Guidelines for creating bibliographic records in the PINES Database

Creating bibliographic records in the PINES is restricted to records for ephemeral or temporary items. Ephemeral items have a limited, specific, circulation life and are not part of a library's permanent collection. Such items might be puppets for use in a children's program or a kit designed for a book club. Once the associated program is complete, the items and bibliographic record should be removed from the PINES database. Any item or kit intended to be part of a library's permanent collection should be cataloged first in OCLC, if no matching record is found, and then imported into the PINES database through the Z39.50 interface. If a matching record is found, it should be imported into PINES and your holdings attached.

Procedures for ephemeral items

- Search PINES for matching records and attach holdings if found. Once the associated program is complete, remove the items from the database.
- If no matching record is found in PINES, search OCLC and import the match into PINES and attach holdings. Once the associated program is complete, remove the items from the database.
- If no matching record for item is found in either PINES or OCLC, a K-level bibliographic record can be created in PINES.
- Creating K-level bibliographic records in PINES is a type of original cataloging. Each library is responsible for the quality of the records added to the database by their institution. Lead cataloger should check his/her own institution's K-records created by cat1s who have never done original cataloging before or should arrange for the library's original cataloger to check on work done by new original cataloger(s).
- Other libraries should avoid attaching holdings to an existing PINES K-level record input by another library. Subsequent library's items should also be temporary and should also match the K-level record.
- Records input directly into PINES will have the title control number prefix AUTOGENERATED_. Other records with the same prefix include acquisitions records and records brought into PINES during a migration.

> ⚠ PINES K level records should be removed as soon as the related program is complete.

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> ⚠ he owning library decides to retain the item(s) in their permanent collection after the completion of the program, the temporary record should be replaced with a matching OCLC record.

Creating records in Evergreen

Go to "Cataloging" – "Create New MARC Record" and select K_book format. Click on "Load" to display a MARC work form.

Title control numbers for bibliographic records created in the PINES database are machine generated at save and will have the prefix AUTOGENERATED_.

MARC Fields to Be Used for PINES K-level records

For more information on fields to include please see Original Cataloging with RDA: Book Format and related sections of the PINES cataloging wiki.

Fixed Fields

Desc: a Required.

Enc_Lvl: K Required.

Appropriate codes for all other Fixed Fields (FFs) are required if applicable.

Variable Fields

020 Required if found on piece.

100 Required if found on piece.

Use authorized forms if they can be found.

245 Mandatory.
|a Mandatory.
|b Required if found on piece.
|c Required if applicable.

250 Required if found on piece.

264 Required if found on piece.

300 Mandatory see Physical Description: 300 field

490 Optional.

504 Optional.

505 Optional, except for collections such as short stories, music sound recordings, etc.

6xx's At least two subject headings should be used

655 Optional

7xxs Optional, but strongly encouraged

8XX Optional; except required if 490 traced is used.

Kits locally assembled by library

Which MARC Type to be used for a kit record largely depends on the components of your kits:

- If a kit set consists of more books than any other materials, use book (Type a).
- If a kit consists of more sound cassettes, use sound recording (Type i or j).
- If a kit consists of more projected media, use visual materials (Type g).
- If a kit has no discernible component that it primary, use kit (Type o)

245 If you need to make up a title for a kit, put it in brackets and add a 500 note, "Title supplied by Cataloger."

245 [Cultural awareness kit]
500 Title supplied by Cataloger.

If you choose title proper from any one piece in the collection, give it a 500 note: 245 Going to the doctor

500 Title from DVD label.

264 Enter date only, that is, the year your library puts the kit together:

264 |c 2003.

300 Required.

You may list all items in one 300 field:

300 1 book, 1 audio cassette, 1 video, 1 large set of plastic teeth with large toothbrush, 1 guide book; |c in cloth sack.

You may also choose to use multiple 300 fields in one record, each to describe one type of materials in the collection. Add a 500 note to indict the items' container.

500 In cloth sack.

For items with a large number of different materials, give a general term as the extent. Give the number of such pieces if it can be easily ascertained:

300 Various pieces
300 28 various pieces ; |c in box 34 x 34 x 34 cm.

Delete items

With the completion of the program, delete all ephemeral items. Verify that the record has automatically deleted. If It has not, delete it in MARC edit view