

# PINES Cataloging FAQ

Here are some frequently asked cataloging-related questions compiled mostly from PINES email communications. The FAQs are arranged in three sections by categories: Cataloging Policies and Procedures, Bibliographic Matching Criteria, and Outsourcing Cataloging Policies and Procedures.

For key-word searching, please press Ctrl + F keys.

If you have any comments and suggestions about this FAQ list, please contact the PINES Cataloging Specialist at [blin@georgialibraries.org](mailto:blin@georgialibraries.org)

- **Cataloging Policies and Procedures**
  - Can cataloging be done at a branch library?
  - What are PINES current cataloging practices regarding the two cataloging rules, AACR2 & RDA?
  - Can a PINES library purchase bibliographic records from a vendor and batch load them into PINES Union catalog?
  - What is a PINES CAT1 cataloger?
  - What does title-level copy cataloging mean?
  - What does it takes to be a PINES CAT1 cataloger?
  - Can a trained CAT1 person at a system train its own new CAT1?
  - What are the hiring qualifications for a CAT1 person in a PINES system?
  - How many CAT1 persons can a library system?
  - Can I keep using PINES legacy CAT1 Login with Evergreen?
  - How can I use a personal login/card for my CAT1 work?
  - What is the required training for original cataloging?
  - If I have been doing original cataloging with OCLC for many years, am I required to attend additional training in PINES?
  - Can I derive a new record based on an old PINES record in our system?
  - If I find obvious coding and typo errors in title records, am I allowed to correct them?
  - When can I create a new record?
  - Am I allowed to add local information to a title record?
  - Is there any documentation on how to cataloging on Evergreen?
  - How many logins does a vendor need to work for multiple PINES libraries?
  - What should I do when finding errors in OCLC records?
  - How do I report record errors directly to OCLC?
  - If I find an OCLC record has been changed in PINES, what should I do?
- **Bibliographic Matching Criteria**
  - Where do I find OCLC matching documents?
  - How can I recognize an RDA record?
  - If the author's name on my title page does not match that in the main entry in 100 field, what do I do?
  - If the corporate author (an organization) does not match, is the record a match?
  - Must a place of publication be the same?
  - My resource has more than one place of publication, but the first place on record does not match the first place on my resource, is the record a match?

- Must a publisher on the piece match that on record?
- If there are several publishers on the piece in hand. What should I do?
- If the publication or copyright date differs in CIP data area from that found on t.p. verso of my book, which date is a correct date?
- If a book published or copyrighted in a particular year with a new printing date or dates, which date should I count on matching?
- When is a resource is a real “Reprint”?
- Does 300 pagination have to be an exact match?
- What is PINES practice regarding minor page number changes?
- Could a 300 field pagination be a human error?
- What should I do if I need to attach a book with a CD to a matching book record without an accompanying material in the 300 \$e?
- What should I do if I need to attach a CD with a booklet to a matching CD record without an accompanying material in the 300 \$e?
- What are the “official” rules for matching series statements in 490/8XX ?
- Should the 505 TOC (table of contents) match the resource?
- My resource’s ISBN number does not match the record, what should I do?
- Outsourcing Cataloging Policies and Procedures
  - If my library decides to outsource all cataloging operation, do we still need a trained cataloger?
  - Who are PINES approved vendors for outsourcing cataloging?
  - What are the procedures for getting a vendor approved?
  - Who is responsible for vendor’s training?
  - Who is/are responsible for quality control of vendor’s work?
  - Who is responsible for correcting problems with a vendor's work?
  - What paperwork should a library do in order to share its OCLC authorization with a vendor (3rd party)?
  - Where do I send the OCLC 3rd party agreement?
  - May I apply for additional OCLC authorizations?
  - How do I go about applying for additional OCLC authorization for my vendor?

## Cataloging Policies and Procedures



### Can cataloging be done at a branch library?

Yes. Branch staff must be properly supervised and trained in PINES cataloging policies and procedures.



### What are PINES current cataloging practices regarding the two cataloging rules, AACR2 & RDA?



PINES implemented RDA rules for all original cataloging in 2015. For copy cataloging, we accept both AACR2/RDA hybrid-records and full RDA records. CAT1s with original cataloging skills are,

therefore, not required to update AACR2/RDA hybrid records to fully RDA versions.

## **Can a PINES library purchase bibliographic records from a vendor and batch load them into PINES Union catalog?**

No, the only source of PINES bibliographic records is OCLC's WorldCat bibliographic database. New records have to be imported one by one via Z39.50 interface. Batch loading records is allowed only for exceptional occasions such as when a new system joins PINES or for a major retrospective conversion project for manual collections.

## **What is a PINES CAT1 cataloger?**

A CAT1 cataloger is a PINES-trained professional or para-professional cataloger, who has the highest cataloging authority to do title-level copy or original cataloging for his or her library system.

## **What does title-level copy cataloging mean?**

In PINES workflow, copy cataloging means searching and matching title records to attach holdings, editing records according to PINES guidelines, removing copies/volumes/title records, importing new records from OCLC, and overlaying or merging records in PINES.

## **What does it takes to be a PINES CAT1 cataloger?**

PINES CAT1 training is mandatory for all new CAT1s. The library system's director designates the system's CAT1 staff. CAT1's can request refresher training as needed. Please contact PINES Cataloging specialist at [blin@georgialibraries.org](mailto:blin@georgialibraries.org)

## **Can a trained CAT1 person at a system train its own new CAT1?**

PINES policy requires that CAT1s are trained by the PINES Cataloging Specialist. However, under special, urgent cases when the PINES training is not immediately available, PINES Cataloging Specialist may delegate the training to a system's veteran CAT1 person. And the locally-trained new CAT1 is required to take the PINES training as soon as possible.

## **What are the hiring qualifications for a CAT1 person in a PINES system?**

Beyond requiring the CAT1 position be maintained, PINES does not regulate hiring decisions at individual libraries. Each system should set qualifications for new hires. Library system staff can consult with PINES staff on creating qualifications, if desired.

## **How many CAT1 persons can a library system?**

No limit. A library system can hire and have trained as many CAT1s as it needs.

## **Can I keep using PINES legacy CAT1 Login with Evergreen?**

Yes. Although preference is for a personal login.

## **How can I use a personal login/card for my CAT1 work?**

Email your name, library system name, and your personal PINES Card number to PINES Cataloging Specialist at [blin@georgialibraries.org](mailto:blin@georgialibraries.org). Your request will be forwarded to the GPLS helpdesk, where PINES IT team will add CAT1 permissions to your personal card (this request must come from the PINES Cataloging Specialist).

## **What is the required training for original cataloging?**

Training for original cataloging is required for all CAT1s who have never done it before. Please contact the PINES Cataloging Specialist at [blin@georgialibraries.org](mailto:blin@georgialibraries.org)

## **If I have been doing original cataloging with OCLC for many years, am I required to attend additional training in PINES?**

Not necessarily, however, the PINES Cataloging Specialist will evaluate your work. If patterns of

**A** errors are found in your new records, training may be required.

## **Can I derive a new record based on an old PINES record in our system?**

No, you should not create any new record in PINES local system; all new records should be created in OCLC and then be imported to PINES.

## **If I find obvious coding and typo errors in title records, am I allowed to correct them?**

**A** Absolutely! If you have never edited title records before, please report the errors to PINES Cataloging Specialist.

## **When can I create a new record?**

**A** See Section 4, [When to Input a New Record](#) in the [OCLC Bibliographic Formats and Standards](#) manual.

## **Am I allowed to add local information to a title record?**

**A** No, no local information should be added to a title record; it should be added at the copy level in a note. Currently the only local information allowed on a title record is a local subject heading in 690 tag for "Georgia authors", if a publication is defined as such.

## **Is there any documentation on how to cataloging on Evergreen?**

**A** See the [PINES cataloging manual](#)

## **How many logins does a vendor need to work for multiple PINES libraries?**

**A**

Evergreen system does not require vendor-library specific login, but a vendor may apply different logins for its different client libraries if it wishes to.

## What should I do when finding errors in OCLC records?

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In OCLC, if you find obvious (mostly coding) errors or typos in a record's 5xxs fields of a K or I-level records, you may correct them first before importing them to PINES. If an existing OCLC record in the PINES database has errors, correct them in OCLC and then overlay the PINES records. If you don't feel comfortable editing in OCLC, report errors to the PINES Cataloging Specialist. NOTE: Don't correct typos in a 245 title field in an RDA record, if the same typos appear on the resource in hand.

## How do I report record errors directly to OCLC?

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If you find errors in DLC's or PCC's full or 4 level records or duplicates, you may report them directly to OCLC at [bibchange@oclc.org](mailto:bibchange@oclc.org) or within the Connexion client, in the record under the Actions menu.

## If I find an OCLC record has been changed in PINES, what should I do?

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If an OCLC record has been altered in PINES, but your piece in hand matches everything on the original OCLC record, you can just go ahead and overlay the PINES record with the original correct OCLC record. Please inform the PINES library or libraries that have copies on the altered records. Report any such recent cases to PINES Cataloging Specialist [blin@georgialibraries.org](mailto:blin@georgialibraries.org)

## Bibliographic Matching Criteria

### Where do I find OCLC matching documents?

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!!!See Section 4, [When to Input a New Record](#) in the [OCLC Bibliographic Formats and Standards](#) manual.

PINES matching requirements are at [Copy Cataloging Procedures](#) : Bibliographic Matching Criteria (monographs only) : A Short Version

## **How can I recognize an RDA record?**

An RDA record typically has code "i" in the Fixed Field's Desc area, subfields #b for cataloging language code, and #e rda in 040 field. Be aware that some of 33xs strings are no longer attributes only to an RDA record (as they were in the early RDA days). For instance, the 337, 336, and 338 fields have been added to AACR2 records of all formats. In addition, RDA record uses 264 field (vs 260 field in aacr2) for imprint information and does not use abbreviations except in a few cases in AV records.

## **If the author's name on my title page does not match that in the main entry in 100 field, what do I do?**

If you use how to verify the author's name in the authority file, check it to see if the author's name is correct in the AF, and if the different name also appears in 400 field of the AF, go ahead to use the record without doing anything. If the 100 author name does not match the one in AF or if you don't know how to verify it in AF, report the case to PINES Cataloging Specialist.

## **If the corporate author (an organization) does not match, is the record a match?**

If the corporate body is different, the record is not a match, but be aware that the absence and or the presence of a corporate body in 110 field alone does not justify a new record. Verify the authorized form, however, in case it differs from what is on your resource in hand.

## **Must a place of publication be the same?**

Usually it should; but occasionally, if the place of publication is the only difference (within the same country), the record can be a match.

## **My resource has more than one place of publication, but the first place on record does not match the first place on my resource, is the record a match**

**A** No. If more than one place of publication appears on your resource, the first place in the record has to match the first place of publication on your piece.

## **A** **Must a publisher on the piece match that on record?**

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Yes, the publisher and or distributor of an resource must be the same to be a match. But be aware that some publishers have different affiliations and may appear under different names. Double check in [PINES Copy Cataloging Procedures](#) for some of those publishers, and search online to find more possible cases if needed.

## **A** **If there are several publishers on the piece in hand. What should I do?**

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In this case, at least one of the publishers should match.

## **A** **If the publication or copyright date differs in CIP data area from that found on t.p. verso of my book, which date is a correct date?**

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The date on the t.p. verso of your book is.

## **A** **If a book published or copyrighted in a particular year with a new printing date or dates, which date should I count on matching?**

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You match the publication or the copyright date, not the printing date. If you'd like to bring out the new printing date for your copy, you may add the information at the copy level.

## **A** **When is a resource is a real "Reprint"?**

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When you have a "reprint" resource (Fixed Field DtSt: is coded "r"), your resource has a previous publisher different from the current one; and more often than not, you will find the reprint information on the piece such as "previously/originally published by..."



## **Does 300 pagination have to be an exact match?**

If the page number does not match a full level record, the record or the book should not be a match, with some exception of minor differences, say, 345 p. vs. 346 (see OCLC Formats and Standards Section 4).

## **What is PINES practice regarding minor page number changes?**

Don't change page numbers in 300 field unless you have verified with at least one other library that the information on record is an error or the evidence can be found from the record itself (see answer to the next question).

## **Could a 300 field pagination be a human error?**

Sometimes, a wrong page number in a record could be a cataloger's typo: for example, if a record has 252 pages, but your resource has 352 pages and everything else is exactly a match. In this case, the page number on record is likely a typo. If you happen to see a 504 note that states that bibliographical reference ends on 352 p, you can then be 100% sure that page number is a typo. On the other hand, such page difference as seen in a 239 p. vs 248 case is not likely a human typo. In the latter case, you can also check to see how many libraries have copies on the record.

## **What should I do if I need to attach a book with a CD to a matching book record without an accompanying material in the 300 \$e?**

If this record is the only matching one you can find, a new record may be necessary. See [Section 4: When to Input a New Record in the OCLC Bibliographic Formats and Standards manual](#).

## **What should I do if I need to attach a CD with a booklet to a matching CD record without an accompanying material in the 300 \$e?**

Follow the same treatment in the answer to the question above.

## **What are the “official” rules for matching series statements in 490/8XX ?**

If your resource belongs to a series, the series statement should appear on the piece, and it should match the one in the record's 490 field. Series statements in 8xx fields may not match the one on your piece. Be aware that the absence or presence of a series statement alone does not justify a new record.

## **Should the 505 TOC (table of contents) match the resource?**

If your resource has TOC page(s), and the record has a 505, the resource TOC must match that of the record. Check the 505's 2nd indicator in the record to see if it records a complete content (indicator 0), incomplete (indicator 1) or partial contents (indicator 2). Be aware, RDA records also record TOCs that spread throughout a resource (when they do not appear together on one or more pages at the beginning of a resource). Typos are very common in the 505, so make sure that any are corrected.

## **My resource's ISBN number does not match the record, what should I do?**

ISBN is not a unique number for matching. As long as information from 245—500 matches your resource, the record is a match. Please remember to add an extra 020 field for the new ISBN number in subfield \$z field.

## **Outsourcing Cataloging Policies and Procedures**

### **If my library decides to outsource all cataloging operation, do we still need a trained cataloger?**

Yes. See [CAT1 Functions as an Outsourcing Option](#).

### **Who are PINES approved vendors for outsourcing cataloging?**

Baker & Taylor (copy cataloging of books and AV and original cataloging for books only): Note BWI has been emerged with Baker & Taylor.

Ingram (copy and original cataloging for books and AV)

Brodart (copy and original cataloging for books and AV)

Quality Books (copy and original cataloging for books and AV)

Recorded Books (copy and original cataloging for audio items)

## **What are the procedures for getting a vendor approved?**

1. Once a PINES library informs PINES of a new vendor to be approved and provides the vendor's cataloging contact person, PINES Cataloging Specialist will get in touch with the vendor to start the cataloging evaluation process.
2. Currently PINES approves cataloging outsourcing for three formats: books, audio, and visual materials. PINES will first send the vendor all PINES cataloging policies and procedures to review. Once the vendor agrees to those policies and procedures, PINES will do the following:
  1. For copy cataloging, the vendor will matching samples for books and AV materials.
  2. For original cataloging: vendor needs to send PINES three new records for each book/av item to check.
3. After the vendor's work is checked and deemed qualified to do copy or original cataloging or both, PINES will inform the library and the vendor.
4. After the cataloging evaluation, the head cataloger of a library system will be responsible for training its new vendor on how to use OCLC and Evergreen to do cataloging. PINES will get involved in training if needed.
5. Some OCLC paperwork needs to be done in order for a new vendor to use its client library's OCLC authorization for using the OCLC cataloging facility. PINES can help the library with doing the paper-work if needed.

## **Who is responsible for vendor's training?**

An outsourcing library's CAT1 person is normally responsible for training the vendor on how to search OCLC or use PINES local system. If additional help is needed from PINES, contact PINES Cataloging Specialist.

## **Who is/are responsible for quality control of vendor's work?**

The outsourcing library's CAT1 and director are responsible for all cataloging done in the library system's name and for quality control.

## Who is responsible for correcting problems with a vendor's work?

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Generally speaking, a vendor should be held responsible for correcting its error(s), especially if fixing a problem takes considerable staff time. If PINES staff are to help resolve an issue, we may request compensation of time from the vendor involved. In the case of loading a vendor's new records in OCLC, a time sensitive task, the head cataloger of an outsourcing library and/or PINES cataloging specialist may correct occasional minor errors in descriptive cataloging to ensure prompt loading of records. A vendor should be then informed of any such minor error each time it occurs.

## What paperwork should a library do in order to share its OCLC authorization with a vendor (3rd party)?

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Your system should fill out OCLC 3rd party agreement and co-sign the original with the vendor. Send the original document to OCLC. Contact PINES Cataloging Specialist at [blin@georgialibraries.org](mailto:blin@georgialibraries.org) for the OCLC document.

## Where do I send the OCLC 3rd party agreement?

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You send the original copy to: Cynthia M. Whitacre Manager, WorldCat Quality & Partner Content Dept. OCLC 6565 Kilgour Place Dublin, OH 43017-3395 800-848-5878, ext. 6183 [whitacrc@oclc.org](mailto:whitacrc@oclc.org)

## May I apply for additional OCLC authorizations?

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Yes, you can apply as many OCLC authos as you need free of charge.

## How do I go about applying for additional OCLC authorization for my vendor?

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Fill out the online form, and you should get a new authorization in 24 hours. [OCLC Access & Authorization](#)

Questions or Comments? Contact [blin@georgialibraries.org](mailto:blin@georgialibraries.org)

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