



**St. Philip's College**

**Learning Resource Center**

## **Technical Services Department Cataloging and Processing Policy**

St. Philip's College Learning Resource Center strives to have all of the LRC's resources accessible through the on-line public catalog (OPAC). Every resource, regardless of format, is cataloged according to national standards. These standards include: machine readable cataloging (MARC) integrated format; Anglo-American cataloging rules, second edition (AACR2), including later revisions and Library of Congress rules interpretation (LCRI). The LRC uses the Library of Congress classification scheme (LC) and subject headings (LCSH). The LRC follows the Library of Congress's policies in applying and/or formulating the call numbers and subject headings. Exceptions are noted where applicable.

### **SPECIAL SHELVING AREAS**

Currently the LRC has 22 special shelving areas. These collections are housed together, with the location noted on the top of the call number spine label. The collections are:

#### **ARCHIVES**

The archives collection consists of materials that are about St. Philip's College. This includes the history of the College, publications of the College, such as Yearbooks and Bulletins, and publications of the faculty and administration. Some history of the Alamo Community College District, San Antonio and Texas are also included. Arc. appears above the call number.

#### **AUDIO-VISUAL MATERIALS**

Audio-visual materials consists of the following materials: models; regalia; graphic; and flash cards. A/V appears above the call number.

#### **BLACK**

The Black collection has books that are about and/or written by African Americans. Oversize books are shelved with the regular Black books; there is no Black Folio area. Other formats than books are located with the format and not housed in the Black collection. Reference books about African Americans are shelved in the Reference section. Items in the Black collection have Black above the call number.

#### **DVD**

Digital video discs (DVD's) are housed in the DVD section. DVD is typed above the call number. DVDs are stored in a security case. Keys to the security case are available at the Circulation Desk and the Technical Services Department.

#### **EASY**

Books and videos for young children are housed in the Easy section. This includes picture books and books with very easy low vocabulary. Books for older children and young adults are housed in the regular stacks or other locations. Easy appears above the call number. Award winning children's books are shelved in the stacks.

#### **STACKS**

All materials that circulate and that are not assigned to a special location are housed in the stacks. There is no location noted above the call number except for oversize books. Books over 29 cm. will have Folio typed above the call number. All circulating Folio books are shelved together.

#### **INDEX**

Indices are shelved together in one location. Index appears above the call number.

## **MICROFORM**

Microforms consist of microfiche sheets, microfilm cartridges and microfilm reels. They are shelved alphabetically by title or by access number. Each format is kept together.

## **FOLIO**

Books that are 29 centimeters or over are shelved together. Also books that have a shape that does not fit easily onto a standard shelf are housed in the Folio section. There are two folio locations, one is the circulating stacks and the other is oversize Reference materials. Folio appears above the circulating materials and Ref. (Folio) appears above the Reference oversize materials.

**MAGAZINES:** (See Periodicals)

## **NEW**

All new circulating items will be shelved in the New Item area. Each item will have a sticker that says NEW placed near the call number. Once they are taken off NEW the sticker will be removed and discarded. The item will then be shelved in either the Stacks, Folio or Black location, in call number order.

## **NURSING SPC**

Items with this location are housed in the off campus St. Philip's College Nursing Library. They are processed the same as other LRC materials but they have a special sticker placed in the back cover that states they belong to the St. Philip's College LRC Seguin Nursing. In the item record on the location CNURS is used. A note is added if the item is not a circulating item which identifies where it would otherwise be shelved (ie. ref., video)

## **PERIODICALS**

Magazines have three locations depending on their format. The locations are: Periodicals, paper; Periodical (microfilm); Periodical (microfiche). Periodicals, paper includes both loose issues and bound volumes. Some magazines are only on InfoTrac cartridges.

**PERIODICALS, MICROFICHE** (See Periodicals)

**PERIODICALS, MICROFILM** (See Periodicals)

**PERIODICALS, PAPER** (See Periodicals)

## **READY REFERENCE:**

Reference materials that are used often are shelved together. The call number has Ref. as the location but a small red dot is taped next to Ref. to indicate it is shelved in the Ready Reference area.

## **REFERENCE**

Materials that contain concise information, dictionaries, encyclopedias and materials designated to be in the reference collection by LRC faculty are shelved in the Reference location. Ref. appears above the call number.

## **SCHEMATIC FILE**

Materials that consist primarily of diagrams, blueprints and plans, particularly of machinery, are filed in cabinets. Schematics that are published in a format that allows them to be put on the regular shelves are located in the stacks or reference collections.

## **SOUND RECORDING**

Music recorded on computer disks are kept together in the Circulation Reserve area. Dummy CDs are shelved together on special shelves for patron browsing. The real CDs are kept at the Circulation Desk. Audio cassettes are kept in cabinets. S/R appears above the call number.

## **VERTICAL FILE**

Printed items that are very small usually 20 pages or less, (sheets, booklets, pamphlets) and items that are ephemeral in nature are filed in cabinets by call number order. V/F appears above the call number.

## **VIDEO**

All videos and DVDs are shelved by format, in call number order. Videos and DVDs about African-Americans are shelved in the video or DVD area, not in the Black Collection. VIDEO appears above the call number on videos and DVD appears above the call number on DVDs.

## **THE ON-LINE PUBLIC ACCESS CATALOG**

### **MARC RECORDS**

The on-line public catalog (OPAC) is the tool that is used to access the LRC's resources. Much care is taken to have the OPAC reflect the collection accurately. The new MARC standards are used on new records. Format integration changes are not changed on old records. If a pre-format integration bibliographic record needs to be examined the new MARC format tags and indicators may be updated.

### **AUTHORITY FILES**

The records on the OPAC are kept up to national standards by changing subject and names headings as they are changed by the Library of Congress. Bibliographic records are sent to a vendor that changes old headings to the new approved form. The records are then reloaded on to the OPAC to overlay the old record.

### **WITHDRAWN ITEMS**

Bibliographic records are suppressed as items are withdrawn so that the withdrawn items are not shown to the patrons using the OPAC. However, some searches will still bring up these records. The location on the OPAC is SPC Withdrawn. An item will have the location code cwith (for SPC items) or wwith (SWC items) until that fiscal years' report on withdrawn items has been compiled.

The information is transferred to a spreadsheet and then the item records are deleted. Bibliographic records that only belong to SPC are also deleted. Care must be taken not to delete bibliographic records shared by the other ACCD LRCs.

### **LOCATION CHANGES**

Any item that changes locations has the location changed on the OPAC and on the item. For example, books in the Reference area that are going to be put into the circulating or stack areas has the location changed from cref to cstax or cbck. The item must be re-processed with a date due sticker and the reference stamp covered. A new call number label will also be needed.

## **CATALOGING**

### **CALL NUMBER EXCEPTIONS**

Malcolm X:

The Library of Congress catalogs Malcolm X under two numbers. Sometimes they assign a Black Muslims Number: BP223; other times they use a sociology number: E185.97.L5. To keep works about Malcolm X in one area SPC will only use: E185.97.L5. BP233 will be used if the work is only about Malcolm X's religious activities. All items are to be put in the Black Collection unless they are a Reference or VIDEO item.

Educational Tests:

We strive to catalog most educational tests with a LB number. For example, CLEP (College-Level Examination Program) book on College composition and freshman English would normally be classified in PE 1413. SPC would classify it using LB 2357.

Salem Witch Trials and History:

The Library of Congress uses BF1576 (a philosophy number) and KFM2478.8 (a law number) for materials about the Salem Mass. Witch trials of the 17<sup>th</sup> century. To keep works about this period of American history together in one class number SPC will only use: BF1576.

## **Serials cataloged as monographs with a series call number**

Several reference and periodical items have each issue cataloged separately. The author, title and subject headings are assigned as if the item was a monograph. However the call number for a set is assigned so that the item is shelved next to the other issues. Materials that are treated this way are:

Dictionary of Literary Biography: DLB  
Nursing Clinics of North America  
Surgical Clinics of North America  
Radiologic Clinics of North America  
New Direction for Teaching and Learning

## **EDITIONS**

Every item should have a unique record. For editions use the record that matches that edition. If there is no record that matches the item to be edited a record should be created.

## **STUDY GUIDES, MANUALS**

If we have the textbook and the study guides and/or manuals for that textbook use the textbooks record and list the study guide in the 300 field; subfield e.

If we do not have a textbook but have the accompanying study guide, etc., we normally would not add the accompanying materials to the collection. Exceptions are decided by the Head of Technical Services, Technical Services Librarians and/or the LRC Dean.

## ***Machine Readable Cataloging Records (MARC)***

When an item is to be added to the LRC's collection a search for a MARC record is done on the Integrated Technical Services database of cataloging records. Each record found should be closely examined and changed to match the item in hand.

## **FIXED FIELDS**

The Fixed Fields are fields at the top of the MARC record. They are called fixed fields because the length of the field does not change. Codes are used to describe the work being cataloged.

The Fixed Fields are as follows. The M indicates that the information for this field is Mandatory.

The A indicates that the information for this field is Mandatory if Applicable. The information should be included if it is appropriate and the information is available. The O indicates that the information for this field is Optional.

Entrd: Date record edited. M

Type: Type of record M

Bib lvl: Bibliographic level M

Govt pub: Government publication code M

Lang: Language code M

Source: Cataloging source code M

Illus: Illustration codes 0

Repr: Reproduction A

Enc lvl: Encoding level M

Conf pub: Conference publication 0

Ctry: Country of publication M

Dat tp: Type of date M

M/E: Main entry in body of entry 0

Fict: Fiction M

Bio: Biography M

Indx: Index 0

Mod rec: Modified record code M

Festschr: Festschrift 0

Cont: Nature of contents 0

Desc: Descriptive cataloging form M

Int lvl: Intellectual level 0

Dates: Date 1, Date 2 M

See example of how the Fixed Fields appear on a blank work form.

Copy cataloging or the editing of a bibliographic record that already exists (not original cataloging) should primarily focus on inputting:

Entrd:

Ctry:

Dat tp:

Dates:

## **LOCAL SUBJECT HEADINGS**

St. Philip's College Library uses locally created subject headings as little as possible.

## **BOOK SIZES:**

All books that are 29 cm. or over are considered oversized and are to be put in the Folio location. Folio or Ref. (Folio) appears as the location above the call number on the spine label.

## **VOLUME AND/OR PARTS ON SPINE LABEL:**

If the LRC purchases an item that is numbered as part of a series and we do not catalog the item as part of a series or on a series record DO NOT put the volume number as part of the call number.

If an item is numbered as part of a set, and each volume is numbered individually DO NOT use parts on the volumes.  
Example:

Great Books of the Western World. Have volumes 1-60; each volume is marked vol. 1, vol. 2, vol. x etc. Volume 7 and volume 8 are works by Aristotle. Volume 7 has Part 1 on title page and on spine; Volume 8 has Part 2 on title page and on spine. DO NOT put Part 1 on Volume 7 and Part 2 on Volume 8. By doing so the patron will look for a Part 2 for Volume 7 and a Part 1 for Volume 8.

If the two books were cataloged separately; ie. had a bibliographic record just for Aristotle, then the labels would not have the VOLUME NUMBERS (because the volumes refer to the Great Books) but would have Part 1 and Part 2 on the label.

Always ask the Technical Services Librarian, the AV Librarian or the Automation Librarian to check how you have used the volume number or part before assigning it to a call number.

## **FIELDS AND INDICATORS USED AT ST. PHILIP'S COLLEGE**

(See Editing Procedures for explanations on how the fields are used.)

### 001 Control number

Consists of LCCN or STP Barcode # minus check digit.

### 005 Date record used

### 007 Physical description

Used for audiovisual materials only.

### 008 Fixed-length data elements

### 010 Library of Congress control number

The LC card number is put in the 010 "a" subfield, Indicators are both blank.

### 020 International standard book number

Subfield "a" is used if the correct ISBN can be determined. Use the ISBN that appears on the item. If it does not match the ISBN already on the cataloging record, put the item's ISBN in subfield a and the bibliographic records ISBN in subfield z.

Other subfields left on record if copy cataloging. Indicators are both blank.

### 022 International standard serial number

Subfield "a" is used if the correct ISSN can be determined. Other subfields left on record if copy cataloging.

Indicators are left as found for copy cataloging. Both indicators are blank in original cataloging.

### 050 Library of Congress call number

Subfields "a" and "b" are used. If changes are made to the "a" subfield the field is changed to 050 blank 4 Indicators are left as found for copy cataloging.

### 050 4 Local call number

Subfields "a" and "b" are used. First indicator is blank, second indicator is a 4.

## **Main entries**

### 100 personal name

### 110 corporate names

### 111 meeting names

### 130 uniform titles

Subfields are used based on USMARC rules. Indicators are used based on USMARC rules.

### Title and title-related fields

### 210 abbreviated title

### 211 acronym or shortened title

### 212 variant access title

### 214 augmented title

### 222 key title

### 240 uniform title

### 242 translation of title by cataloging agency

### 243 collective uniform title

245 title statement

246 varying form of title

247 former title or title variations

Subfields are used based on USMARC rules. Indicators are used based on USMARC rules.

No 2xx field is erased when doing copy cataloging

## **EDITION, IMPRINT, ETC. FIELDS**

250 edition statement

260 publication, distribution, etc. (imprint)

Subfields are used based on USMARC rules. Indicators are used based on USMARC rules.

## **PHYSICAL DESCRIPTION, ETC. FIELDS**

300 physical description

310 current

362 dates of publication and/or volume designation

Subfields are used based on USMARC rules. Indicators are used based on USMARC rules.

## **SERIES STATEMENTS**

4xx series statements

Subfields are used based on USMARC rules. Indicators are used based on USMARC rules.

No 4xx field is erased when doing copy cataloging. 4xx added to original cataloging if on item.

400 personal name

410 corporate name

411 meeting name

440 series traced

490 title

490 local series statement

## **NOTES**

5xx notes

Subfields are used based on USMARC rules.

Indicators are used based on USMARC rules.

No 5xx field is erased when doing copy cataloging.

The following 5xx fields are added to original cataloging.

500 general note

504 bibliography note

505 formatted contents note

510 citation/references notes

515 numbering peculiarities note

520 summary, abstract, annotation, scope, etc.

521 target audience note

540 terms governing use and reproduction note

586 awards note

590 local notes

## **SUBJECT ACCESS FIELDS**

6xx subject headings

Subfields are used based on USMARC rules. Indicators are used based on USMARC rules.

Only LC subject headings are used (second indicator is always a zero). Erase all other forms of subject headings from the bibliographic record. This has been agreed upon by all the ACCD LRCs.

6xx added to original cataloging.

600 personal name

610 corporate name

611 meeting name

630 uniform title

650 topical term

651 geographic name

655 form or genre These headings are similar to regular subject headings but instead of describing what something is about they are used to describe what an item is. Examples:

655 7 |aVideo recordings|2gsafd. Item cataloged is a video recording.

655 7 |aSound recordings|2gsafd. Item cataloged is a sound recording.

655 0 |aShort stories. An item that contains short stories.

Subfield v is used with a 650 subject heading to describe what type of material is being cataloged. Examples: 650 0 |aNursing|vDictionaries. This is used to allow a patron to find a dictionary with nursing terms. Since it is not about nursing dictionaries but is a dictionary, subfield v is used as a form indicator.

## **ADDED ENTRIES**

7xx added entries

Kept on copy cataloging. Added to original cataloging.

700 personal name

710 corporate name

711 conference or meeting name

730 uniform title

740 related title tracing

## **SERIES ADDED ENTRIES**

8xx added entries

Subfields are used based on USMARC rules. Indicators are used based on USMARC rules.

No 8xx field is erased when doing copy cataloging.

The 4xx fields are usually used in original cataloging.

800 personal name

810 corporate name

811 meeting name

830 uniform title

856 electronic location and access

Change the subfield indicator 3 to a "Z" so that the OPAC record clearly defines what URL is listed.

## ***Multiple Copies***

Multiple copies are shelved in the same location, except that one or more copies may be located in reference and the other copies in one other location. For example, books on Malcolm X will be located either in the Reference collection or the Black collection. Previously multiple copies were spread out over several locations, such as Reference, Black and the regular Stacks. This is no longer done.

Copy numbers are not used on the spine labels nor on the automated item records. The item records copy number is always one (1).

## ***Circulation of Materials***

No materials should circulate from the Technical Services area until they are fully cataloged and shelf ready. Some exceptions will be made by the LRC Dean or the Technical Services Librarians. If materials are checked out before being shelf ready, the bibliographic information is written on a piece of paper and the person taking the materials is to sign the paper acknowledging they are responsible for the materials.

## ***Requesting Materials***

Steps for requesting LRC materials for students and faculty:

Use Web request form or Print off the item being requested from BIP+ or Amazon.Com or the Publisher's catalog or Web page. (1 item per page) When printing, print only the first page.

1: We absolutely must have the title, author and the ISBN (international standard book number) or the item will not be ordered.

2: Please note on the request:

A: Your name

B: Which campus LRC (St. Philip's or Southwest Campus)

3: Submit the Web form or give request to the Circulation desk personnel, attention: Acquisition Librarian. Faculty and Staff may also PONY the request.

Please note: Do not order software, CD-ROMs or slides. We have no set policy on how to circulate them, no computers designated for their use nor do we do back-up copies.

## Steps for requesting LRC materials for LRC Personnel

1: Print off the item being requested from BIP+ or Amazon.Com or the Publisher's catalog or Web page. (1 item per page)  
Please do not use bits of paper or notes, etc. A full citation with price is needed. Please do not give items from BIP+ that will not be published for a year or more or that have OP or out-of-print on the citation. When printing, print only the first page.

2: Note on the request:

A--Your name

B--Faculty member requesting it if applicable

C--Location (Black, Ref., Stacks, etc.)

D--Campus (SPC, SWC or both)

E--Number of copies.

G--If it is to be put on reserve

3: Check the OPAC to be sure we do not already have the item.

4: Please leave in Technical Services librarian's mailbox or send to librarian's attention via campus mail..

Some Collection Development Tips:

If you are requesting an annual publication please do not order the current year annual--in other words please do not order the 2000 annual in Sept. 2000. By the time we get it and put it on the shelves it will be 2001.

Order quality, needed materials. Please do not just put in 2000 as the publication date on Amazon.com or BIP+ and order those titles.

Check for reviews, etc. We are interested in QUALITY items, not quantity. No one gets a good evaluation or tenure because they ordered a lot of items.

Do not order software, CD-ROMs or slides. We have no set policy on how to circulate them, no computers designated for their use nor do we do back-up copies.