Recon.- Record requirements (monographs)

- Search OCLC first for a matching record.
  - Check the following fields **IF** they have information in them:

  - 1xx does not need to be in the exact same format as the title page
  - 245 does not need to be word for word. Sometimes there will be bracketed information (this is usually a title supplied by a cataloger and would not necessarily appear on the piece) or ellipses(...) (which indicates that a portion of the title maybe have been left out) as long as what is there can be found on the title page
  - 250 has to match (if in doubt ask)
  - 260 the information that is there should be on the piece unless it is square bracketed
  - 300 paging can vary slightly (if in doubt ask) and centimeters can vary by 2
  - 4xx If there is information in the record.. it needs to be on the piece somewhere or if it is bracketed it needs to be on the card (if no card, reject record)

- All bibliographic records used in recon should have the following fields. Add lacking information, following instructions below:

  245 Title
  The first five words in the title proper (245 |a) should appear in the record. Marks of omission after that ( ... ) are OK, as long as what's there matches the piece. Add any of the first five words in the title, if missing.

  No author in the 245 |c is OK as long as prominent authors are traced in the record

  250 Edition (if applicable)

  260 Publisher and date
  If place of publication (260 |a) is not in the record but is readily available on title page or card, add to the record; if information is not readily available, leave as is

  If the publisher (260 |b) is not in the record but is readily available on title page or card, add to the record; if information is not readily available, leave as is

  For square-bracketed dates, when the date does not appear on the piece, change to a more specific date from the card, if available, otherwise accept as is if everything else matches. Be sure the date in the 260|c matches the date in the fixed fields

  300 Collation
  If lacking, and everything else in the record matches, add if easily determined

4XX field      Series (if applicable)

        If there's a series on the piece and on the card, but not in the record, add the series

        If there's a series on the piece and not in the record, and either there is no card, or there's no series on the card, question the record

        Be sure any series numbering is in a |v

        It doesn't matter whether a series entry is traced (400, 410, 440, 490 1b) or untraced (490 0b)

5XX fields      Add notes from card, if not already present in the record

The following information should also be present:

1XX/7XX field      Author (if applicable)

6XX field      One subject heading required, except for literature

- If a shelflist card is available, additional information may be added from the card, but records should not be changed to match a card. Add only missing data.

- If any of the above fields are incomplete (and no shelflist card is available), OR these fields don't match exactly, search RLIN.