Checking and modifying I-level copy

Fields	Checking	Changing: AACRII	Changing:RDA
Fixed fields (008)	Check the following fixed fields:		
		Reject all copy that does not have correct Type, Desc or Elv (from acceptable library list).	
	Biog:	verify/match to 650 |v	
	Conf:	verify/correct	
	Cont:	accept as is/fill in if blank	
	Ctry:	verify/correct	
	Dates:	verify/match to description	
	DtSt:	verify/match to description	
	Fest:	accept as is/fill in if blank	
	Form:	[blank] unless photocopy or lg. print	
	GPub:	verify/correct	
	Ill:	verify/match to 300 field	
	Indx:	verify/match to 500/504 field	
	Lang:	verify/correct	
	LitF:	accept as is/fill in if blank	
020	Make sure it matches the piece	Accept as is if no ISBN on the piece, and all other fields match	
		Change to match the piece if all other transcription fields match	
040	See acceptable library list		

041	Check existing 041 to make sure it is accurate	Question if the existing 041 doesn't seem accurate	
100, 110, 111	Check to make sure all authors (personal, corporate, and conference headings) that appear prominently in the piece are traced in the cataloging. They may appear in 1XX or 7XX fields. See guidelines for exceptions to tracing all authors	Reject records lacking access points for prominent authors	Reject records lacking access points for prominent authors Accept relationship designators (1XX |e) as is
130, 240	Check authority file to make sure the form of the uniform title is correct	Reject records with uniform titles that have no authority record that match exactly ➤ Exception--language qualifier in 240: If there is an authority record that matches 240 |a AND the remainder of the 240 is in |l [language], check the language of the piece and the language note and for now, ask for help verifying the |l	
	➤ Note:If piece contains evidence that it is a **translation**, or has been published before under a different title, or is a collection of independent works by one literary author,	If an authority record is found, but the heading you have is in a 430 field, change your heading to match 1XX field in the authority record if the form in the cataloging matches a 4XX field in the authority record. If record is lacking a uniform title, follow guidelines on wiki for adding uniform titles. Ask a supervisor if unsure	

		check to make sure the record has a uniform title	https://libwiki.dartmouth.edu/twiki/bin/view/Libopen/Uniformtitles
📖 **245**	**|a and |b**	Check to make sure info. matches the piece; wording should be exact, though punctuation and case may vary Check to make sure all prominent title information appears in the record See 246 below if there are numbers or symbols, typos, or parallel titles in the 245 field	Change only obvious typos; if you have any doubts whether a difference is a typo or not, question it Reject copy if 245 does not match piece
📖 **245 |c**		Check to make sure all prominent authors appear in record (see guidelines for exceptions to transcribing authors) Square-bracketed information is acceptable as long as you can verify that it is correct.	Reject records which do not contain all prominent authors in a 245 |c or a note field (except in cases where AACRII or RDA don't require them) Reject records with square-bracketed information you can't verify
246		Make sure there are 246/alternate title entries in the following cases: -when the 245 contains numbers or symbols (including an ampersand), the record should have a 246 with the spelled-out form of the symbol or number in the language of the title	Leave existing 246 fields as is; add necessary additional titles

proper

-when the 245 contains a typo/error that appears on the piece as well, the record should have a 246 with the corrected form
-for parallel titles

| 📖 250 | Check to make sure that edition statements that appear on the piece are present in the 250 field, and match exactly (except for abbreviations) | Reject copy if edition statement on book and record do not match

➤ Exception: For Spanish, Portuguese and German materials: if there is a 1st edition (1. ed., 1. Aufl.) statement on the piece, and no edition statement in the record, and everything else matches, add the edition statement. See list of acceptable abbreviations in AACR2 Appendix B. If your edition statement is not on the list, please ask.

Question all square-bracketed edition statements | Terms in 250 should match the piece, and should not be abbreviated unless they are abbreviated on the piece.

Reject copy if the number of the edition differs.
If the only difference is the form of the statement (i.e., abbreviations), change to match the piece. |
| 📖 260 \|a and \|b | Check to make sure info. matches the piece

Square-bracketed information is acceptable as long as you can verify that it is correct. | Accept as is, as long as you can find the info. on the piece

Question records with square-bracketed information you can't verify | |

📖 **260** |c	Check to make sure info. matches the piece	Reject record if unsure which date to use	Accept RDA records with 260 fields as long as the information matches the piece
	Check to make sure date in record is the correct date for the edition being cataloged (see date guidelines)		
	Square-bracketed information is acceptable as long as you can verify that it is correct.	Reject records with square-bracketed information you can't verify	
264	Check to make sure info. matches the piece	Accept AACRII records with 264 fields as long as the information matches the piece	Reject record if information not in square brackets does not match the piece
	Check to make sure date in record is the correct date for the edition being cataloged (see date guidelines)		Accept records with square-bracketed (probable) place, publisher/distributor, etc. and date if all other descriptive fields (245-5XX) match
	If place of publication, publisher and publication date are not known, the following information may appear:		If place of publication and/or publisher are not identified, there should be another 264 field with information for place of distribution or manufacture, and distributor or manufacturer.
	[Place of publication not identified] :|b[publisher not identified],|c[2006]		Question records with place of publication and/or publisher not identified, and no additional 264 field.
			The copyright date should be in a 264_4 |c – change if incorrect

📖 **300** | Check to make sure info. matches the piece | Accept as is if the only variation is in the preliminary paging or illustrations |
| | Do not count or change square-bracketed paging | Accept square-bracketed paging as is if everything else matches, and the number of pages seems reasonable |

336	Should be **text** for books Should be **cartographic image** for atlases Some materials containing all or mostly illustrations may use **still image**	Accept if present/do not add Question if present and wrong	Add |a and |2 if not present Accept |b if present, but do not add Question if present and wrong
337	Should be **unmediated** for books	Accept if present/do not add Question if present and wrong	Add |a and |2 if not present Accept |b if present, but do not add) Question if present and wrong
338	Should be **volume** for most books	Accept if present/do not add Question if present and wrong	Add |a and |2 if not present Accept |b if present, but do not add Question if present and wrong

📖 **490** Check to make sure info. matches the piece

Reject records with 490 fields that do not match the piece

If in doubt about whether a statement on a piece is a series statement, or whether a number belongs in a series statement, check the authority record

It's OK if an ISSN number appears in the 490 (|x) but not on the piece

Reject records with square-bracketed information in a 490 field

📖 **5xx**
(quoted notes) Make sure notes are accurate

Question or reject copy if unsure

See separate guidelines on notes for more information.

600, 610, 611 |t Check all 600/610/611 fields with |t against authority file. Check the entire field, all subfields.

Reject records w/ 600/610/611 fields with |t that do not appear in an authority record

Accept all other 600/610/611 fields as is

600, 610, 611 Do not check 600/610/611 fields that don't contain a |t

630 Check authority file—authority record must match complete 630 field (all subfields, except |x)

Reject record if no authority record found that matches entire field.

OK to have ISSN number in 630 |x that isn't in authority record.

650, 651 With second indicator "0":
- Check headings (|a only) in authority file

Accept if an authority record is found with your heading in a 15X field

Change main headings from form in 45X field to form in 15X field in the

	• Do not check subdivisions (|v, |x, |y, |z)	authority record Accept record if no authority record found for 650 (|a only), and this is the only reason the record is failing. Make a printout and put in John's box. Reject if no authority record found for 651	
	With second indicator "2", "4", "6" or "7": • Do not check	Subjects with second indicator "2", "4", "6" or "7": • Ignore	
653	Do not check	Ignore	
655	Do not check	Accept as is	
700, 710, 711 |t	Check all 700/710/711 fields with |t against authority file. Check the entire field, all subfields.	Reject records w/ 700/710/711 fields with |t that do not appear in an authority record	Reject records w/ 700/710/711 fields with |t that do not appear in an authority record
	Do not check 700/710/711 fields that don't contain a |t	Accept all other 700/710/711 fields as is	Accept all other 700/710/711 fields as is, including relationship designators (|e)
730	Check authority file—authority record must match complete 730 field (all subfields, except |x)	Reject record if no authority record found that matches entire field. OK to have ISSN number in 730 |x that isn't in authority record.	
740		Question all 740s	

77X and 78X fields	Linking fields	Accept as is; make printouts of records with 77X fields and give to supervisor (except: ignore 776 fields, which refer to additional physical forms of the item)
800/810/830		If the 490 field matches the piece, accept the 8XX as is. Control 8XX field in Connexion if it is not already controlled It's OK if an ISSN number appears in the 8XX ($|x$) but not on the piece
856		Follow general URL guidelines for print monographs
Call numbers	Check the following types of call numbers in Millennium to ascertain correct shelflist arrangement: All call numbers with two cutter numbers All call numbers with a single cutter number that fall into the following categories: Numbers for literary authors Numbers for artists Uniform title in cataloging	See shelflisting guidelines

Edition statement in cataloging
Conference heading in 1XX field

📖 = Transcribed fields: information in these fields must match the piece

Areas needing more work:

1. Use of relationship designators for books: should we add in some cases? Develop a list of important designators? (Reevalute in 6 months)
2. Develop guidelines for multiple 33X fields, including methods for linking them. This will include both multiformat materials and single items with multiple types of content.
3. Looks at notes again. Are there specific note fields we want to be using? (Reevalute in 6 months)
4. Develop best practices for using linking entries (Possible types of material: reproductions; supplements; "based on")
5. Develop best practices for tracing all prominently named authors (1XX, 7XX).
6. Clarify guidelines for uniform titles, and post documentation on the web (?).

Implementation actions, September 2013

Implement for books cataloging
Add URL for uniform title document when available
Add appendix number for edition abbreviations
All catalogers should keep printouts of anything that is not addressed in this document
Extend these guidelines to all non-book formats during Fall Term.