

E2. Using Already Existing Records for IBC

E2.1. Introduction

E2.1.1. Purpose Of DCM E2

DCM E1 describes the various processing workflows or cataloging streams currently used in the Acquisitions and Bibliographic Access Directorate (ABA). More particularly, it describes the conventions staff doing Initial Bibliographic Control (IBC) are to follow to identify unambiguously in the IBC record and the item itself the cataloging workflow/stream under which an item is being forwarded to cataloging teams. When cataloging teams search for and import external records after an initial IBC record has been created, they are also asked to follow the same identifying conventions. DCM E1 also provides a summary of record import software and record copy software.

DCM E2 replaces BWTD 12 ("Using Already Existing Records For IBC"). The purpose of DCM E2 is:

- 1) to provide guidelines for the use of ILS add-on software developed to import records to the LCDB (Z-Processor)
- 2) to provide guidelines for the use of ILS add-on software developed to copy records of previous editions already existing in the LCDB for use in processing subsequent editions (Z-Processor Editions);
- 3) to provide descriptions of the data manipulations done by the Z- Processors; these descriptions are also guidelines to the data manipulations to be done when the Z-Processors are not used.

E2.1.2. Background

LC uses already existing records from various sources (vendor records loaded directly into the LCDB; records copied from existing records in the LCDB; and records from external sources such as OCLC, RLIN) as the basis of LC cataloging either at the IBC stage or at the post-IBC stage. As noted above, a full description of these "cataloging streams" or "workflows" is provided in DCM E1, as are conventions that identify records in the various cataloging streams used by LC. In addition, conventions for the management of records through the various workflows from the IBC stage through the Completed Bibliographic Control (CBC) stage are documented in DCM C16.10. A Local Processing Field (906) manages much of the workflow information appropriate to each bibliographic record.

Staff using already existing records for IBC are responsible for various data manipulations applicable to each bibliographic record as follows:

- 1) deleting data elements not germane to LC processing or, if copied from an existing record in LCD, not germane to the item in hand;
- 2) providing information that identifies specific workflows and manages each record through that workflow beginning with the IBC stage.

These data manipulations can be done in two different ways:

- 1) data-element-by-data-element manipulations done by the staff member who is using an already existing record;
- 2) using Z-Processor (import) or Z-Processor Editions (copy from LCDB), which have been developed to accommodate importing/copying records for monographs in several formats (books, computer files, maps, music, sound recordings, visual materials); the software cannot be used for kits, manuscripts (including cartographic, language, and music manuscripts), mixed materials, realia, and serials.

In discussing the use of already existing records, an existing record from whatever source external to the LCDB is referred to as a “source” record, and the resulting record, whether a new IBC record in the LCDB or a merge of a source record with an already existing IBC record in the LCDB, is referred to as a “resulting” record.

E2.2. Importing/Copying Records

There are various means available for using source records for IBC and their associated methods of data manipulations.

E2.2.1. Summary Of Record Import Software

- 1) Z39.50: an information retrieval protocol; the term “Z39.50” used alone refers to the ILS feature invoked by clicking on the “Remote” button on the ILS search window; when using this feature, any data manipulations required subsequent to import must be done by the person importing the record;
- 2) Z-PROCESSOR: software outside the ILS developed in Acquisitions and Bibliographic Access (ABA) that makes use of the Z39.50 protocol to search for and import records; the software has been designed to assist selection of candidate records prior to import and to minimize the data manipulations staff must do subsequent to import; see E2.6 (Appendix 1) for the guidelines for using Z-PROCESSOR;
- 3) RLIN 21COPY REPLACE: an RLIN 21 feature that makes it possible for staff working in RLIN 21 to “import” data from an already existing catalog record created by an RLIN member library into an LC IBC record--replacing the bibliographic data in a target record with those from a source record; this takes place within the RLIN 21 system itself; any data manipulations required subsequent to copy replace must be done by the person

doing the copy replace.

E2.2.2. Summary Of Record Copy Software

- 1) **MAKE A COPY:** a feature of the ILS invoked by clicking on the “Record” tab and choosing “Make a Copy” while an existing record (source record) is open in the cataloging module; the feature creates a new record (resulting record) by literally copying an existing one; any data manipulations required for the resulting record must be done by the person doing the copying;
- 2) **Z-PROCESSOR EDITIONS:** a version of Z-PROCESSOR developed especially to copy existing records residing in the LCDB to be used for subsequent editions; regardless of the type of source record, the resulting record reflects the identifying characteristics of LC original cataloging, full or core, depending upon the cataloging level of the source record; the software has been designed to minimize the data manipulations staff must do subsequent to copying a record; see DCM E2.5 for the guidelines for using Z-PROCESSOR EDITIONS.

E2.3. Z-Processor--Background

E2.3.1. General

Z-Processor is a very easy, improved way to import records from OCLC and RLIN. It makes use of a version of the Z39.50 information retrieval protocol that is outside the ILS, and, unlike its predecessor, it is possible to save records directly to the LCDB, greatly simplifying the record import procedure. Among new features, is a workflow specifically developed to support import of CIP records that have been upgraded externally. Other features are:

- 1) OCLC and RLIN are both searched; there is a 60-second time-out for each server if there is a problem; of the records retrieved in a search, up to five hits can be displayed from each server;
- 2) the capacity to search by ISBN, title left match, or title keyword; it is possible to scan the EAN barcode (also called the 13-digit ISBN; (see E2.3.2.1 below);
- 3) the ability to discriminate among records retrieved as candidates for import by indicating that PCC records exist and by identifying records that would need to be done in the OrigRes (original resource) workflow because of the language of cataloging or because they are less than full records;
- 4) the addition of many data checks that minimize the number of data manipulations that need to be done by staff subsequent to import.
- 5) the addition of a feature that asks if an IBC record already exists and the capacity to reduce subsequent data manipulations by anticipating the results of a replace/merge process.

At the time of import, Z-Processor asks if an IBC record already exists. If not, an imported record is loaded directly into the LCDB. If an IBC record does exist, the imported record invokes the ILS “Replace/Merge using profile” feature when the imported record is saved, and the imported record is merged with the existing IBC record. In that process only certain local fields are retained (e.g., 906; 925; 955; 963) from the previously existing IBC record. Note that Z-Processor generates a 955 field containing the searcher’s code, date of search, and the term “z-processor.” The 955 field from the previously existing IBC record moves to the bottom of the merged record. Do not delete or add to the old 955 field.

What follows in this section is additional information about the application and descriptions of the various workflows and the data manipulations that accompany each. See E2.6 (Appendix 1) for an outline of the procedural steps to be followed in using Z-Processor.

E2.3.2. Notes/Tips On Features

Z-Processor enables a search by ISBN, title left match, or title keyword. The last search performed is saved in the clipboard (unless the clipboard is used in the interim). If a search fails or there is a desire to re-run the same search, paste the previous search in the search window and then modify it, if desired.

E2.3.2.1. ISBN search

Scanning the ISBN: Z-Processor can read the EAN barcode (also called the 13-digit ISBN barcode) available on the back cover of most U.S. publications intended for retail sale. This barcode also appears on publications from many other countries. The EAN barcode usually begins with “978” followed by what looks like a “regular” ISBN except with a different check digit. Z-Processor converts the EAN barcode into a standard 10-digit ISBN and then searches it. This is a very efficient search, it contains no typos, and results in faster search completions.

Keying the ISBN: It is also possible to key in either a 10-digit or a 13-digit ISBN. Keying in an ISBN is necessary in the absence of a scannable EAN. Do not input hyphens; an “X” may be input in lower or upper case.

E2.3.2.2. Title search

In the absence of an ISBN, use a title search as a backup search. The search query should consist primarily of letters and numbers. Do not use punctuation. Quotation marks will kill a search and just make the application go through the 60-second per server time-out.

Title left match search: Key the title beginning with the first word exclusive of any initial article. Proceed as far as desired; four or five words should be sufficient (if available). If an initial search produces no results, try the search with and without subtitle words (systems vary in what is included in indexes).

Title keyword search: Words from the title, subtitle, and author’s name (if present in 245 \$c

(Statement of responsibility) can be used. The more unique the keywords, the fewer hits will be retrieved. Since the author's name will narrow a response, it is strongly urged to include it if available. Avoid common words; they slow down the search and often result in a time-out.

E2.3.2.3. Do not cut-and-paste titles

Do not cut-and-paste from a title in an ILS record to the Z-Processor search screen. Diacritics from the ILS do not work in this application and will just cause searches to fail.

E2.3.3. Guidelines For Using Z-Processor

For the guidelines for using Z-Processor, see E2.6 (Appendix 1).

E2.4. Z-Processor--Workflows/Data Manipulations

Z-Processor supports the following workflows, each of which is described in detail in DCM E1 and is identified by the codes used in 906 \$c:

- 1) temporary use of origcop for a CIP record upgraded externally; for the data manipulations and subsequent actions to be taken after import, see E2.7 (Appendix 2);
- 2) pccadap, tailored both to regular PCC adapts and those related to an existing epcn record in LC; for the data manipulations and subsequent actions to be taken after import, see E2.8 (Appendix 3);
- 3) copycat, tailored both to regular copy cataloging and that related to an existing epcn record in LC; for the data manipulations and subsequent actions to be taken after import, see E2.9 (Appendix 4);
- 4) origres, tailored to those records that do not meet the requirements for copy cataloging. for the data manipulations and subsequent actions to be taken after import, see E2.10 (Appendix 5).

E2.5. Z-Processor Editions

Z-Processor Editions works the same way as Z-Processor (cf. E2.6 (Appendix 1)). It uses the origcop feature to copy existing records residing in the LCDB. It was developed for use in copying records for a previous edition when processing a later edition. When a source record is copied, the resulting record reflects the characteristics of LC original cataloging, regardless of the character of the source record. This is because if the source record reflects other than LC original cataloging, we do not want to attribute to another library the edition in hand. For the data manipulations done by Z-Processor Editions, see E2.11 (Appendix 6).

Note that both Z-Processor and Z-Processor Editions use a server specifically dedicated to Z39.50 transactions as a means of balancing the overall impact of transactions against the LC

database. The Z39.50 server accesses a copy of the LCDB, and as a further means of managing the transaction load, that copy of the LCDB is updated over night instead of in real time. Thus, in using Z- Processor Editions, the data in a record updated in the current day will not be available to Z-Processor Editions until the next day. In such a case it is necessary either to wait a day to copy the updated record or else to copy it and make the update(s) to the copied record manually.

E2.6. Appendix 1: Guidelines for Using Z-Processor

E2.6.1. Introduction

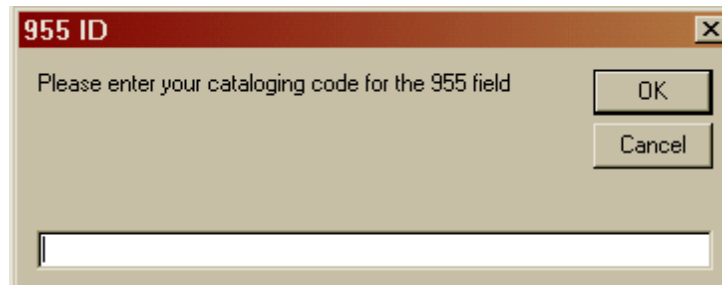
Z-Processor is an easy means of importing records from external sources. The general version is directed towards OCLC and RLIN. See E2.3 for a general description of the application. This appendix provides specific guidelines for using Z-Processor. The guidelines are divided into the following three aspects of importing records:

- 1) search;
- 2) select/import;
- 3) edit.

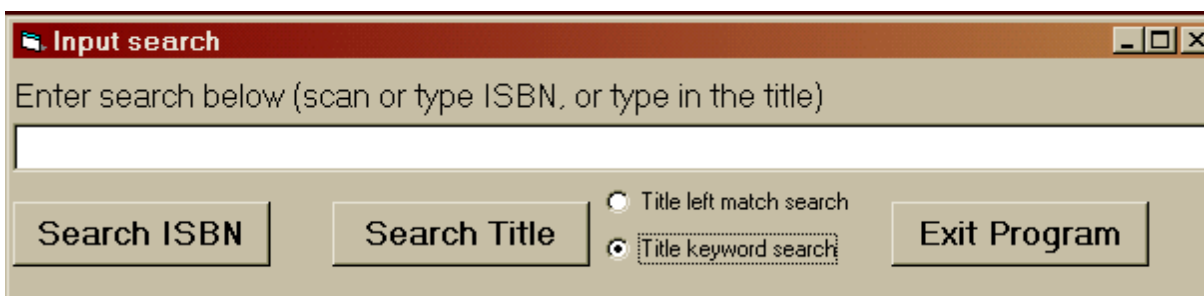
Preparation is very simple: ensure that under the **General** tab of preferences (Options> Preferences), the “Bibliographic Import/Replace Profile” is set to: **LCCNadd** (the standard setting).

E2.6.2. Search

Open the ILS and have it running in the background with the empty gray window (i.e., close any records that are open). To start the application either click on the Z-Processor icon on the desktop or go to My Computer, click on Local Disk (C), click on ilsaddon, and click on Z-Processor.exe. The first screen presented asks for the user’s code, which must be four characters in length. This code is part of a 955 field generated by the application in any imported record loaded to the LCDB. Enter the code and click on OK.



Next, the main search window appears:



E2.6.2.1. Kinds Of Searches

Use the following guidelines to initiate a search by clicking on the appropriate button for an ISBN or title search.

E2.6.2.1.1. ISBN search

Scanning the ISBN: Z-Processor can read the EAN barcode (also called the 13-digit ISBN barcode) available on the back cover of most U.S. publications intended for retail sale. This barcode also appears on publications from many other countries. The EAN barcode usually begins with “978” followed by what looks like a “regular” ISBN except with a different check digit. Z- Processor converts the EAN barcode into a standard 10-digit ISBN and then searches it. This is a very efficient search, it contains no typos, and results in faster search completions.

Keying the ISBN: It is also possible to key in either a 10-digit or a 13- digit ISBN. Keying in an ISBN is necessary in the absence of a scannable EAN. Do not input hyphens; an “X” may be input in lower or upper case.

E2.6.2.1.2. Title search

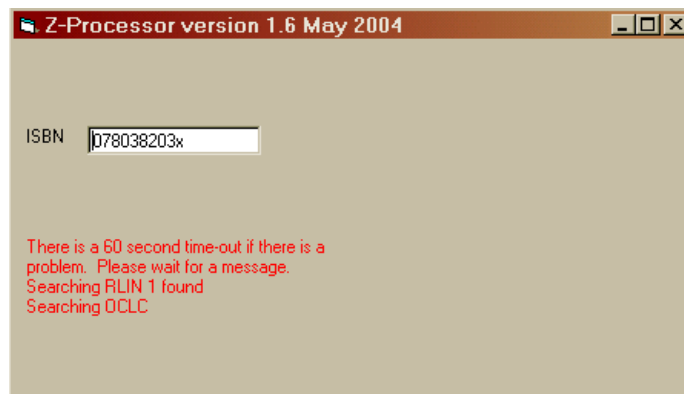
In the absence of an ISBN, use a title search as a backup search. The search query should consist primarily of letters and numbers. Do not use punctuation. Quotation marks will kill a search and just make the application go through the 60-second per server time-out.

Title left match search: Key the title beginning with the first word exclusive of any initial article. Proceed as far as desired; four or five words should be sufficient (if available). If an initial search produces no results, try the search with and without subtitle words (systems vary in what is included in indexes).

Title keyword search: Words from the title, subtitle, and author’s name (if present in 245 \$c (Statement of responsibility) can be used. The more unique the keywords, the fewer hits will be retrieved. Since the author’s name will narrow a response, it is strongly urged to include it if available. Avoid common words; they slow down the search and often result in a time-out.

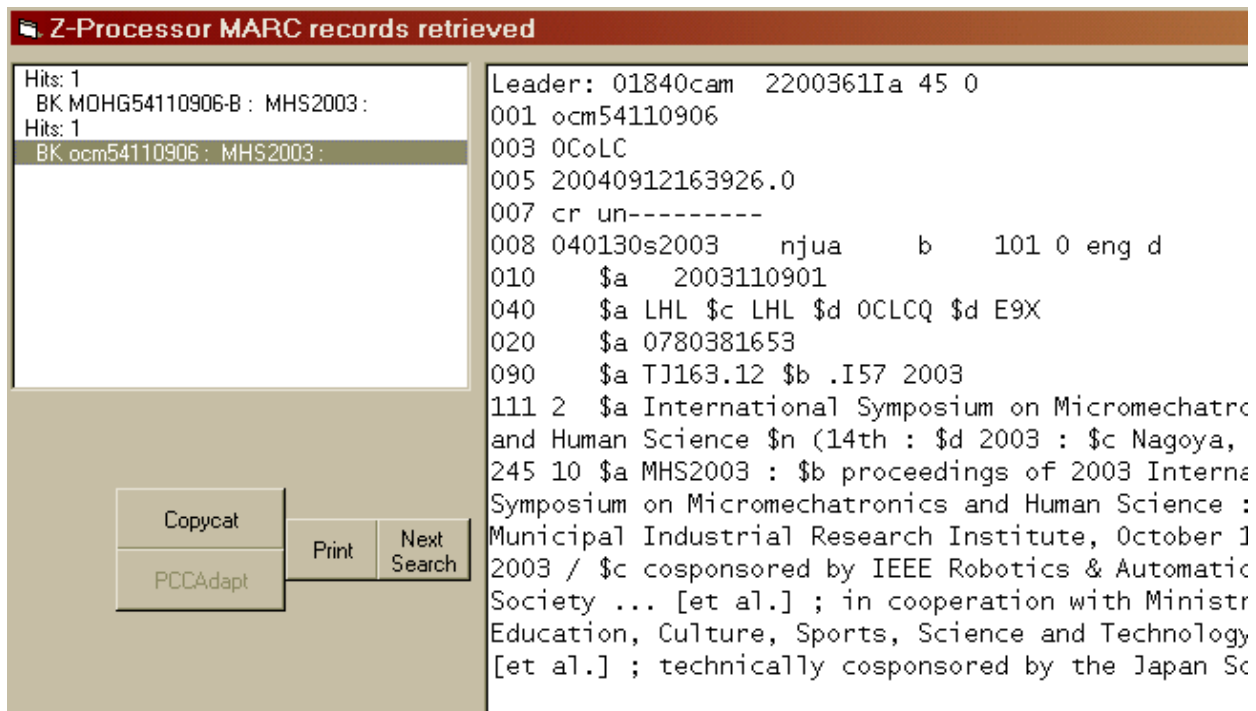
E2.6.3. Select/Import

After a search is initiated, the search progress window displays:



The window indicates progress by telling which server is being searched and how many records were found. There is also a message that indicates a 60-second time-out for searches before the application determines there is a problem. If a search does time out, a message will pop up on the screen and indicate what the problem is. When a problem is reported to the user, an email message is also automatically generated and sent to David Williamson and others who monitor systems and look for patterns in problem reports. The application will continue on from that point, and the user does not have to do anything about the problem report.

When both servers have been searched, the search results are displayed in the results window:

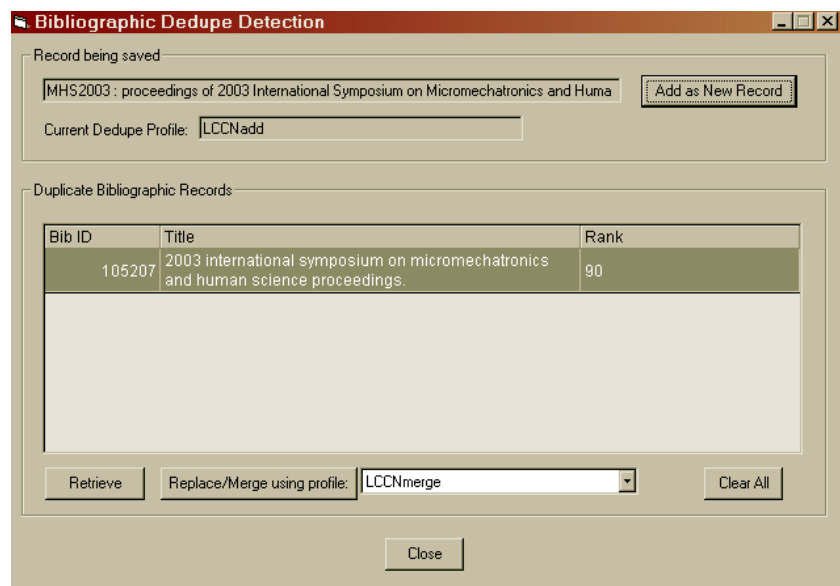


The left window displays headers for the records retrieved and indicates how many hits were found on each server (as many as five headers from each server can be displayed). Each header consists of two letters for the record type (derived from Ldr/06 (Record type in each record)) followed by the system control number. Click once on any of the headers and the associated record displays in the right window. Look through the record to see if it is acceptable or not. The application assesses each record, determines the workflow for which it is a candidate, and turns on the appropriate workflow button. If one of the records in the set is a PCC record (042 = pcc), the application alerts the user of that fact (cf. Appendix 4 (E2.9)). These records meet standards that participants in the Program for Cooperative Cataloging have agreed to, and they require the least manipulation in the cataloging process.

After deciding which record to select, click on the workflow button. The application will request some data or ask some questions, depending upon a particular workflow (see Appendices 2-5 for details). Note that when the application asks for an LCCN to be scanned, it can also be keyed, **provided** it is keyed **exactly** in the same manner as in a bibliographic record, i.e., with leading blanks or prefix as appropriate and with trailing blank, as appropriate. The application then transfers the record to the ILS. The following is a partial view of the record now transferred to the ILS but not yet saved:

906			#a 0 #b ibc #c copycat #d 2 #e epcn #f 20 #g y-gencatlg
955			#a ta05 2004-09-12 z-processor
010			#a 2003110901
040			#a LHL #c LHL #d OCLCQ #d E9X #d DLC
020			#a 0780381653
035			#a (OCoLC)ocm54110906
042			#a lccopycat
097	0	0	#a Tj163.12 #b .I57 2003
111	2		#a International Symposium on Micromechatronics and Human Science #n (14th : #d 2003 : #c Nagoya, Japan)
245	1	0	#a MHS2003 : #b proceedings of 2003 International Symposium on Micromechatronics and Human Science : Nagoya Municipal Industrial Research Institute, October 19-22 2003 / #c cosponsored by IEEE Robotics & Automation Society ... [et al.] ; in

When the transferred record is saved, the ILS duplicate detection feature recognizes that a record with the same LCCN already exists and indicates this as follows:



Click on the “Replace/Merge using profile” button, and the data in the transferred record replace the data in the existing IBC record except for a few local fields. A message indicates that a record has been replaced and gives its ILS control number:



Click on OK.

2.6.4. Edit

The loaded record that is now in the ILS is either a new IBC record or one in which an external record has merged with a previously existing IBC record. The record is now ready for any editing, although the application in combination with the ILS “Replace/Merge using profile” feature will have already done most of the required data manipulations. The following is a partial view of a record that has been merged with an existing IBC record:

263			#a 0310
906			#a 0 #b ibc #c copycat #d 2 #e epcn #f 20 #g y-gencatlg
906			#a 0 #b ibc #c orignew #d 2 #e epcn #f 20 #g y-gencatlg
925	0		#a acquire #b 2 shelf copies #x policy default
955			#a ta05 2004-09-12 z-processor
010			#a 2003110901
040			#a LHL #c LHL #d OCLCQ #d E9X #d DLC
020			#a 0780381653
035			#a (OCoLC)ocm54110906
042			#a lccopycat
097	0	0	#a TJ163.12 #b .I57 2003
111	2		#a International Symposium on Micromechatronics and Human Science #n (14th : #d 2003 : #c Nagoya, Japan)

Note that Z-Processor has generated as the first 906 field one appropriate to the cataloging stream; the one from the previously existing IBC record now needs to be deleted. The 925 field from the existing IBC record has been retained and no action is required.

When a record is transferred to the ILS, Z-Processor remains open behind it. After the record in the ILS has been edited and saved, a blank ILS screen is in the foreground. Click on the Z- Processor icon in the system tray to restore the application to the foreground. Then click on the “New Search” button and the application presents the main search window for the next search

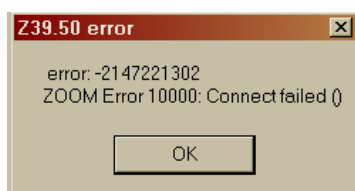
E2.6.5. Exit

There are three ways to exit the application:

- 1) search a blank ISBN or title in the main search window;
- 2) click on the Exit Program button on the main search window;
- 3) closing the results window presents the main search window.

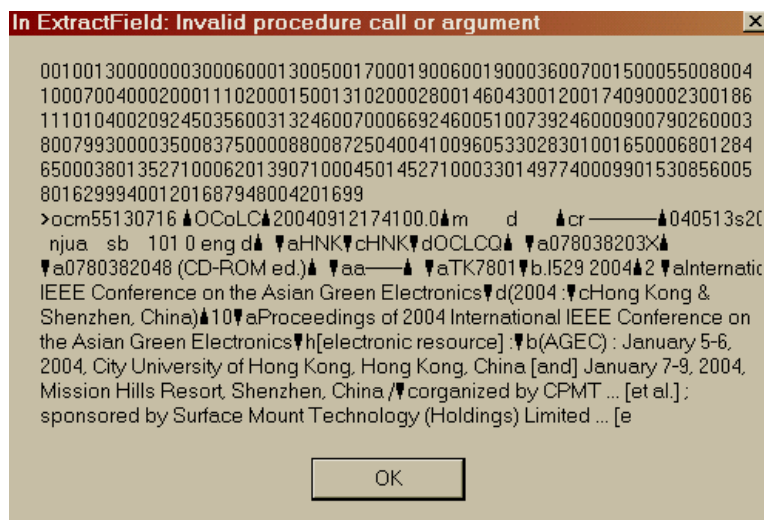
E2.6.6. Error Screens

When there is a time-out, the application notes it with the following message:

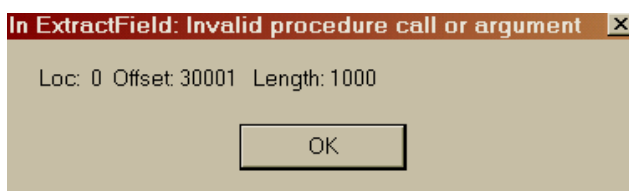


Click on OK. If the time-out applies to the RLIN server, the application continues the search, directing it to the OCLC server. The reverse may also occur.

Occasionally after clicking on a record header in the left side of the results window, the application displays the record in the right window but also displays in the foreground a notice related to a structural problem in the record as follows:



Click on OK. That is followed by:



Click on OK again; the message disappears and the record is now visible. If this is the record that has been selected for import, proceed with the import procedure.

E2.7. Appendix 2: Data Manipulations for Origcop for a CIP Record Upgraded Externally

This workflow is new in that Z-Processor makes temporary use of the origcop workflow to import an LC-issued CIP record for which another library has received the book and upgraded the CIP record accordingly. The application identifies potential candidate records, although it does not permit import of an LC CIP record that has not been upgraded. If there are multiple hits, select the record that most nearly reflects the item in hand, paying particular attention to the call number (050 field) and the imprint (260 field). After clicking on one or more candidate records and selecting one by clicking on the OrigCop button, Z-Processor issues the following “warning” message:

“This record contains an LCCN and is an unlikely candidate for import unless you are doing CIP verification, in which case enter a zero (0) when you are asked for the LCCN. To override and import this record as OrigCop (temporarily in the case of CIP Ver), click on Cancel.

If you want to copy an LC original cataloging record for another edition, please use Z-Processor for Editions to copy the record directly from LCDB.”

To import the record, follow the instructions in the message. When the source record is saved in the LCDB, it invokes the “Replace/Merge using profile” feature, and the resulting record merges with the previously existing CIP record. The fixed fields and the bibliographic data are now from the source record; only certain local fields are retained (e.g., 906; 925; 955; 963). The following table summarizes the state of certain data elements in the resulting record now merged with the previously existing CIP record, and specifies any actions that need to be taken in the resulting record, aside from ensuring that the merged record reflects all aspects of the item in hand.

Imported CIP Record Upgraded Externally Merged with Existing CIP Record		
Data element	Condition; as applicable, reflects action taken by Z-Processor in relation to source record	Action, if any, to be taken in resulting record
Ldr/17 (enc. lvl)	Retains value in imported record, which may be # (full), 4 (core), or 8 (CIP)	Adjust accordingly to reflect the situation at hand; use # (full) or 4 (core)
008	As in existing record	Adjust as needed to reflect item in hand; ensure Cat source (008/39) is blank (Nat’l. bib. agency)

Imported CIP Record Upgraded Externally Merged with Existing CIP Record		
Data element	Condition; as applicable, reflects action taken by Z-Processor in relation to source record	Action, if any, to be taken in resulting record
906	Retains from previously existing CIP record	None needed
925	Retains from previously existing CIP record	None needed
955	Generates; 955 in previously existing CIP record moves to end of record	Do not delete or add to old 955 field
035	Generates containing source system control number	None needed
040	As in source record; Z-Processor adds \$d DLC as last if not already present	None needed
042	As in source record	If pcc, ensure enc. lvl. = 4
050	If 050 00, as in source record; if 050 04 converts to 097; if no 050, converts 090, 950 \$a, \$b to 097 00; if no LCC-based call number in source record, cannot be imported for CIP verification	None needed until shelflisting done; if other than 050 00, needs to be reassessed
263	Moves to top of record	Delete
963	Retains if present in previously existing CIP	Delete if present
6XX	Retains only 600, 610, 611, 630, 650, 651, 655 with 2nd Ind = 0, 1; if 2, retain only if 040 \$a = DNLM/DLC	None needed
Other variable fields	Retains from source record only fields actively supplied by LC (cf. DCM B13.5.2 (Appendix 2))	None needed

E2.8. Appendix 3: Data Manipulations for Copycat

This workflow is for the regular copy cataloging procedure. If there are multiple hits, select the record that most nearly reflects the item in hand. This workflow is also oriented towards detecting records with LCCNs in them for possible use in processing items represented in the LCDB by opn or epcn records. In such cases it issues the following “warning” message after clicking on the Copycat button:

“This record contains an LCCN and is an unlikely candidate for import unless you are upgrading a PCN record with item in hand, in which case enter a zero (0) when you are asked for an LCCN. Prefer a full or core PCC record (042 = pcc). To override and use this record as CopyCat, click on Cancel.”

After clicking on Cancel, if a PCC record is among the hits retrieved by Z-Processor, the application detects such records and issues the following “caution” message:

“There is a PCC record for this ISBN. Should it be imported instead? If so, click on OK, find the record, and use the PCCAdapt button. To override and use Copycat, click on Cancel.”

PCC records are preferred; import one when available (provided it reflects the item in hand). Otherwise, proceed to import a record under the CopyCat workflow. To import the record follow the instructions in the message. When the source record is saved in the LCDB, it may or may not merge with a previously existing IBC record, depending upon the stage in processing that the record is being imported. The following table summarizes the state of certain data elements, whether the resulting record is a new IBC record or is an IBC record now merged with a previously existing one, and specifies any actions that need to be taken in the resulting record.

Imported Copy Cataloging Record (copycat)		
Data element	Condition; as applicable, reflects action taken by Z-Processor in relation to source record	Action, if any, to be taken in resulting record (either new IBC or merge with existing IBC)
Ldr/17 (enc. lvl)	Retains 4, else sets to 5	None needed
008	As in source record	Adjust as needed to reflect item in hand; ensure Cat source (008/39) is “d” (Other) or blank (Nat’l. bib. agency); by exception, 008/39 is blank when LC IBC record upgraded externally now used by LC
906	Asks for priority; generates copycat 906 as first 906; 906 \$e based on LCCN range	If a merge, delete second 906 (from previously existing IBC record); otherwise, none needed
925	Asks if IBC exists; if not, generates with \$b * shelf copies	If a merge, none needed; otherwise, indicate the number of shelf copies to be acquired
955	Generates; 955 in previously existing IBC record moves to end of record	Do not delete or add to old 955 field
035	Generates	None needed

Imported Copy Cataloging Record (copycat)		
Data element	Condition; as applicable, reflects action taken by Z-Processor in relation to source record	Action, if any, to be taken in resulting record (either new IBC or merge with existing IBC)
040	As in source record; Z-Processor adds \$d DLC as last if not already present	None needed
042	Generates lccopycat	None needed
050, 090, 950 \$a, \$b	Converts to 097 00; may contain multiple 097s	None needed until class verified or assigned
263	If a merge with opcn/epcn IBC, moves to top of record	Delete if present
963	Present if a merge with opcn/epcn IBC	Delete if present
Other variable fields	Retains from source record only fields actively supplied by LC and pass through fields (cf. DCM B13.5.2 (Appendix 2))	None needed

E2.9. Appendix 4: Data Manipulations for Pccadap

This workflow is for the PCC adapt procedure. If a PCC record is among the hits retrieved by Z- Processor, the application detects such records and issues the following “caution” message when the CopyCat button is the initial button clicked on:

“There is a PCC record for this ISBN. Should it be imported instead? If so, click on OK, find the record, and use the PCCAdapt button. To override and use Copycat click on Cancel.”

The application is also oriented towards detecting records with LCCNs in them for possible use in processing items represented in the LCDB by opcn or epn records. In such cases after clicking on the CopyCat button, it issues the following “warning” message:

“This record contains an LCCN and is an unlikely candidate for import unless you are upgrading a PCN record with item in hand, in which case enter a zero (0) when you are asked for an LCCN. Prefer a full or core PCC record (042 = pcc). To override and use this record as CopyCat click on Cancel.”

To proceed, follow the instructions in the message. If the CopyCat route is chosen, the application will next present the PCC “caution” message above, since PCC records are preferred (provided they reflect the item in hand). To import the PCC record follow the instructions in the

message. When the source record is saved in the LCDB, it may or may not merge with a previously existing IBC record, depending upon the stage in processing that the record is being imported. The following table summarizes the state of certain data elements, whether the resulting record is a new IBC record or is an IBC record now merged with a previously existing one, and specifies any actions that need to be taken in the resulting record.

Imported PCC Record (pccadap)		
Data element	Condition; as applicable, reflects action taken by Z-Processor in relation to source record	Action, if any, to be taken in resulting record (either new IBC or merge with existing IBC)
Ldr/17 (enc. lvl)	Retains 4, else sets to 5	None needed
008	As in source record	Adjust as needed to reflect item in hand; ensure Cat source (008/39) is "c" (Cooperative cataloging program) or blank (Nat'l. bib. agency); by exception, 008/39 is blank when LC IBC record upgraded externally now used by LC
906	Asks for priority; generates pccadap 906 as first 906; 906 \$e based on LCCN range	If a merge, delete second 906 (from previously existing IBC record); otherwise, none needed
925	Asks if IBC exists; if not, generates with \$b * shelf copies	If a merge, none needed; otherwise indicate the number of shelf copies to be acquired
955	Generates; 955 in previously existing IBC record moves to end of record	Do not delete or add to old 955 field
035	Generates	None needed
040	As in source record; Z-Processor adds \$d DLC as last if not already present	None needed
042	As in source record	None needed
050, 090, 950 \$a, \$b	Converts to 097 00; may contain multiple 097s	None needed until class verified or assigned
263	If a merge with opcn/epcn IBC, moves to top of record	Delete if present
963	Present if a merge with opcn/epcn IBC	Delete if present

Imported PCC Record (pccadap)		
Data element	Condition; as applicable, reflects action taken by Z-Processor in relation to source record	Action, if any, to be taken in resulting record (either new IBC or merge with existing IBC)
Other variable fields	Retains from source record only fields actively supplied by LC and pass through fields (cf. DCM B13.5.2 (Appendix 2))	None needed

E2.10. Appendix 5: Data Manipulations for Origres

Records are candidates for copy cataloging if they contain the following **two** characteristics: 1) the language of cataloging (e.g. 300, most 5XX), **not** the language of the content, must be in English **and** 2) if the work is one for which LC normally provides subject access, there must be at least **one** LCSH- based subject heading (6XX field with second indicator zero or one) present. Records that meet the criteria for copy cataloging are obviously preferred, but Z-Processor identifies candidate records that do not (language of cataloging is not English; cataloging is less than full (encoding level is 3 or 7)) by issuing the following “caution” messages respectively:

“The language of cataloging is other than English. Please look at other records and select one whose language of cataloging is English (040 \$b not present or is “eng”; preferably PCC full or core). To override and import this record as OrigRes, click on Cancel.”

“This record is for less than full cataloging. Please look at other records and select a fuller one (preferably PCC full or core) if available. To override and import this record as OrigRes, click on Cancel.”

Records done as core by non-PCC libraries are also done in the OrigRes workflow. They are identified by the following “caution” message:

“This record is for core level cataloging done by a non-PCC library. If used in LC, it is done as LC original core. Please look at other records and select another one (preferably PCC full or core) if available. To override and import this record as OrigRes, click on Cancel.”

As explained in Appendix 4 (E2.9), Z-Processor identifies PCC records if there are any in the records retrieved and presents the alternative of importing a PCC record. If none is in the set retrieved, follow the instructions in the message to import the record in the OrigRes workflow. When the source record is saved in the LCDB, it may or may not merge with a previously existing IBC record, depending upon the stage in processing that the record is being imported. The following table summarizes the state of certain data elements, whether the resulting record is

a new IBC record or is an IBC record now merged with a previously existing one, and specifies any actions that need to be taken in the resulting record.

Imported OrigRes Record (origres)		
Data element	Condition; as applicable, reflects action taken by Z-Processor in relation to source record	Action, if any, to be taken in resulting record (either new IBC or merge with existing IBC)
Ldr/17 (enc. lvl)	Sets to 5	None needed
008	As in source record	Adjust as needed to reflect item in hand; ensure Cat source (008/39) is blank (Nat'l. bib. agency)
906	Asks for priority; generates origres 906 as first 906; 906 \$e based on LCCN range	If a merge, delete second 906 (from previously existing IBC record); otherwise, none needed
925	Asks if IBC exists; if not, generates with \$b * shelf copies	If a merge, none needed; otherwise indicate the number of shelf copies to be acquired
955	Generates; 955 in previously existing IBC record moves to end of record	Do not delete or add to old 955 field
035	None	n/a
040	Generates \$a DLC \$c DLC	None needed
042	As in source record (unlikely to be present)	If present (unlikely in this workflow) adjust according to the situation
050, 090, 950 \$a, \$b	Converts to 097 00; may contain multiple 097s	None needed until class verified or assigned
263	If a merge with opcn/epcn IBC, moves to top of record	Delete if present
963	Present if a merge with opcn/epcn IBC	Delete if present
Other variable fields	Retains from source record only fields actively supplied by LC (cf. DCM B13.5.2 (Appendix 2))	None needed

Note that, in general, most of the data manipulations described above have already been performed against vendor records loaded directly into the LCDB for known-item receipts. Note further, however, that any records brought into the resource stream from external sources such as

RLIN or OCLC will have the data manipulations described above done by Z-Processor.

E2.11. Appendix 6: Data Manipulations for Z-Processor Editions

Z-Processor Editions works the same way as Z-Processor (cf. E2.6 (Appendix 1)). It uses the origcop feature to copy existing records residing in the LCDB. It was developed for use in copying records for a previous edition when processing a later edition. When a source record is copied, the resulting record exemplifies the characteristics of LC original cataloging, regardless of the character of the source record. This is because if the source record reflects other than LC original cataloging, we do not want to attribute to another library the edition in hand.

After doing a search and retrieving a record, click on the OrigCop button to copy a source record for a previous edition residing in the LCDB. When the source record is saved in the LCDB, it may or may not merge with a previously existing IBC record, depending upon the stage in processing that the record is being imported. The following table summarizes the state of certain data elements, whether the resulting record is a new IBC record or is an IBC record now merged with a previously existing one, and specifies any actions that need to be taken in the resulting record.

Imported OrigRes Record (origres)		
Data element	Condition; as applicable, reflects action taken by Z-Processor in relation to source record	Action, if any, to be taken in resulting record (either new IBC or merge with existing IBC)
Ldr/17 (enc. lvl)	Retains 4 if 042 = pcc, else sets to 5	None needed
008	As in source record	Adjust as needed to reflect item in hand; ensure Cat source (008/39) is blank (Nat'l. bib. agency)
906	Asks for priority; asks for value to go in 906 \$e; generates origcop 906 as first 906; if 906 \$g begins with "n," does not allow copying to occur	If a merge, delete second 906 (from previously existing IBC record); otherwise, none needed
925	Asks if IBC exists; if not, generates with \$b * shelf copies	If a merge, none needed; otherwise indicate the number of shelf copies to be acquired
955	Generates; 955 from source record not retained; 955 in previously existing IBC record moves to end of record	Do not delete or add to old 955 field
020	Generates 020 ## \$a *	Add ISBN for manifestation in hand

Imported OrigRes Record (origres)		
Data element	Condition; as applicable, reflects action taken by Z-Processor in relation to source record	Action, if any, to be taken in resulting record (either new IBC or merge with existing IBC)
035	None	n/a
040	Generates \$a DLC \$c DLC	None needed
042	If pcc present in source record (may be multiple codes) and enc/lvl = 4, retains pcc only	None needed
050	Converts to 097 00	None needed until class verified or assigned
1XX, 240, 245, 246	Retains from source record	Adjust as needed to reflect item in hand
250	Generates 250 ## \$a *	Supply for edition in hand
260	Retains \$a and \$b from source record; generates \$c *; does not retain \$e, \$f, \$g	Adjust \$a and \$b as needed to reflect item in hand; supply date in \$c
300	Generates 300 ## \$a * p.; retains \$b, \$c and \$e from source record; does not retain \$f, \$g	Supply extent in \$a; adjust \$b, \$c, and \$e to reflect item in hand
4XX	Retains from source record	Adjust as needed to reflect item in hand
6XX	Retains only 600, 610, 611, 630, 650, 651, 655 with 2nd Ind = 0, 1	None needed
Other variable fields	Retains from source record only fields actively supplied by LC (cf. DCM B13.5.2 (Appendix 2)); does not retain fields not appropriate to manifestation in hand	None needed