page. If there is a year in the title, enter it exactly as printed into the **Volume number** subfield under TITLE. (e.g., 05, 2003-04). (Example in **bold** below.)

   > Title: Walt Disney World with kids

Volume number: **2012**

If there is no year in the title, enter the publication year in the **Volume number** subfield in brackets. (Example in **bold** below.)

Title: Fodor's Bahamas
Volume number: **[2012]**

If there is no title page, enter the title exactly as it appears on the cover (or elsewhere on the item), and enter the publication year in the **Volume number** subfield. Indicate in a **Note** where the title came from.

GRAPHIC NOVELS: Enter the series title (or collective title) in the main **Title** subfield under TITLE. Enter the **Volume number** in the Volume number subfield under TITLE, and the individual volume title in the **Name of part** subfield under TITLE. Enter the individual volume title as an ADDITIONAL TITLE field. If there is no unique title for the work, enter the collective title and volume (if there is one) in the TITLE field.

> (graphic novel with individual title)
> TITLE: **Spidergirl**
> Volume number: Volume 4,
> Name of part: Turning point
> ADDITIONAL TITLE: Turning point

> (graphic novel with no individual title)
> Title: **A.I. love you.**
> Volume number: **Volume 7**

246 ADDITIONAL TITLE
Enter any variant titles which may be useful for identifying the bibliographic record. Include parallel titles (titles in more than one language), spelling variants, alternative titles, cover titles, and spine titles if patrons or staff are likely to use them as access points. Indicate the source of the variant title in the NOTES field.

> Title: 1984
> Additional title: **Nineteen eighty-four**

> Title: La forza del destino
> Additional title: **The force of destiny**

BOOKS WITH ACCOMPANYING AV: For books with accompanying audio CDs, CD-ROMs, or DVDs, add an additional title to the record with the appropriate GMD depending on the accompanying material. (Examples are in **bold** below.)

> Additional title: McGraw-Hill's Spanish for educators
> GMD: **[electronic resource]**
> (accompanying CD-ROM)

Additional title: ESPN ultimate NASCAR **(DVD)**
GMD: [**videorecording]**
(accompanying DVD)

Additional title: A light in the attic
GMD: **[sound recording]**
(accompanying audio disc)

ANNUAL TITLES: If the item is part of a well-known series or from a well-known publisher (such as Fodor's, Frommer's, Lonely Planet, Nolo, etc.) and that information is not part of the title, include the information as an Additional Title. (Example in **bold** below.)

Title: Cape Cod, Nantucket & Martha's Vineyard
Volume number: 2012

Additional title: **Frommer's Cape Cod, Nantucket & Martha's Vineyard**
Volume number: 2012

250 EDITION
Give edition statement only if it appears on the item. Use abbreviations. (Example in **bold** below.)

2nd edition

LARGE PRINT EDITION: Do not include Large print edition as an edition statement unless it is part of a broader edition statement. (Large print is indicated in the TITLE field). (Example in **bold** below.)

1st large print edition

BUT NOT

Large print edition

CHILDREN'S MATERIALS: The following can be added to the edition statement in children's materials to help identify non-standard book formats. Use brackets around the text:

[Bilingual book]	**[Musical book]**
[Board book]	**[Scented book]**
[Big board book] (for large board books; also called lap books)	**[Sound effects book]**
[Big book]	**[Textured book]**
[Miniature book] (for books 3 inches or smaller)	**[Upside-down book]**
	[Pop-up book]
[Glow-in-the dark book]	**[Movable book]**
[Lift-the-flap book]	**[Sensory book]**

260 b PUBLICATION: Publisher (required)
Enter in the **Name of Publisher** subfield under PUBLICATION. Enter the publisher in the shortest form in which it can be understood and identified. Use the smallest recognizable subdivision available. (Example in **bold** below).

> **Knopf**, not Alfred A. Knopf

> ON ORDER TITLES: If the item is on order and the publisher is unknown enter the following in the publisher field: **oo**

260 c PUBLICATION: Publication date (required)
Enter in the **Date of Publication** subfield in the PUBLICATION field. Always give the publication date if available. Use the following guidelines to determine the correct date to enter.

> PUBLICATION DATE IS PRESENT: Use as given. Do not add copyright date. Do not add printing date unless it is later than publication date and it represents the date that the item was first printed. Use such a date to infer the true publication date. Enter it in brackets with "i.e." after the publication date.

> > t.p.: 1986
> > verso: 1st printed 1987
> > bib record: **1986 [i.e. 1987]**

> MULTI-PART LOCAL OR GOVERNMENT MONOGRAPHS: If the set was published over a range of years, enter the first and last years with a hyphen; if only the first volume is owned enter the year followed by a hyphen.

> > **1975-1977**
> > **1996-**

> NO PUBLICATION DATE IS PRESENT:
> 1. If the copyright date is the only date on item, enter as follows with a lowercase "c" before the date: e.g., **c1996**
>
>   > works first copyrighted after 1977--use latest copyright date
>   > works first copyrighted before 1978--use first copyright date
>
> 2. If both copyright and printing dates are on item, use the copyright date.
>
> 3. Printing date only on item:
>
>   > if date of first printing--enter date in brackets: **[1980]**
>
>   > if cannot determine that it is first printing--enter in form "[date] printing":
>   > **[1980] printing**
>
> 4. If there is no date on item at all, supply an approximate date of publication in brackets.

Probable year: **[1984?]**

If certain of decade or century: **[198-]** or **[19--]**

If probable decade or century: **[198-?]** or **[19--?]**

ANNUAL TITLES: Follow the guidelines above for entering the publication date. If there is no date in the title, this is the date that will be used for both the publication date and for the date in the title field of the final (overlaid) record.

300 a PHYSICAL DESCRIPTION: Collation (required)
Enter in the **Collation** subfield under PHYSICAL DESCRIPTION. Always include the collation.

SINGLE MONOGRAPHS: Enter the number of pages.

271 pages OR 271 p.

LOCAL OR GOVERNMENT MULTI-PART MONOGRAPHS: Enter the number of volumes.

8 volumes OR 8 v.

However, if you have only one volume of a multi-part monograph, and the total number of volumes is unknown, use an open entry (v.).

NO PAGES: For single monographs with no page numbers use the following:

1 volume (unnumbered) OR 1 v. (unpaged)

BRAILLE: For Braille titles enter the number of pages followed by **of braille**.

310 pages **of braille**

If the pages are unknown enter as:

1 volume [unnumbered] of braille.

If the book is a combination of braille and print enter as:

25 pages **of print and braille**

ON ORDER TITLES: If the item is on order and the collation is unknown enter the following in the COLLATION field: **oo**

300 e PHYSICAL DESCRIPTION: Accompanying material
Enter in the **Accompanying material** subfield under PHYSICAL DESCRIPTION. Enter accompanying material following a + (plus) sign. For accompanying AV materials, be sure to differentiate between

different types of media. (Examples in **bold** below.)

> **+ one teacher's guide**
> **+ 1 compact disc OR 1 CD OR 1 audio disc**
> **+ 1 CD-ROM OR 1 computer disc**
> **+ 1 videodisc OR 1 DVD**

ANNUAL TITLES: Record accompanying material such as detachable maps and CD-ROMs.

500 NOTES

Enter miscellaneous information pertaining to the bibliographic record here. (Do not enter information specific to the item here.) The following are examples of types of notes that may be entered here:

LOCAL HISTORY MATERIALS: If the item is a local history material and will receive the value **Local** in the TYPE field, it is optional to enter suggested subject headings in the NOTES field. You may choose headings from the list in Appendix D of this manual, or you may suggest your own headings.

GRAPHIC NOVELS: Enter **Graphic novel** in the General note subfield.

For graphic novels that read right to left, add the following note: **This book reads from right to left.**

If the graphic novel has an explicit content label, add the following note: **Explicit content**.

ANNUAL TITLES: Enter any notes that might be useful for cataloging your title. Examples might be source of title or whether the title has changed from the previous year.

599 a TYPE: Format type (required)
Choose the correct option from the drop-down menu in the **Format type** subfield under TYPE. *See Appendix G to see which types of materials receive full MARC cataloging.*

Books: This record is a new books title in the database and it requires full MARC cataloging.

Romance: This is a romance paperback.

Local: This is a local material or government document.

Annual: This is an annual title that is published regularly, such as a travel book.

Perm: This record does not require full MARC cataloging. See Appendix G and Section IV.

599 d TYPE: Target audience
Choose the correct option from the drop-down menu in the **Target audience** subfield under TYPE.

a: Preschool, 0-5 years: This record is a **preschool** title. (0-5 years; Board books, picture books)

b: Primary, 6-9 years: This record is a **primary** title. (6-9 years; Readers, illustrated books, more advanced picture books, shorter chapter books)

c: Pre-teen, 9-13 years: This record is a **pre-adolescent** title. (9-13 years; Chapter books, advanced illustrated books)

d: Teen, 14-17 years: This record is an **adolescent/young adult** title. (14-17 years; Books geared for teens)

j: General juvenile: This record is a **general juvenile** title. (Use as a last resort)

See Appendix B for more instructions on coding of juvenile materials.

599 c TYPE: Library (required)
Select your library from the drop-down list in the **Library** subfield under TYPE.

700 a ADDED AUTHOR
Enter any additional authors not entered in the AUTHOR field if they would be useful for identifying the work (i.e., illustrators). Follow the guidelines for the AUTHOR field for entering added authors.

830 SERIES TITLE
Enter series titles as they are found on the item. (Example in **bold** below.)

> Title: The Puerto Ricans in America
> Series title: **In America series**

If a series is numbered, enter the series number in the **Series Volume number** subfield under SERIES TITLE. (Example in **bold** below.)

> Title: Fundraising for the small public library
> Series title: How-to-do-it manual for libraries
> Series volume number: **no. 8**

Substitute Arabic numerals for Roman numerals. If the part designation is a # sign, use that on the record. Use the following standard abbreviations for part designations if you choose not to spell it out (abbreviations are no longer required):

part designation	abbreviation
book	bk.
chapter	ch.
episode	ep.
number	no.
part	pt.
program	prog.
supplement	suppl.
volume	v.

Saving your record
1. When finished, click the **Save** button.
2. Create a new item record and link your item (*see Section XII*).