

B4. Terminology

The following are some of the terms used in the documentation newly prepared in anticipation of the reorganization of cataloging to the team mode. Most of the terms are new; some are not, but are used to indicate a certain precision as conveyed by their definition.

Acquisition stage - that stage of initial bibliographic control in which staff take the necessary steps to acquire material, including creating an in-process record; such a record is an "in-process record in an acquisition state," more commonly called an "acquisition record."

Acquisitions Bibliographic Support Project (ABSP) - a new unit composed of staff previously in the Preliminary Cataloging Section of the former Descriptive Cataloging Division and in the Preparatory Cataloging Section of the former Shared Cataloging Division. They continue to carry out their previous work but now under the aegis of the Acquisitions Directorate. The work is done at the item-in-hand stage. The unit *per se* is interim until after the reorganization of the Acquisitions Directorate at which time the unit will disappear as the staff are incorporated into the newly reorganized acquisitions units.

Aspect - used to indicate a portion of the cataloging process as in the "descriptive aspect," "the subject aspect," or the "shelflist aspect."

Assigning to cataloging divisions - done at the item-in-hand stage of initial bibliographic control by checking a box on the priority slip indicating the division to which an item is being forwarded for cataloging.

Brief JACKPHY - less-than-full romanized machine-readable records prepared between January 1981-May 1983 for items in JACKPHY languages in addition to the vernacular card program for these items.

Policy and Standards Division (PSD) - a unit composed of staff from all the following former units: Office for Descriptive Cataloging Policy; Office for Subject Cataloging Policy. The new Office also contains some staff from the following former units: MARC Editorial Division; Office of the Director for Cataloging; Preparatory Cataloging Section, Shared Cataloging Division; Shelflisting Section, Subject Cataloging Division.

Charging - use of the 955 field to indicate the location of an item in-process; "to charge" or "charge" is to add one's staff code and date to indicate custody of an item; "to discharge" or "discharge" is to indicate the location ("to .. [date]") to which an item has been referred or forwarded.

Cross team cataloging - cataloging involving more than one team, usually the descriptive aspect being done in one team, the subject and shelflist aspects being done in another.

End-stage processing - see "final cataloging stages."

Final cataloging stages - the term used to indicate a broader series of steps, usually including some aspect of subject cataloging/shelflisting/decimal classification as well as the narrower process called "end-stage processing." The latter term is used to indicate a narrower range of activity, usually those final steps/checks done to complete the record just before it is verified or migrated followed by either migration or verification itself.

Forwarding - "forwarding" usually means that an item is being forwarded because it is out of scope or for completion of cataloging (including cross-team cataloging; decimal classification) and is therefore not expected to be returned, although there are some instances in which the final disposition is unknown, as in the case of forwarding for possible cataloging as a serial. The person/unit forwarding the item discharges it in the 955 field indicating the unit to which it is being forwarded ("to XXOO [date]").

Individual whole book cataloging - the term used to indicate a single individual does both the descriptive and subject aspects for the same item.

Initial bibliographic control (IBC) - the term used to encompass all processing done before items reach the cataloging divisions. In general, that processing is done in two stages, the acquisition stage and the item-in-hand stage.

Item-in-hand stage - that stage of initial bibliographic control in which acquisitions staff or staff in the CIP Division (for U.S. Copyright deposits) either update an existing acquisition record or create an in-process record when one is lacking.

JACKPHY languages - for monographs in nonroman scripts, the Library distinguishes between those languages in which it is acceptable to romanize the bibliographic record excluding any vernacular data altogether and those languages in which the record contains not only the data in romanization but also data in the vernacular (in pre-defined fields). The latter are the following seven languages: Japanese, Arabic, Chinese, Korean, Persian, Hebrew, and Yiddish. These are known as the "JACKPHY languages," the acronym being derived from the names of the languages.

JACKPHY MARC - full romanized machine-readable records prepared between 1983-1991 for items in JACKPHY languages in addition to the vernacular card program for these items. When input of a machine-readable record containing vernacular data via RLIN became available for a particular JACKPHY language, JACKPHY MARC for that language ceased.

Logging - the term used for STARS activity to distinguish this activity from "charging," which relates solely to the location of an item as recorded in the 955 field of the bibliographic record; "to log-in" or "log-in" is to record an incoming item in STARS; "to log-out" or "log-out" is to record an outgoing item in the STARS system.

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New input - the term used for converting an existing manual cataloging record into machine-readable form. For the most part, catalogers are involved with new input when adding a newly-received published volume of a multipart item classified as a collection but there is no collected set record in the LC Database.

Referrals - a "referral" usually means that an item is referred for cataloging assistance and is expected to be returned to the referring unit.

Romanizing languages - the non-JACKPHY languages in nonroman scripts for which it is acceptable to romanize the bibliographic record excluding any vernacular data altogether.

Statistical Reporting System (STARS) - a PC-based statistical software package developed specifically to gather statistical information about cataloging activity in a systematic manner.

Team cataloging - a mode of cataloging in which the descriptive, subject, and shelflisting aspects are generally performed on the same team but each aspect is done by different individuals.