

Instruction Tables for Cataloging Materials According to “lccopycat” Guidelines

M24.0 Table (1)

The following tables list the fields staff performing copy cataloging are responsible for examining and updating. Limit editing to correcting typos and adding bibliographic information that has changed since initial cataloging, such as a new corporate body, or that will provide more access points, such as a 246. Also correct obvious typos in other fields not listed in the table. The **Edit/Add info.?** field lists which fields should be edited when bibliographic information is missing. The last column lists fields which staff should add to existing records to reflect changes in bibliographic elements or to provide more access to the record.

Table 1: Fixed Fields

Fixed Field Name	Status to check
BLvl	Must say “s”. (Can clone a monograph record (“m”) to create a new serial record.)
S/L	Must say 0 or 2; records coded “1” may not be used.
ELvl	Refer “8” to NSDP. Other codes OK.
Dates	These fields should be compared with the bibliographic description and corrected if in error.

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Table 2: Variable Fields

Tag	Name	Edit/Add info.?	Add new?
010	LCCN number	Yes as per CONSER guidelines	Yes
022	ISSN–US imprints	Send to NSDP after cataloging	Send to NSDP after cataloging
022	ISSN–non US imprints	Yes¹	Yes¹
050	LC classification number	Yes	Yes
100	Personal Author	Must match authority records.	Yes
110-111	Corporate author fields	Must match authority records.	Yes
130	Uniform title	Yes	Yes
245	Title	Yes	Yes
260	Publisher	Yes	n/a
362	Range of Publication	Yes	Yes
4xx	Series statement	Must match authority records.	Yes
500	Imprint note	Yes	Yes
500	Latest issue consulted	Yes	Yes
525	Supplement note	Yes	Yes
550	Issuing body	Yes	Yes
6xx’s	Subject headings ²	Must match authority records.	Generally, no

¹Verify in ISSN online; refer problems to NSDP.

²LC catalogers will verify LCSH subject headings only. LCSH subject headings have a second indicator of “0.”

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700	Personal name	Must match authority records.	No, except as per CONSER guidelines
710	Corporate name	Must match authority records.	Yes
711	Conference name	Must match authority records.	Yes
730	Uniform title added entry	Yes	Yes
740	Non-uniform title added entry	Yes	Yes
77x's	links	Yes	Yes
78x's	links	Yes	Yes
8xx	Series added entry fields	Must match authority record³	Yes
850		Yes	Yes
856	Electronic location and access	Yes	Yes
936	CONSER variable length field	No	Yes

³Also verify that the series authority record has been claimed for LC by confirming the presence of “DLC” in the series treatment fields. Refer unclaimed series authority records to a cataloger.