



Just for Copy Cats

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 February 28, 2005. See Meeting Announcement MA2005-13.



Date—Tuesday, March 1—
Wednesday, March 2, 2005

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—Mumford Room, 6th floor, Madison Building, The Library of Congress—Use the Main Entrance at 1st and Independence Avenue, S.E., Washington, D.C.

Metro—Capitol South (Orange and Blue Lines)

Sponsor—FLICC Education Working Group

Registration—\$175 (charge to FEDLINK Training Account/FT) \$189 (for all other transactions).

Register online at <http://www.loc.gov/flicc/feveform.html>, or complete and fax this form to (202) 707-4825. Email ADA@loc.gov or call (202) 707-6362 TTY five business days in advance for ADA Accommodations.

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.

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1/28/05

Register online at <http://www.loc.gov/flicc/feveform.html> or fax the form below to FPE Registration (202) 707-4825.

Name _____ Title _____

Organization _____

Address _____

City, State, Zip _____

Phone () _____ Fax () _____ Email _____

Payment Method:

Bill the \$175 registration fee to my agency's FEDLINK Education/Training (FT) account. To establish an FT account or add funds to an existing account, contact the FEDLINK Fiscal Hotline at 202-707-4900.

FEDLINK ID _____ OCLC Symbol _____

Attached is a standard government training form (e.g. SF182 or DD1556) or other billable document for the registration fee of \$189. The Library of Congress will bill my agency based on this document. Originals of these forms must be submitted onsite at registration.

Charge the \$189 registration fee to my agency's government credit card. (Do not include the account number; FEDLINK will contact the credit card holder listed below.)

CARD HOLDER _____ PHONE _____

Registrations are not complete until your FT account balance has been verified or other appropriate documentation is received.

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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. 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.

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

For more cataloging training, mark your calendar for these three workshops:

- MARC21 In Your Library—February 28, 2005
- Book Blitz I: Making MARC Records That Work—August 16-17, 2005
- Book Blitz II: Tackling Complex Cataloging Rules—September 28-29, 2005

For more information, call (202) 707-4800 or visit the FLICC Web site at <http://www.loc.gov/flicc.html>.