

RECORD EVALUATION CRITERIA

In both selection of new records and use of existing ones, record evaluation is necessary and important. This ensures that the best and most complete and accurate information is included in our records and for our users. The tension of record evaluation and acceptability is always between the practical/usable/acceptable and the perfect. This is the balance we strive to achieve.

Following is a list of major fields for review. In addition to these fields, the whole record should be reviewed before it is selected. Any questions or inconsistencies should be carefully evaluated and researched before a record is deemed acceptable. All evaluation criteria below are appropriate for evaluating both OCLC and III/CONSORT records. MARC tag numbers are the same for OCLC and III records.

OCLC RECORDS

Before using an OCLC record, it must be evaluated and edited (if necessary) to ensure that it is accurate and that it will work with the III/CONSORT system. This includes checking for discrepancies between the OCLC record and the physical document and making sure the record contains all the information necessary for our local system/s.

See *Bibliographic Formats and Standards: Second Edition*. OCLC. for detailed explanation of fields, sub-fields, “‡” (delimiter) parameters, etc.

A. Holdings Statement

Located at the top left corner of the record, indicates whether your library already has attached holdings in OCLC for this title. Four messages are possible. Records with messages #3 or #4

can be used. Messages #1 or #2 should be reviewed by the Documents Staff or the Coordinator.

1. Held by XXX - Your library is the only library to have recorded holdings on OCLC. (XXX stands for the three letter code for your library)

DNU Denison Library
KEN Kenyon College
OBE Oberlin College
OWU Ohio Wesleyan University
WOO The College of Wooster

2. Held by XXX-## OTHER HOLDINGS - Your library and ## other libraries have attached holdings to this record.

3. NO HOLDINGS IN XXX-## OTHER HOLDINGS - Your library has not attached holdings, ## other libraries have.

4. NO HOLDINGS IN XXX - NO OTHER HOLDINGS - No libraries, including yours, have attached holdings to this record.

B. BLvl Bibliographic Level (FF)

A one character code in the fixed field (the unnumbered block of information at the top of the record, a.k.a. “that blob of stuff”) indicating the publication frequency of the title. Serials are coded “s”; monographs, including multi-part monographs, are coded “m”. These two codes, properly applied, are acceptable. Other codes should be brought to the attention of the Documents Staff or the Coordinator.

C. ELvl Encoding Level (FF)

A one character code in the fixed field (the unnumbered block of information at the top of the record) indicating the completeness of the record. The following codes are acceptable:

- “ ” - a blank field - full level acceptable cataloging, material examined
- “T” - letter I, not #1 - full level acceptable cataloging, material not examined

Some other codes may be acceptable but should be evaluated on a case by case basis.

“8” - these records are entered in the system before the item is published and do not contain a physical description of the document (300 field). These records may be usable with careful review and editing.

“K” or “5” - may be usable records but require review by the Documents Staff or the Coordinator.

D. Dates (FF)

Eight characters in the fixed field indicating date of publication. The first date (four characters) is the beginning date of a serial or the date of publication of a monograph. The second date is the ending date of the serial or is blank for a monograph.

Serials: the dates must include the years of publications of the documents you have in hand. If they do not, the record should not be used and 780 and/or 785 fields can be searched for more information. A second date of 9999 indicates continuing publication.

Monographs: the date should match the publication date in the document.

E. 040 Cataloging Source

Contains a three letter code for the original source of the cataloging data and, if applicable, the code for the modifier of the data. Whenever possible, use only those records created by cataloging sources with a history of excellent government document cataloging standards. This includes but is not limited to:

- GPO The Government Printing Office
- DLC The Library of Congress
- GIS The US Geological Survey
- BGU Bowling Green State University
- SEN The US Senate Library

Note: Many other contributors create fine records and after careful evaluation other source records may be used. However, known sources are preferred.

F. 074 Item Numbers

GPO assigned numbers used for distribution of documents to libraries. Each item number stands for a particular group or category of related documents. Libraries select the documents they will receive based of these Item Number groups.

Newly received documents will have item numbers if they were received through the Depository Library Distribution System. While each document has an Item Number, it may not be written on the document. This number can be located on the *Depository Shipping List* or in the *List of Classes*.

*** Older documents may not have an associated item number and care should be taken in assigning the item number that relates to that class currently. Item numbers were first used in xxxx so any document published before that time would not have an item number.

G. 086 Government Documents Classification Number

Contains the SuDocs (Superintendent of Documents Classification) number for the document. All documents classified by SuDocs need an 086 field in the record, some may have multiple 086 fields.

Evaluate carefully the 086 information to determine whether it is accurate and suitable for the local system. Acceptable records may have no 086, one 086, or multiple 086 fields. Also, within one 086 field there may be multiple SuDocs numbers.

1. No 086 field - if record is otherwise acceptable, an 086 can be added.
2. One 086 field and one SuDocs number - the number must match the one on the document to be cataloged. Formatting errors can be corrected; other more substantive errors should be reviewed with the Documents Staff or the Coordinator.
3. One or more 086 field/s with two or more SuDoc numbers - there should be a “‡z” in the field. SuDocs numbers following this “delimiter z” are invalid. This invalid status can be a correction or an earlier number. The first SuDocs number (the one preceding the ‡z) is the one that should be on the document. If it is not, consult the Documents Staff or the Coordinator.

4. More than one 086 field - a record may contain more than one 086 field to indicate:
 - 1) the document is part of a multi-part monograph in which different parts have been assigned substantially different classification numbers.
 - 2) the document is a serial that has had a classification change.

Consult the Documents Staff or the Coordinator to evaluate and OK the use of this record.

H. 245 Title Statement

Contains the title proper and may also include the general material designation (i.e., the medium), the remainder of the title, other title information, and the statement of responsibility/remainder of title page transcription.

This information should exactly match the document. Obvious typographical errors should be corrected to match the document but a typo or misspelling on the document should be reflected in the 245 (a perfect match). Document titles are often long and similar to other documents so care must be taken in this evaluation.

I. 300 Physical Description

Describes the physical characteristics of the item, usually including pagination with introductory Roman Numeral pages noted, illustrations, maps, size, etc.

This field should be in all records used and contain complete and accurate information.

Monographs: contains exact descriptive information for the piece in hand.

Serials: holds a more general statement about the type of material usually included in an "issue".

J. 5xx Note Fields

5xx fields are for notes related to the document. Any note in the record should relate to the document in hand. 500 fields are general notes; other 5xx fields are for specific notes. See *Bibliographic Formats and Standards: Second Edition*. OCLC. for detailed explanation of notes.

Any note that does not accurately relate to the document in hand should be brought to the attention of the Documents Staff or Coordinator.

K. 6xx Subject Headings

Subject headings are the words and phrases that describe the item so it can be searched in the online catalog. They follow specific guidelines from several authority sources. Those most frequently acceptable for documents are The Library of Congress and the National Library of Medicine.

Each record should have subject headings which will allow for adequate searching in the online environment. The general rule of thumb is three headings will be adequate but each record should be evaluated on its own. If there are no subject headings, inadequate or questionable headings, hold for evaluation by the Staff/Coordinator.

After consultation, subject headings may be able to be added to bring a record up to usable standards.

L. 780 & 785 Preceding and Succeeding Entries (Linking Entries)

Linking entries describe separately cataloged publications that are related to the item you are cataloging. They create the "Family Tree" for the document in hand and are particularly helpful for serials.

780 Preceding Entry: links the item to its immediate predecessor. (The "Parent" in the family tree.) If a serial title changes, a new record is created for the serial with the earlier title included in a 780 field.

785 Succeeding Entry: links the item with its immediate successor. (The "Child" in the family tree.) If a serial title changes, a new record is created for the serial with the later title included in a 785 field.

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Resources:

The OCLC and III/CONSORT Cataloging Procedures Manual. College of Wooster 1998

Bibliographic Formats and Standards. Second Edition. OCLC.