



Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

Orientation Webinar for New BIBCO Members

January 2019

Agenda

- Overview of the BIBCO Program
- Membership Requirements
- Record Contribution Requirements
- Documentation
- BIBCO Standard Record
- Record Review
- Reporting Statistics
- PCC Governance and Activities

Overview of BIBCO

- BIBCO – Monographic Bibliographic Record Program of the PCC
- Participants contribute new bibliographic records to shared databases according to BIBCO program standards (or edit existing records)
- No centralized record distribution system

BIBCO Membership Requirements

- Proficiency in creating bibliographic records for monographic and integrating resources using:
 - RDA as description standard
 - Accepted cataloging standards for subject analysis and classification
- Achieve and maintain independence for contributing authority records in NACO
- Acquire [OCLC Enhance National \(ENN\) authorization](#) or appropriate authorization from other utilities

BIBCO Membership Requirements

- Attend orientation webinar
- Undergo review of BIBCO records to reach independence
- Name a BIBCO contact
 - coordinates local institution's participation
 - ensures quality of contributions
 - tracks and reports BIBCO statistics
 - monitors BIBCO discussion list
 - communicates with LC staff as needed

Record Contribution Requirements

- Contribute 100 BIBCO records per year
- Designate records with MARC field “042 pcc” and “Leader/17 Encoding level = #”
- Support controlled access points with authority records
- Assign at least 1-2 subject headings or genre/form terms from an established thesaurus
- Assign a classification number from an established classification system (for certain formats only)

Documentation

- General cataloging
- BIBCO-specific

General Cataloging Documentation

- [RDA](#)
- [LC/PCC Policy Statements](#)
- [MARC 21 Format for Bibliographic Data](#)
- [ALA-LC Romanization Tables](#)
- [LC Descriptive Cataloging Manual Z1 \(DCM Z1\)](#)
- [LC Subject Headings Manual \(SHM\)](#), or other established thesauri or subject heading systems
- [LC Classification and Shelflisting Manual \(CSM\)](#), or other established classification system

BIBCO-Specific Documentation

- [BIBCO Standard Record \(BSR\)
RDA Metadata Application Profile](#)
- [BIBCO Participants' Manual \(BPM\)](#)
 - [Appendix A: Integrating Resources Manual](#)
- [PCC Training Manual for Applying Relationship Designators in Bibliographic Records](#)
- [PCC Guidelines for Creating Bibliographic Records in Multiple Character Sets](#)
- [Provider-Neutral E-Resource MARC Guide](#)



BIBCO Standard Record (BSR) RDA Metadata Application Profile

September 6, 2017 revision

<http://www.loc.gov/aba/pcc/bibco/documents/PCC-RDA-BSR.pdf>

Program for Cooperative Cataloging
Washington, D.C.
2017
BIBCOmail@loc.gov



Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

BIBCO Participants' Manual

Third Edition

<http://www.loc.gov/aba/pcc/bibco/documents/bpm.pdf>

Integrating Resources: A Cataloging Manual

Appendix A to the BIBCO Participants' Manual

and

Module 35 of the CONSER Cataloging Manual

February 11, 2015 revision

<http://www.loc.gov/aba/pcc/conser/word/Module35.doc>

Program for Cooperative Cataloging
Washington, D.C.
2015

PCC Standing Committee on Training (SCT)

Training Manual for Applying Relationship Designators in Bibliographic Records

Table of Contents

Background	1
PCC Policy for Addition of Relationship Designators	2
Statement of Policy	2
Best Practices	2
Examples	2
General Guidelines.....	4
Guideline 1: Use of this Training Manual.....	4
Guideline 2: Sources for Relationship Designators.....	4
Guideline 3: Specificity.....	5

<http://www.loc.gov/aba/pcc/sct/documents/rel-desig-guide-bib.pdf>

PCC Guidelines for Creating Bibliographic Records in Multiple Character Sets

[Revised for RDA, June 28, 2016; last revised: September 7, 2017]

Contents

<http://www.loc.gov/aba/pcc/bibco/documents/PCCNonLatinGuidelines.pdf>



Program for
Cooperative Cataloging
BIBCO / CONSER / NACO / SACO

Provider-Neutral E-Resource

MARC Record Guide: P-N/RDA version

August 30, 2017 revision

Program for Cooperative Cataloging

Washington, D.C.

2017

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<http://www.loc.gov/aba/pcc/scs/documents/PN-RDA-Combined.docx>

BIBCO Standard Record (BSR)

- Definition
- Background
- Characteristics
- Processing and distribution
- Creating BSRs
- Updating existing records

Definition

- BIBCO Standard Record (BSR) =
A bibliographic record for a monographic or integrating resource, in any format, that has been authenticated by a participant in the BIBCO Program.

What Does “Authenticate” Mean?

- BIBCO cataloger has added “pcc” authentication code in 042 field
- Indicates the record conforms to BIBCO program standards

Other Coding Differences

	Non-BIBCO record	BIBCO record
Leader/17 Encoding level	varies	blank
Leader/18 Descriptive cataloging form	varies	“i”
008/39 Cataloging source	“d” or blank	“c” or blank
040 Cataloging source	varies	\$b eng \$e rda
042 Authentication code	N/A	\$a pcc

Background

- 1994-2010: Two BIBCO options (Full/Core)
- 2010: *BIBCO Standard Record (BSR) Metadata Application Profile* implemented
 - single encoding level (full)
- 2013: **RDA** version of BSR implemented (optional)
- 2015: **RDA** version of BSR became mandatory for all newly-authenticated BIBCO records

Characteristics of the BSR

- BSR is a “Floor” description that emphasizes access points over extensive descriptive data
- Includes essential elements that support user tasks to find, identify, select, and obtain needed resources
- Additional elements may be added if determined to be important for identification or access
- Access points for names and/or series must be supported by authority records established through NACO
- Access points for subjects must be controlled and, if using LCSH, proposed through SACO when applicable

Characteristics of the BSR

- The BSR element set includes:
 - Elements labeled “Core” in RDA
 - Elements labeled “PCC Core” - required by PCC as additional elements
 - Elements labeled “PCC Recommended”

Organization of BSR RDA MAP

Table of Contents

Introduction	3
RDA Core and PCC Core Elements	6
Required Non-RDA and MARC Data	20
Archival Materials	20
Audio Recordings	22
Cartographic Resources	24
Electronic Resources [Computer File Format (Ldr/06 “m”)]	27
Graphic Materials	29
Moving Images	31
Notated Music	33
Rare Materials (Books, Cartographic Resources, Graphics, and Notated Music)	35
Textual Monographs	38
Supplemental Requirements for the Digital Aspects of Formats [Except Computer File Format (Ldr/06 “m”)]	40

RDA Core and PCC Core Elements

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

RDA INSTRUCTIONS & ELEMENTS	RDA NO.	NOTES	MARC ENCODING
Manufacturer's name (T) +	2.10.4	PCC Core for rare materials when present in the resource, if appropriate. Generally transcribe all manufacturers' names if appropriate (see DCRM(B,C,G,M) 4F). If a manufacturer's name is known to be fictitious or incorrect, supply a correction in square brackets. If no manufacturer's name appears in the resource, supplying the manufacturer's name or recording "[manufacturer not identified]" is not required.	264
Date of manufacture +	2.10.6	PCC Core for rare materials when present in the resource, if appropriate. Generally <i>transcribe</i> all dates of manufacture if appropriate (see DCRM(B,C,G,M) 4G). If a date of manufacture is known to be fictitious or incorrect, supply the correct year in square brackets. If no date of manufacture appears in the resource, supplying the date of manufacture or recording "[date of manufacture not identified]" is not required.	264
Copyright date (R)	2.11	Rare materials: PCC <i>recommends</i> recording the year of copyright when present in the resource. If a full transcription of the copyright statement is desired, record it in a note.	264
Title proper of series (T)	2.12.2		490
Other title information of series (T) +	2.12.4	PCC Core for rare materials .	490
Statement of responsibility relating to series (T) +	2.12.6	PCC Core for rare materials .	490
ISSN of series (T) +	2.12.8		490
Numbering within series (T)	2.12.9		490
Title proper of subseries (T)	2.12.10		490
ISSN of subseries (T) +	2.12.16	Transcribe both ISSN of series and ISSN of subseries if both are present.	490
Numbering within subseries (T)	2.12.17		490

Required Non-RDA and MARC Data



Textual Monographs

(For rare and special textual monographs, see instead "Rare Materials")

ELEMENT	NOTES	MARC ENCODING
Leader		
Type of record	Use "a" or "t"	Ldr/06
Type of control	Use "a" (for collections under archival control)	Ldr/08
Bibliographic level	Use "m"	Ldr/07
Encoding level	Use 'blank' value	Ldr/17
Descriptive cataloging form	Use "i"	Ldr/18
Variable Control Fields – Physical Description Fixed Field		
Category of material	Microform textual monographs: use "h".	007/00
Specific material designation		007/01
Variable Control Fields – Fixed-Length Data Elements		
Type of date/publication status		008/06
Date 1		008/07-10
Date 2		008/11-14
Place of publication, production, or execution		008/15-17
Form of item		008/23

Workflow

- BIBCO records contributed via direct entry in participating utilities
- BIBCO records contributed via batchloading to participating utilities
- ECIP partners send BIBCO ECIP records via ECIP program software

Utility Input Guidelines

- Follow bibliographic input standards of utilities in addition to meeting PCC BIBCO standards
- OCLC:
 - [Bibliographic Formats and Standards](#)
 - [Guidelines for National Level Enhance participants](#)

When to Create BSRs

- BIBCO libraries decide which portions of their collections they will catalog as BIBCO records
- When local needs dictate a practice not supported by PCC documentation, BIBCO libraries may:
 - Choose not to create a BIBCO record, or
 - Create a BIBCO record, then modify the content of the record in their local system using local fields

Authority Control in BSRs

- Authority records must support controlled access points in BIBCO records

Authority Control: Name

- NACO is a prerequisite to BIBCO membership
- Required to evaluate and upgrade to RDA any NACO records with 667 note “THIS 1XX FIELD CANNOT BE USED UNDER RDA ...” before using the access point in a BIBCO record
- Strongly encouraged to upgrade “RDA acceptable” NARs to RDA before using the access point in a BIBCO record
- Series tracing is optional in BIBCO records but any traced series must be supported by a NACO series authority record

Authority Control: Subject

- Authority control applies also to subject elements
- Assign at least one or two headings to represent the primary subject, genre, and/or form of the work
- Not required to use Library of Congress Subject Headings (LCSH)
- May use any subject vocabulary assigned a code in [MARC 21 Subject Heading and Term Source Codes](#)

Authority Control: LCSH

- Apply LC Subject Headings Manual (SHM) instruction sheets:
 - [H 170](#) CONSER and BIBCO Standard Records
 - [H 180](#) Assigning and Constructing Subject Headings
 - Others as applicable

Authority Control: Classification

- Classification number is required for certain formats
- Supplying a full call number is an option
- Not required to use Library of Congress Classification (LCC)
- If classification numbers from other schemes already appear in a record, retain them
 - 082 Dewey Decimal Classification
 - 086 SuDoc Classification

Authority Control: LCC

- Be aware of obsolete numbers in the LC shelflist
- Input convention:
- 050 Library of Congress call number
 - 1st indicator “blank” (no information provided)
 - 2nd indicator “4” (assigned by agency other than LC)
 - \$a (required “classification number”)
 - \$b (optional “item number” or “book number”)

050		4	classification number (required) #b book number (optional)
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Authority Control Program: SACO

- SACO membership is not a BIBCO prerequisite
- If using LCSH, can propose new headings for discrete topics and named entities as needed through [SACO](#)
- Subject headings that have been proposed through SACO are considered pre-approved and may be entered in BSRs coded “pcc”
- If a subject proposal is subsequently rejected by LC, remove the heading from BSRs or modify it as needed

Authority Control Program: SACO

- If using LCC, can propose new LC Classification numbers if appropriate on topics not yet represented in the classification system by following the LC Classification and Shelflisting Manual (CSM) [F 50](#)
- Propose new LC literary author numbers if appropriate by following CSM [F 632](#).

BSRs: Relationship Designators in Bibliographic Records

- PCC Policy: Include a relationship designator for all creators
 - Consult: *“PCC Training Manual for Applying Relationship Designators in Bibliographic Records”*
- Recommend using terms in RDA appendices but other vocabularies acceptable
- [PCC relationship designator proposal form](#)

BSRs: Non-Latin Materials

- Non-Latin data must always be provided in romanized form in BIBCO records (including authorized access points)
 - Use: *ALA-LC Romanization Tables*
- Optionally, may also add parallel fields containing data in non-Latin scripts
 - Use: *PCC Guidelines for Creating Bibliographic Records in Multiple Character Sets*

Authenticating Existing Records

- When updating existing non-BIBCO bibliographic records to authenticate them for BIBCO, you must make sure the record satisfies all BSR requirements (just as when creating original BSRs)
- Add institutional code in 040 \$d
- Add “pcc” authentication code in field 042

042 __ \$a pcc

Updating Records from a National Bibliographic Agency

- When modifying records created or updated by a national bibliographic agency, leave 008/39 Cataloging Source value “blank”

Books	Rec stat	n	Entered	20131118	Replaced	20131118135457.3					
Type	a	ELvl		Srce		Audn	j	Ctrl		Lang	eng
BLvl	m	Form		Cont	0	Biog		MRec		Ctry	scu
		Cont		GPub		LitF	f	Indx	0		
Desc	i	Ills		Fest	0	DtSt	t	Dates	2013	,	2013

Record Maintenance

- To correct errors
 - Correct typographical errors and errors in content designation whenever they are encountered
 - Make sure to compare the information in the record to the piece(s) in hand

Record Maintenance

- To reflect changes in the publication
 - Integrating resources: Modify the record as needed when using an existing BSR for an integrating resource (print or electronic) to ensure the accuracy of the description
 - Multipart monographs: Modify the existing record(s) to reflect the changes undergone over the course of the publication cycle

Record Maintenance

- To add, change, or delete subject headings
 - To make changes to subject fields that clearly do not correlate with the subject matter of the publication
 - To reflect changes in established vocabularies, changes of practice in heading/subdivision assignment, etc.
- To add, change, or delete classification fields
 - Exception: Do not change classification numbers assigned by national bibliographic agencies; add a separate field instead

Record Maintenance

- To correct authorized access points
 - If the name authority record has changed since the BIBCO record was first contributed
 - Report BFM following NACO guidelines if the change in the authorized access point involves a Library of Congress bibliographic record

Record Maintenance

- In general, an authenticated record need not be updated merely to reflect changes in cataloging codes or BIBCO practice

BIBCO Record Review

- Responsibilities of the institution under review:
 - Create BSR records in a timely manner after training
 - Review records locally before submitting for official review
 - Submit records in reasonable quantities to the reviewer each time, designating the OCLC symbol of the reviewer's institution
 - Revise records according to reviewer's comments before sending new ones
 - Have each cataloger send at least 20 records
 - Build reviewing skills locally for sustained participation in the BIBCO program

BIBCO Record Review

- Responsibilities of the BIBCO reviewer:
 - Provide feedback within a week, if possible, to maintain local workflow and timely contribution of records to the shared database
 - Respond to library's questions promptly
 - Let the institution know of any temporary interruptions that will affect the review process (e.g. vacation)
 - Track progress of the institution under review
 - Consult with the library and the PCC Secretariat if additional questions arise
 - Report the independent status of the library to the PCC Secretariat

BIBCO Record Review

- Evaluation criteria for independence:
 - Proper MARC 21 coding
 - All mandatory fixed and variable fields are present
 - All access points are represented in the appropriate authority files
 - Descriptive cataloging follows PCC policy and documentation
 - A standard classification number is present for formats which require one
 - Enhancements to existing records meet input standards of the utility
 - The institution has produced 80-100 records or a quantity “sufficient to assure consistent high quality”

Guidelines for Reporting Statistics

- Institutions track their statistics internally and enter them into the [PCC Directory](#)
- Required to report statistics semi-annually
- Option to report more frequently (e.g., monthly)
- Categories:
 - **New BRs:** Newly-authenticated BIBCO records (whether original cataloging or authentication of existing non-BIBCO records)
 - **Changed BRs:** Updates to existing BIBCO records
Note: Reporting this 2nd category is optional.

PCC Directory



- ➔ [PCC Home](#)
- ➔ [Calendar](#)
- ➔ [Contact Us](#)
- ➔ [Directory](#)
- ➔ [Discussion Lists](#)
- ➔ [Join the PCC](#)
- ➔ [Organization & Governance](#)
- ➔ [PCC Comm Channel](#): quarterly bulletin of the PCC
- ➔ [PCC Reports & News](#)
- ➔ [Statistics](#)

PCC Resources for

- [Library Directors](#)
- [Vendors](#)
- [Resource & Forms Directory](#)

Programs of the PCC:

BIBCO

CONSER

NACO

SACO

The documentation on this page covers the steps full and associate level member institutions, funnel coordinators, and funnel members need to take to activate their PCC Directory accounts upon receiving a temporary password, update their profiles, and report their statistics.

Passwords:

Passwords must be at least 16 characters in length and expire every 60 days. Accounts are automatically locked if not logged into for 90 days. Resetting passwords when notified by an email prior to password expiration, and logging into the account with the new password, will avoid having accounts locked because of inactivity.

Once you have successfully changed your password, you may use this URL to login to your account:

<https://pccdirectory.loc.gov>

Profiles:

Full and associate level institutions may use the following guidelines for setting up profiles:

- [Setting up profiles of full and associate member institutions](#) (PDF; 412 KB)

The following information is for funnel coordinators and funnel members. It provides information for setting up profiles and an explanation of how funnel member and coordinator profiles are set up in the PCC Directory:

- [Setting up funnel coordinator profiles](#) (PDF; 346 KB)
- [Setting up funnel member institution profiles](#) (PDF; 379 KB)
- [How Are Funnel Profiles and Funnel Member Profiles Configured in the PCC Directory?](#) (PDF; 122 KB)

Statistics:

Beginning October 1, 2018, the directory is to be used for recording and running reports on statistics. Please report BIBCO, CONSER, NACO and SACO statistics at minimum twice a year. Members may optionally enter statistics more frequently than twice a year (e.g., on a monthly or quarterly basis), if preferred.

Deadlines: **April 15th** (for October to March statistics) and **October 15th** (for April to September statistics).

- [Guidelines for entering statistics in the PCC Directory](#) (PDF; 175 KB)
- [Obtaining PCC NACO statistics via the OCLC Usage Statistics Portal](#) (PDF; 704 KB)



Statistics on PCC Website

- LC Cooperative Programs staff maintain the PCC Statistics page on the PCC website
- Statistics previously posted on a monthly basis but will be posted semi-annually from now on

CATALOGING AND ACQUISITIONS



GO

- [PCC Home](#)
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PCC Statistics

Programs of the PCC:

BIBCO

CONSER

NACO

SACO

PCC Statistics: BIBCO, CONSER, NACO and SACO Programs

Beginning October 1, 2018, the [PCC Directory](#) is to be used for recording and running reports on statistics. Please report BIBCO, CONSER, NACO and SACO statistics at minimum twice a year. Members may optionally enter statistics more frequently than twice a year (e.g., on a monthly or quarterly basis), if preferred.

Please refer to the [PCC Directory](#) webpage for further information on reporting PCC statistics.

Graphs of PCC Statistics and Growth of Program - FY2018:

- [FY2018 At-a-Glance](#) [PDF 64 KB]
- [FY2018 PCC vs. LC NACO Contributions](#) [PDF 113 KB]
- [FY2018 PCC New Members by Program](#) [PDF 53 KB]

Current Fiscal Year's Statistics - FY2019 (October 2018-September 2019)

- FY2019 MidYear [will be posted by end of April 2019]
- FY2019 Annual [will be posted by end of October 2019]

PCC Governance and Activities

- PCC Policy Committee (PoCo)
 - Annual elections (May)
 - Annual meetings (November)
- PCC Operations Committee (OpCo)
 - Annual meetings (April)
- Committees and task groups
- Training and reviewing
- PCC discussion lists (PCCLIST, BIBCO, etc.)
- PCC meetings at ALA

Questions?

bibcomail@loc.gov

THANK YOU!