

Just for Copy Cats



Photo: Carol Highsmith

This introduction from the *MARC of Quality* is a great start for finding catalog records and for learning the basic principles of copy cataloging. Acquisitions staff, copy catalogers, beginning catalogers, and experienced but untrained catalogers will find this two-day course to be indispensable. By the end of the workshop, participants will be able to find and copy records that accurately reflect local items. No previous cataloging experience is required but you may find it useful to sign up for *MARC21 In Your Library* offered on March 3, 2004. See the Meeting Announcement MA2004-15.

More Detailed Information Below

Date

Thursday, March 4—Friday, March 5, 2004

Time

9:00 a.m. - 4:00 p.m. (Registration begins at 8:30 a.m. There is no entry to the Library of Congress prior to 8:30 a.m.)

Place

West Dining Room, 6th floor, Madison Building, The Library of Congress
101 Independence Avenue S.E.
Washington, D.C. 20540

Metro

Capitol South (Orange and Blue Lines)

Sponsor

FLICC Education Working Group

Registration

\$175—Visit the FLICC Educational Programs Web site at <http://www.loc.gov/flicc/feveform.html> to register online, or complete and fax this form to (202) 707-4825.

Request ADA Accommodations five business days in advance at (202) 707-6362 TTY or ACA@loc.gov.

Information

Call FLICC (202) 707-4800; TTY (202) 707-4995

Cancellations

Cancellations must be called into the FLICC office (202-707-4800) 48 hours prior to the start of an educational program or the full fee will be charged.

2/6/04

Just for Copy Cats

Name _____ Title _____

Organization _____

Address _____

City, StateZip _____

Phone and Fax (include area code) Phone: _____ Fax _____

FEDLINK Members: FEDLINK ID _____ FY2004 IAG#2004 _____ Email _____

Registration Fee:

- Bill the registration fee to my existing FEDLINK Education/Training (FT) account.
- Establish an FT account or increase the funding in my existing FT account and bill the account for the workshop/program fee. Attached is an FY2004 IAG Amendment Request Transfer Pay Account Adjustment form to move funds from another of my agency's FY2004 FEDLINK accounts.

Other Federal Agencies (Non-FEDLINK Members)

- Attached is a standard government training form (e.g. SF182 or DD1556) or other billable document from my agency for the amount of the workshop/program. This amount covers **the registration fee plus the FEDLINK administrative service fee of 7.75%**. The Library of Congress will invoice my agency based on this document.

Register online at <http://www.loc.gov/flicc/feveform.html> or fax this form to

**FLICC Attn: FPE Registration
Library of Congress
(202) 707-4825**

Your registration is not complete until all appropriate documentation is received by FEDLINK and/or your account has been verified. If you will use a training form or purchase order, the originals must be submitted on site at registration.

Just for Copy Cats

What is copy cataloging? Not the same as original cataloging, it has its own special procedures and guidelines. This workshop provides an introduction to finding cataloging records that you can copy, explaining some of the more obvious challenges and some neglected database issues, with a brief look at essential editing.

Topics covered:

- How to read a MARC Record for searching, matching and editing
- Search terms and their sources
- Matching books and records
- Special matching problems—Dates
- Special matching problems—CIP
- How to recognize what is wrong with a record, so that you can either fix it or report it to someone who can, for example:
 - Wrong indicators (especially filing and tracing indicators)
 - Badly coded 008 (Fixed field)
 - Missing subject headings
 - Duplicate match keys
 - Unverified headings

For a beginning cataloger, this workshop is the second step in your journey to excellence in cataloging. We recommend *MARC21 In Your Library* for your first step. (See FLICC Meeting Announcement MA2004-15 for information.) For an experienced cataloger, you may learn a few things you didn't realize that you didn't know. If you intend to come to *Book Blitz I*, you should come to this workshop first.

Presenters: D. Fritz, L. Fields, K. Nystrom, or K. Anspach, the MARC of Quality

Attendees should, if possible, bring a printout of a MARC record from their local automated system.

For more experience with copy cataloging, mark your calendar for FLICC's *Book Blitz I* workshop April 13 - April 16, 2004. For more information, call (202) 707-4800.