



Cataloging @ WLS 2023

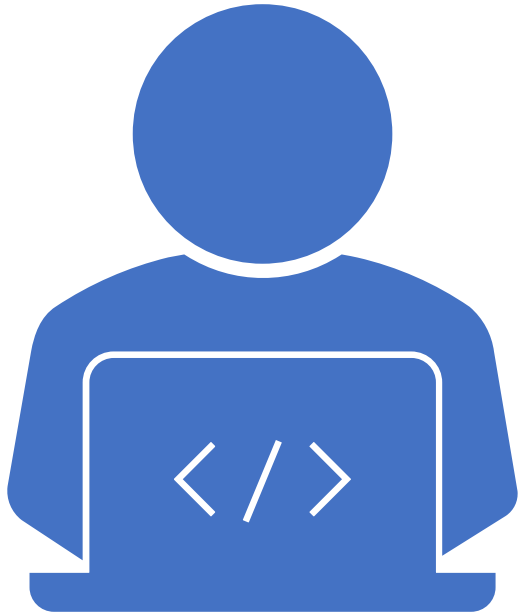
Douglas Wray & Melissa Glazer



Today's Agenda

- Who we are
- What we do... and don't do
- Obtaining bibliographic records
- Criteria for introducing new bib records into the catalog
- More about the work that we do
- New challenges
- Conclusion





Our Catalogers

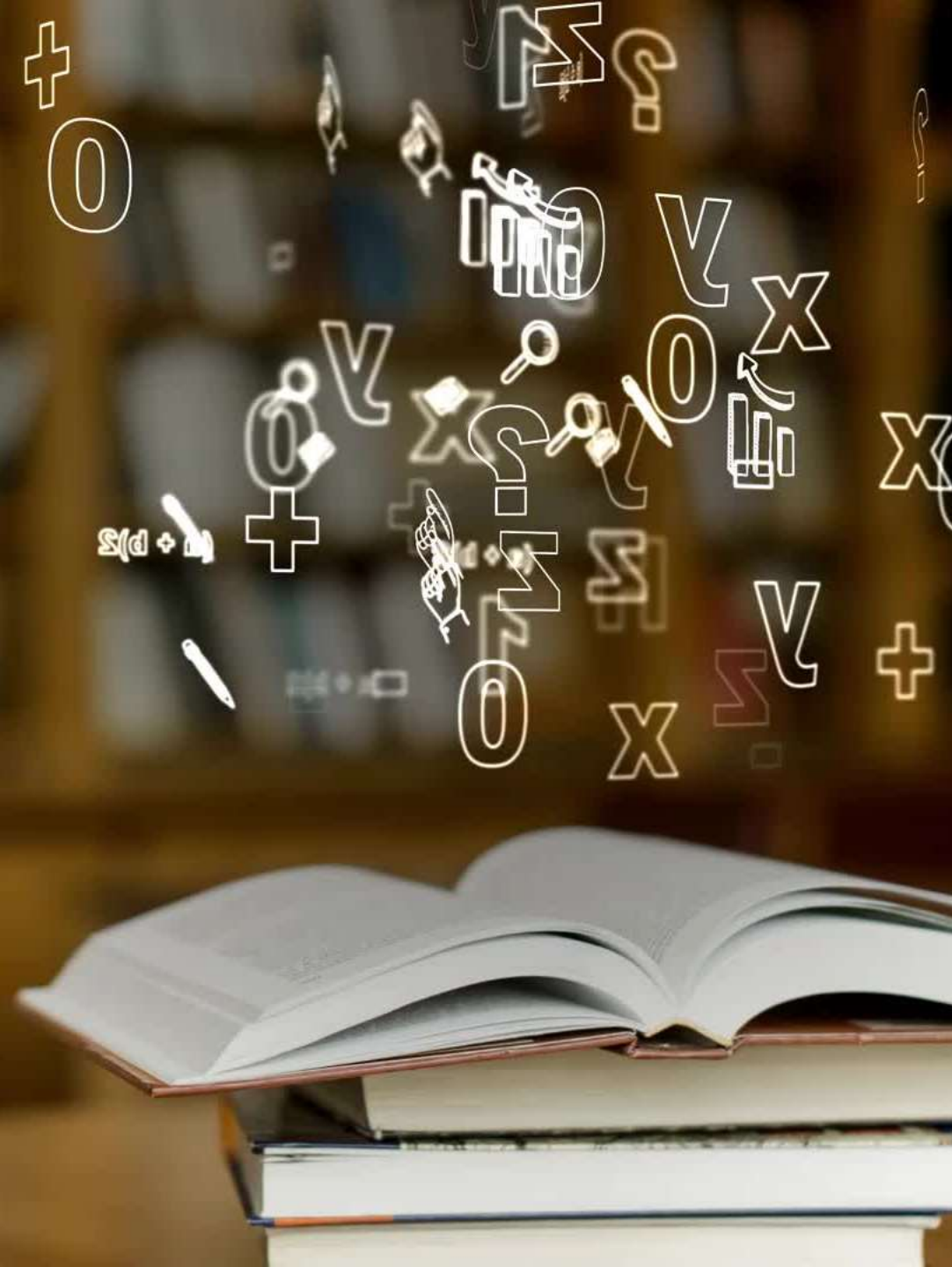
- Director of Cataloging Services: Douglas Wray
 - dwray@wlsmail.org
 - (914) 231-3243
- Manager of Cataloging Services: Melissa Glazer
 - mglazer@wlsmail.org
 - (914) 231-3259
- Part-Time Cataloger: Steven Pisani
 - spisani@wlsmail.org
 - (914) 231-3278

IT Resources

- For Training:
 - Allison Midgley: amidgley@wlsmail.org
 - Allison Pryor: apryor@wlsmail.org
- For all other forms of support:
 - Contact the IT help desk - sign into Solarwinds with your WLS or library mail account (<https://westls.samanage.com/login>)
 - Or email support@wlsmail.org
 - For urgent issues, call (914) 674-3616
- IT Wiki: <https://it.westchesterlibraries.org/>
- Cataloging IT Wiki: <https://it.westchesterlibraries.org/help-and-faqs/evergreen-help-and-faq/cataloging-and-acquisitions-information/>

What Do We Do?

- **We do the “cataloging” and you (the libraries) do the “linking.”**
- To the WLS catalog, we add bibliographic records representing: Books; audiobooks; DVDs and Blu-rays; music (sound recordings, scores); kits; electronic games; and materials in other formats (atlases, electronic book readers, computers, museum passes, toys, etc.).





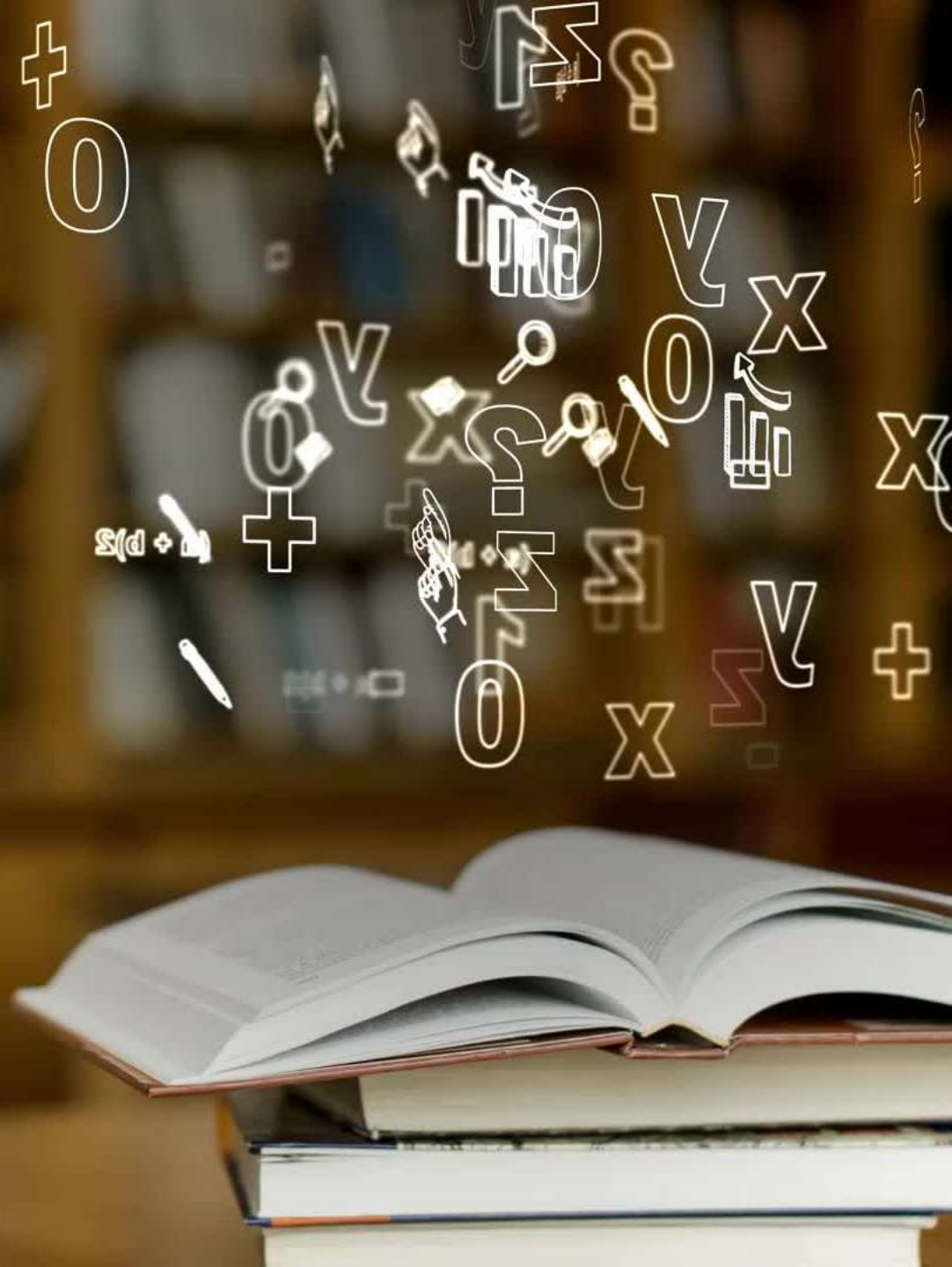
What Do We Do?...

Continued

- We merge bibliographic records when possible.
- We upgrade brief vendor bib records and legacy bib records.
- We maintain the catalog's overall integrity and ease of use.
- We act as consultants to member library staff.
- We help evaluate every new ILS.

What *Don't* We Do?

- We don't handle circulation-related issues (loan periods, item types, collection codes, barcodes etc.).
- We don't edit the public catalog (Aspen); issues related to that are handled by WLS IT, via the HelpDesk.





The Bibliographic Records Are:

- Imported from OCLC's WorldCat database
- Original = created by one of us
- Created by vendors and sent to us via FTP, or email, or retrieved from their sites

Methods for Obtaining Bib Records

- Arrange for your vendors to supply us with the MARC records
- Email us: wls-cat@wlsmail.org
- Please note: the Cataloging E-report form on the staff page has been discontinued!

Methods for Obtaining Bib Records, Continued

- Send us photocopies of items
- Send us physical items
- When sending anything to the WLS offices, please enclose it in an envelope or box, and *always* make sure to include a return label inside the box/envelope so that we can return it to your preferred department/person ASAP.



Before You Request a Bibliographic Record

- Search the catalog for a possible record to which you can link your item.
- Make sure to select “All” instead of only your own library.
- Please keep in mind that the title page, *not the cover*, is the “chief source of information” for titles.
- According to certain criteria, we add reprints, including their new ISBNs and UPCs, to existing bib records. *If your item has different numbers, don't link your item to an existing bib record without asking us first.*

Before You Request a Bibliographic Record, Continued

- While deciding to link an item to a bib record in the catalog, first verify the physical format (e.g. regular print, large print, board book). More and more frequently, bib records from vendors and even the Library of Congress are containing ISBNs for more than one format, so simply scanning the ISBN will retrieve an incorrect bib record to which to link your item.
- Please note: Because a bib record can legitimately include multiple ISBNs representing different printings, and cover images are triggered by the top ISBN in the record, the cover on your item might not match the cover image in the catalog. Trust the information in the MARC record.

Tips for Submitting Cataloging Requests

Please cite this information:

- Books: author/title/ISBN
- Audiobooks: author/title/ISBN/name(s) of narrator(s)
- CDs: author/title/UPC
- DVDs and Blu-rays: title/UPC
- Magazines: title/ISSN/your library's retention policy
- Please do not include attachments in emails. If you would prefer to submit a photocopy rather than an email, please do so; this is to make sure we keep digital security at a high standard.
- There is no need to cite WorldCat control numbers. Just provide what information that you can from the item in hand.

Know your ISBNs & UPCs

It will help you search!

- An ISBN is usually 13 digits (though some ISBNs are 10) and are usually located below the barcode on the back of items. ISBNs with 13 digits (especially for books) tend to start with a 9 while the 10 digit ISBNs & EANs can start with any number.
- EANs are usually 13 digits long and function exactly like a UPC (usually for digital/AV materials) on the back of the item under the barcode or appearing when the barcode is scanned. A UPC is 12 digits.



Note the ISBN 10 on top of the first image and the 13 digit/most common ISBN is on the bottom of both images.



Image from: Nationwidebarcode.com

Image from: Wikimedia Commons, the free media repository.

Tips for Submitting Cataloging Requests, Continued

- When sets are published as such, we do not catalog their individual components. This is per a firm PLDA guideline, applying to all material formats. Since WLS is a consortium, it's possible that another library will own a complete DVD set (e.g. Friends. Season One) while you own only one or two discs from the set. You can still circulate components, and indicate what parts are held by your library.
- **The exception:** We *will* divide up Blu-ray/DVD combo packs, because different equipment is required to view them. Some libraries choose to circulate the discs separately, and we will create separate bib records upon request. Combo packs have one UPC and/or ISBN, so we need you to clearly indicate whether you need a record for the entire package or a record for each component or a record for one component.

Tips for Submitting Cataloging Requests, Continued

- Please avoid placing your library's barcode or other stickers over important numbers on an item, such as the UPC or ISBN, especially before sending to WLS.
- Please consider the region of a DVD or Blu-ray before asking us to catalog it (not all are playable in the USA).
- Please include the ISSN as well as the ISBN when submitting a request for a new edition of an annually updated work (e.g. The Martindale-Hubble Law Directory).

Tips for Submitting Cataloging Requests, Continued

In all correspondence with WLS Cataloging Services, please supply your library's name or three-letter code. Examples:

- Stamp an item
- Insert a slip into an item
- Stamp or write on photocopies and envelopes
- Include your library's name in the subject line of emails to wls-cat@wlsmail.org
- Again, when sending physical items, provide a return slip or envelope with your preferred label denoting your library and department so we can best facilitate your items' quick return.

Tips for Submitting Cataloging Requests, Continued

- Never hesitate to reach out to us at WLS if you have any questions regarding a record, especially before you link to it. If you have linked to a record in error, just let us know so we can separate the items correctly.
- Provide the TCN/ISBN, along with the barcode of the item that was linked so we can efficiently address the correction.

After We Catalog Your Materials

- We will send physical items back with their title control numbers (TCNs) written on slips of paper, or reply to your email to notify you that the work is done.
- Be sure to link promptly; on an irregular schedule, all bib records without holdings attached are removed from the catalog.
- FYI: When you are weeding and discarding the last copy of a particular title, please go ahead and delete that title from the catalog.

New Bib Record Requirements

We know it can be difficult to determine if something needs a new record or if it can just be added to an existing record.

If you believe the item in hand can be linked to an existing bib record, contact WLS Cataloging to submit a request and include all data pertaining to the item or the item itself if requested.

New bib records are required in the cases below and on the following slides.

New Bib Record Requirements, Continued

- **Books**

- Different title
- Different formats (e.g. large print, graphic novel, board book)
- Different editions (e.g. revised, abridged, etc. (Book Club ed., Anniversary ed., etc. do not warrant a new record))
- Different translator
- Different illustrator, or illustrated vs. not illustrated
- Different editor

- **Non-musical sound recordings**

- Different title
- Different formats (e.g. CD, mp3, Playaway, audiocassette)
- Different editions (e.g. unabridged, abridged)
- Different reader
- Different translator
- Different editor

New Bib Record Requirements, Continued

- **Musical sound recordings**
 - Different title
 - Different formats (e.g. CD, audiocassette)
 - Different editions (e.g. “Parental advisory” vs. non-explicit versions)
 - Different contents (e.g. bonus tracks)
 - Different performances (e.g. in classical music: same work, same performers, same venue, different day = new record)

- **Electronic games**
 - Different title
 - Different platform (e.g. Playstation, Wii, Xbox, Switch)
 - New version number (the number before the decimal point (e.g. 3.0))
 - Additional content

New Bib Record Requirements, Continued

- **Visual material**
- Different title
- Additional footage (e.g. restored cuts, etc.); not bonus features
- Different formats (e.g. DVD, Blu-Ray, Blu-ray & DVD combo, VHS)
- Different disc numbers with different or new content/remastered or recolored editions
- Different languages (either the primary dialog or subtitle options)

Some of the
Work We Do to
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- Creating or verifying additional access points for people and titles such as authors, illustrators, narrators, editors, variant titles or subtitles, etc.
- Creating or verifying subject headings.
- Merging duplicate records, when possible. This helps to equitably distribute holds.

Some of the
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Continued

- Working with the local authority file that enables cross references in Evergreen, and working on methods to do so in the best way in Aspen.
- In cataloging tradition, the author and title fields in a bibliographic record are transcribed from the “item in hand.” It is assumed that some patrons will search based on this. However, bib records also contain author, title and subject fields which use “controlled language”, established by the Library of Congress or other authorities. This standardization is intended to collocate one author’s works together on a library shelf, regardless of how the author’s name is spelled or appears on various items. It also collocates titles which appear in different languages at different times.

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The following slides show LC's Authority File entry for William Shakespeare. The 100 field is the approved heading; the 400 fields contain other headings which have appeared on items in hand, but which should not be used in the controlled language author field.



LIBRARY OF CONGRESS AUTHORITIES



Help	New Search	Search History	Headings List	Start Over
◀ Previous		Next ▶		
MARC Display		Labelled Display		

LC control no.: n 78095332

LCCN Permalink: <https://lccn.loc.gov/n78095332>

HEADING: Shakespeare, William, 1564-1616

000 08888cz a2201729n 450

001 4211174

005 20230711064549.0

008 831215n| azannaabn |b aab

010 __ |a n 78095332 |z sh 85120820

016 __ |a 0103C3856E

024 7_ |a Q692 |2 wikidata |1 <http://www.wikidata.org/entity/Q692>

024 7_ |a 0000000121032683 |2 isni |1 <https://isni.org/isni/0000000121032683>

024 7_ |a 96994048 |2 viaf |1 <http://www.viaf.org/viaf/96994048>

035 __ |a (OCoLC)oca00230409

040 __ |a DLC |b eng |e rda |c DLC |d DLC |d MH |d OCoLC |d NjP |d IU |d WU |d DLC |d OCoLC |d WU |d DLC |d DLC-OK |d Uk |d SG-SiLA |d CU-HE |d Uk |d DLC |d InU |d OCoLC |d CSt |d OCoLC |d CSt |d UPB |d Dfo |d WU |d Dfo |d DLC |d MdRoLAC |d CaOONL |d DeU |d DLC |d DLC |d OCoLC |d Nz |d Dfo |d DLC |d Nz

042 __ |a nlc

046 __ |f 1564-04 |g 1616-04-23 |2 edtf

053 _0 |a PR2750 |b PR3112

100 1_ |a Shakespeare, William, |d 1564-1616

370 __ |a Stratford-upon-Avon (England) |b Stratford-upon-Avon (England) |c Great Britain |c England |e London (England) |e Stratford-upon-Avon (England) |2 naf

372 __ |a Drama |a Poetry |a Acting |2 lcsb

372 __ |a Theatre

374 __ |a Poets |a Dramatists |a Actors |2 lcsb

374 __ |a Poets |a Dramatists |a Actors |2 itoamc

377 __ |a eng

400 1_ |a Shakespear, William, |d 1564-1616

400 1_ |a Shakspeare, William, |d 1564-1616

400 1_ |a Šek'špiri, Uiliam, |d 1564-1616

400 1_ |a Saixpēr, Gouilliam, |d 1564-1616

400 1_ |a Shakspere, William, |d 1564-1616

400 1_ |a Shikisbūr, Wilyam, |d 1564-1616

400 1_ |a Szekspir, Wiliam, |d 1564-1616

400 0_ |a Šekspyras, |d 1564-1616

400 1_ |a Shekspir, Vil'iam, |d 1564-1616

400 1_ |a Šekspir, Wiliem, |d 1564-1616

400 1_ |a Shaḵspir, Vilyam, |d 1564-1616
400 0_ |a Syeiksüp'io, |d 1564-1616
400 1_ |a Shekspir, V. |q (Vil'iam), |d 1564-1616
400 1_ |a Szekspir, William, |d 1564-1616
400 1_ |a Shakespeare, Guglielmo, |d 1564-1616
400 1_ |a Shake-speare, William, |d 1564-1616
400 0_ |a Sha-ṣ, |d 1564-1616
400 0_ |a Şekspir, |d 1564-1616
400 1_ |a Shekspir, Uiliam, |d 1564-1616
400 1_ |a Shekspir, U. |q (Uiliam), |d 1564-1616
400 1_ |a Šekspir, Vilijam, |d 1564-1616
400 1_ |a Şekspiyar, Viliyam, |d 1564-1616
400 0_ |a Shakspir, |d 1564-1616
400 1_ |a Shekspyr, Vyl'iem, |d 1564-1616
400 1_ |a Şekspir, Velyam, |d 1564-1616
400 1_ |a Šekspiyar, Villiyam, |d 1564-1616
400 1_ |a Shĕk'sp'iyr, Vllilliam, |d 1564-1616
400 0_ |a Şekspiyar, |d 1564-1616
400 0_ |a Şekspiyar Mahākavi, |d 1564-1616
400 0_ |a Şekspiyar Mahākaviya, |d 1564-1616
400 1_ |a Shekspier, Vilyam, |d 1564-1616
400 0_ |a Shĕk'spir, |d 1564-1616
400 0_ |a Shakespeare, |d 1564-1616
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400 1_ |a Shekspir, Uiliiam, |d 1564-1616
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400 1_ |a Шекспир, Вильям, |d 1564-1616
400 1_ |a Шекспир, Уильям, |d 1564-1616
400 1_ |a שייקספיר, וויליאם, |d 1564-1616
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400 1_ |a שקספיר, וילום, |d 1564-1616
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Continued

- Correcting errors in newly imported records or in existing ones (typos or missing diacritics make a difference in the electronic world).
- Enhancing (adding to) newly imported records or existing ones.
- Overlaying brief records (particularly from vendors) with new/better records or enhancing them after requesting the physical items.

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- Inserting “local author” subject headings.
 - *By request*, we will add a subject heading to an author’s or editor’s bibliographic records, indicating they reside, or once resided, in a Westchester town or city. Please specify the town or city. If you don’t, we will limit them to Westchester County.
 - Please note: We do not maintain a file of Westchester authors.
 - Please note: We follow the LC Authority File, which is not always granular with geographical areas. For example, Shrub Oak will be covered by Yorktown in our catalog, because LC has no heading for Shrub Oak.

Self-publishing lets authors BYPASS the traditional filters...

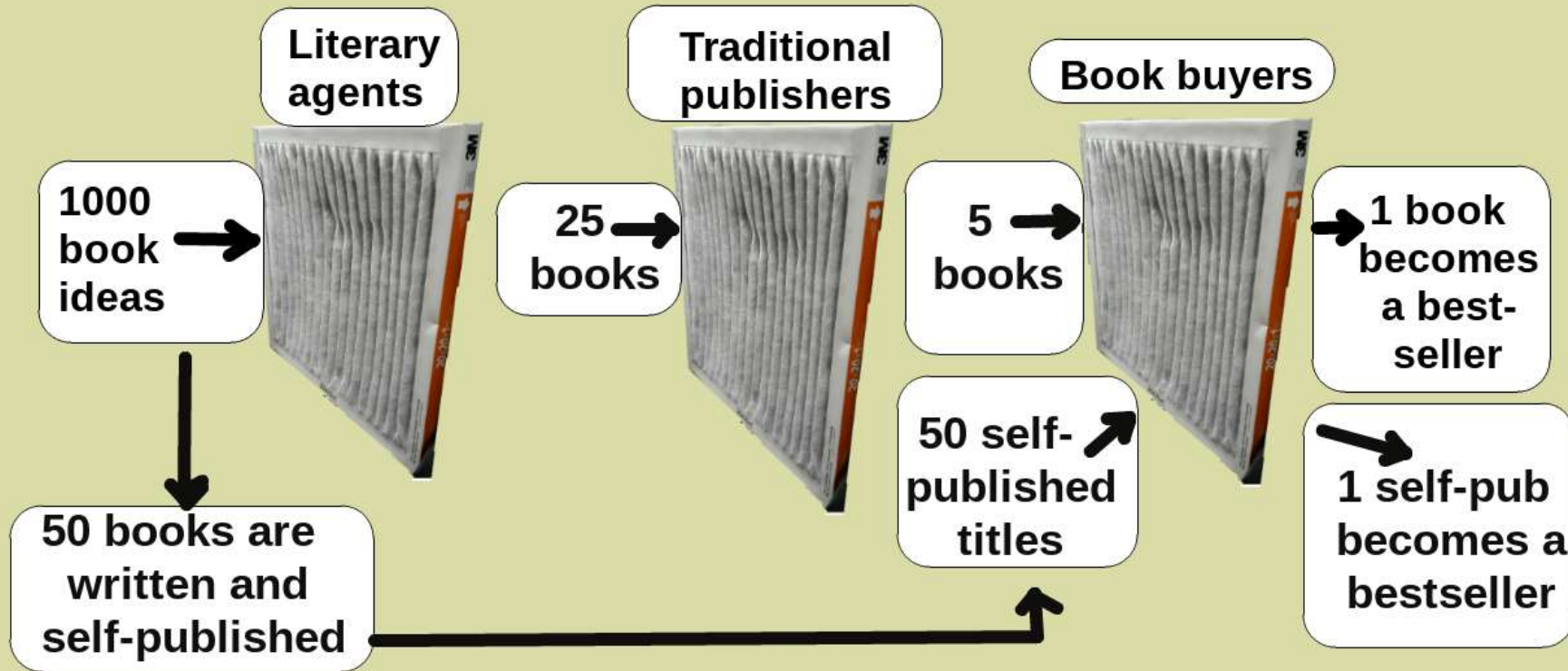


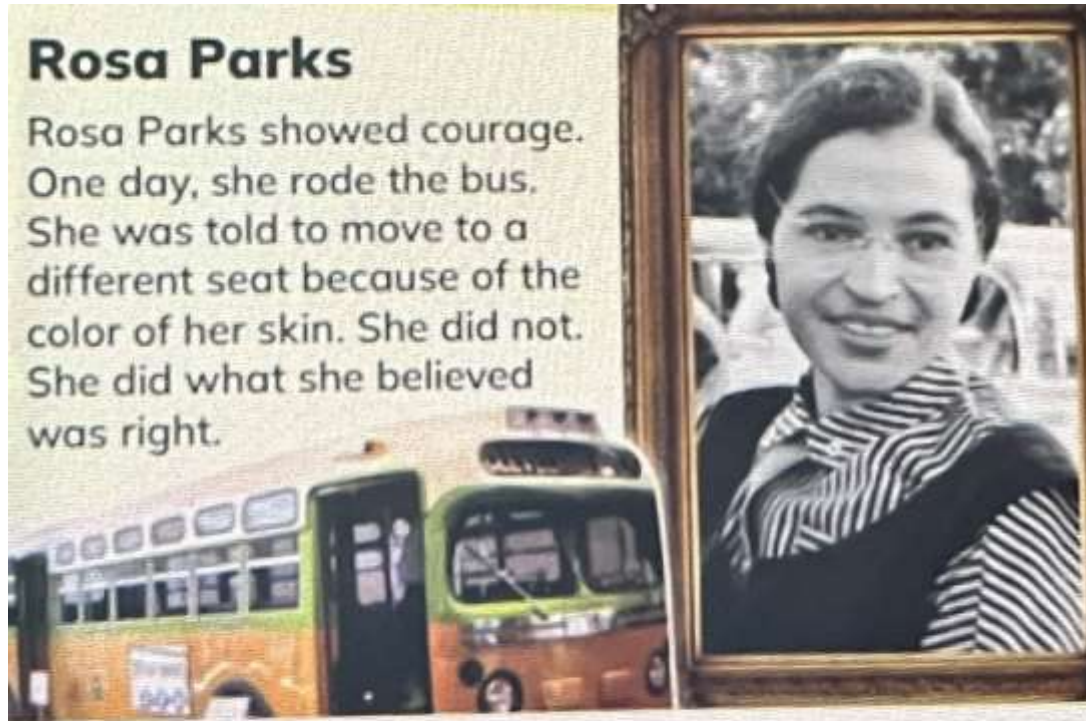
Image from: Wikimedia Commons, the free media repository.

New Challenges That We Have Been Seeing (Publishing)

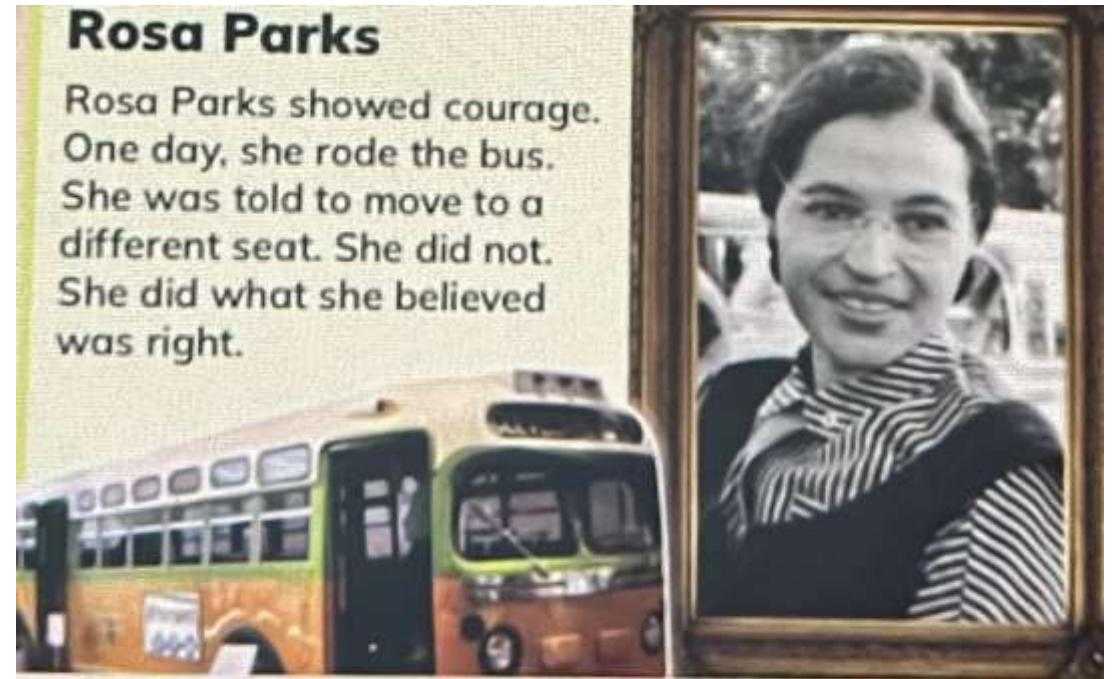
- Due to the increase of self-published books and various other new formats, we've been seeing an increase of items that require new records (even for previously published titles), which necessitates our cataloging staff to see the physical materials for confirmation.
- There has also been an increase of items that have been released to the public after their original or renewed copyrights have expired.
- This has led to various publications being reproduced by different sources and without clear marking to delineate the changes.
- On the following slides we'll show some examples of interesting cataloging challenges we've been working on lately.



Here are 2 examples of edited text that didn't have a new or second edition statement to indicate the change. Also notice the updated terminology. Occasionally this occurs when a publisher re-issues a previous edition within the same series, under the same title, usually with the previous ISBN.



In the initial version for the review, Ms. Parks was told to move because of "the color of her skin." Florida



In a second updated version, her story is told without mention of race or segregation law. Studies Weekly



Editions Without Clarification

For this item it notes that it is an Illustrated edition, but not where the images are sourced from as you can see from the cover and back of the item.



Editions Without Clarification, Continued

As you can see from the copyright page and title page, there is still no entity that is credited with the illustrations. Through perusing the item, it appeared to be a combination of sketches/generated art and clip-art. This requires a new record be created for this independently published item. It was only because we had the item in hand that we could differentiate these variations.

Agatha Christie

The Murder of Roger Ackroyd

A Hercule Poirot Mystery

Illustrated Edition

Northeast Classics Publications
New York 2022

New York 2022

Northeast Classics Publications

This book is a work of fiction. Names, characters, places, and incidents either are products of the author's imagination or are used fictitiously. Any resemblance to actual events or locations or persons, living or dead, is entirely coincidental.

Northeast Classics Publications
P.O.BOX 33695 Bay Ridge NY 11209

Book design and production: Daniel Constantine P, Northeast Classics Publications

Library of Congress Cataloging - in - Publication Data

Agatha Christie

The Murder of Roger Ackroyd

Text set in Garamond

Manufactured in the United States of America

ISBN - 9798848191448



New Challenges That We Have Been Seeing (DVD-R Discs)

- There are some instances where libraries retain or create new content on DVD-R discs, which are writable. We **do not** want to discourage this practice, though we do want to encourage all libraries who have this format to retain an archived version or a non-circulating copy (for posterity), and to create a formal policy regarding them.
- We recommend having your circulation/tech services staff check DVD-Rs upon return, to make sure the content hasn't been overwritten or erased.
- We understand that DVD-Rs are not always an avoidable format, but in order to maintain the integrity of the WLS libraries' collections, a formal policy could ensure that they remain the way they started.



A Note About Merging Records:

As new editions are issued and the self-publication market continues to explode, more and more titles require the cataloging staff to see the physical item in order to determine if it needs a new bib record, or if it can be added to an existing one. This is especially true when only brief records exist.



In Conclusion...

- If one search method fails... try a different search method!
- If you find anything that needs attention – duplicate bib records, typos, pre-cat/vendor titles, brief records, incorrect cover images and more...
- ... please don't hesitate to get in touch with us!
- We're here for any questions or catalog-related issues that may come up, and if you are unsure about bringing something to our attention, please do and we'll either answer or direct the question to the IT support staff.
- We're here to help make the catalog easier for you, the libraries, and the patrons to navigate and use overall, while providing quick and quality bib records for you to link to.

Thank You!

