LCI Cataloging Standards

Presented to the Bibliographic Services Committee on January 11, 2017

Updated 7/11/2018, 02/20/2019, 09/26/2019, 10/21/19, 01/15/2020, 11/11/2020, 12/01/2021, 02/01/2022, 10/06/2022, 05/09/2024, 02/07/2025, 03/11/2025, 09/09/2025

Introduction

This document outlines LCI policies, best practices, national standards as related to LCI, and provides answers to some frequently asked questions.

References are provided to the respective LCI Board Meeting Minutes and Bibliographic Services Meetings Minutes where the policies were passed, or issues discussed.

Email helpdesk@libraryconnection.info if you have questions or need clarification on the contents of this document or any other cataloging issues.

Table of Contents

1. Cataloging Electronic Resources

a. LCI will load all shared electronic resources (e.g. shared OverDrive, JSTOR Open access, and CT State Library EBSCO ebook collections).
b. Libraries will be responsible for loading electronic resources they purchase for their patrons only (e.g. OverDrive Advantage titles). On a case by case basis, LCI will load these records for libraries if they are not straight forward to load or have issues that need to be resolved before loading.
c. If multiple libraries subscribe to the same collections with the same URLs e.g. Hoopla, LCI will load these records to prevent unnecessary duplication of effort.
NOTE: LCI only loads Hoopla top circulating titles and not all 1.8 million plus titles available from Hoopla. Therefore, to access ALL titles available to your patrons from Hoopla, please login to and search the Hoopla website.
d. Use vendor-neutral bib records to avoid unnecessary duplicates when titles are available from multiple vendors.
e. All URLs linking to the resources will be added to item records, not bib records.
For instructions on how to load electronic resources, see "eResources Loading Documentation" and "Using Tasks in MarcEdit to Save Loading Actions and Strings"
See Minutes of the Board of Directors Meeting of February 6, 2015 Item 11
See Bib_Services_Meeting_Minutes_2015_02_11 Item 4

2. Loading Records for Physical Items from Vendors not Supported by Innovative's OneClickMarc

a. In addition to downloading records from OCLC, Baker and Taylor, Midwest Tape, Ingram, and Quality books, libraries may load physical material records from other vendors who supply MARC records through email, FTP or website e.g. Recorded books, Gale large print, TEI, Listening Library etc.
b. Email LCI helpdesk@libraryconnection.info when you start using a new physical materials vendor to see if they can be set up for Innovative's OneclickMARC or if you can use the available physical materials load table.

For instructions on how to load such records see Physical Materials Loading Documentation NONACQUISITIONS LIBRARIES for libraries that are not set up for acquisitions. If your library is set up for acquisitions, see the library-specific documentation:

Physical Materials Loading Documentation – Avon
Physical Materials Loading Documentation – West Hartford
Physical Materials Loading Documentation – Wethersfield
See Bib_Services_Meeting_Minutes_2015_06_17 Item 3

3. Cataloging Manga and Graphic Novels

a. Use single-volume records for graphic novels or manga in a series instead of the series records. This ensures that the item volume field is not needed so patrons can place bib-level holds instead of being forced to place item-level holds.
b. When ordering graphic novels and manga from Baker and Taylor, add them to a separate cart and download them using the MARC profile "Sierra Graphic Novels and Manga" or the designated

Graphic Novels profile for libraries using acquisitions. This is because some of the graphic novel and manga records from Baker and Taylor have incorrect OCLC numbers or have the OCLC number for the series which means all issues in the series load to the same bib record but the on-order items do not have information distinguishing the issue or volume they belong to.

NOTE: The graphic novels and manga downloaded from Baker and Taylor using the designated graphic novels and manga MARC profile do not load directly into Sierra, instead they go to an FTP site where LCI staff picks up the files; checks each record to make sure the OCLC number is for the correct title and is for the single volume record if the title is part of a series, then loads the file. If an updated OCLC record is available, the brief vendor record is replaced right away. The remaining brief vendor graphic novels and manga records are updated when at least one library receives an on order item.

4. Cataloging DVDs, Blu-rays and Combo Packs

Some libraries separate their discs due to their circulation policies, the capacity of their security cases, etc. When the discs are separated, patrons need to be prompted to choose the discs they are placing holds on, which requires adding the disc information to the item volume field. Therefore:

a. If your library **separates** discs, barcode, and circulate them separately; add the disc numbering to the item volume field.
b. If your library **does not separate** discs, barcode, and circulate them separately; then add the disc numbering to the end of the call number.
c. For DVD/Blu-rays with just 2 discs, add volume information to the end of call number instead of the item volume field. The 2nd disc is in most cases a bonus disc and most libraries don't separate their 2 discs.
d. For 2 or more discs, always make sure the disc numbering appears either in the call number (if you don't separate your discs) or the volume field (if you separate your discs) so that patrons will always be able to tell what discs are included in an item.
e. **Do not add** disc numbering or any volume information to **both** call number and volume field as this displays incorrectly (like duplicated information) in Encore, just add it in one field or the other.

Regularly (at least once a week) run and schedule the report titled "Bib Holds on Titles with Vol. Info" available on the LCI website. This report provides each library with a list of bib records with bib level holds for pickup at that library that are not location limited but one or more of the attached items has information in the volume field. These holds could potentially be filled with any of the attached items (complete set or any of the separated discs in any order). Staff should therefore re-create these holds as NEW item level holds or as NEW location limited bib level holds. If volume information is present in an item where it shouldn't be, move the volume information to the call number field if you own the item, or contact helpdesk@libraryconnection.info if another library owns it.

Note: Transfer holds action in Sierra does not currently allow holds to be transferred from bib level to item level, therefore you should create new holds then Change Priority to place them back to the right spot on the holds que.

See Bib_Services_Meeting_Minutes_2015_04_14 Item 8
See Bib_Services_Meeting_Minutes_2015_09_09 Item 4
See Bib_Services_Meeting_Minutes_2016_05_11 Item 2
See Findings and Recommendations of the Survey on How Libraries are Handling Multi-disc DVDs and Blu-rays

See Minutes of the Board of Directors Meeting of April 21, 2017 Item 8

5. When to Include or Exclude Information in Item Volume Field

a. Items attached to single volume bib records **should NOT have** information in the item volume field. You can tell a single volume record by looking at the description in 300 field which will indicate that the publication is compete in just one unit e.g. 200 pages, or 1 volume (unpaged), or 2 volumes in one, etc. Also, the title may contain a part or volume number in 245|n and/or the series in 440/490/800/830 may contain some numbering which should not be included in the item volume field but may be added to the end of the call number field.
Including item volume when unnecessary forces patrons to place item level holds.

b. Items attached to multi-volume bib records **should ALWAYS have** information in the item volume field. You can tell a multi-volume record by looking at the description in 300 field which will indicate that the publication is compete in multiple units or is continuously published e.g. 10 volumes, or volumes, or vols., etc.
Missing volume information for items attached to multi-volume records causes confusion to patrons and staff as they cannot tell what volumes a library owns and the patrons are also not triggered to place item level hold where they can choose the item they want.

c. Run and schedule the **Item Volume to be Added** and **Item Volume to be Deleted** reports so that you will receive an email notification when there are items for your library that need to be fixed. The reports are available on the LCI Reports website under Cataloging reports.
https://www.libraryconnection.info/members/item_volumes_to_add.php
https://www.libraryconnection.info/members/item_volumes_to_delete.php
See Bib_Services_Meeting_Minutes_2014_12_09 Items 5, 6
See Bib_Services_Meeting_Minutes_2015_09_09 Item 4
See Bib_Services_Meeting_Minutes_2016_01_13 Item 2

6. When to use Single Volume Records or Multi-volume Records

a. When cataloging titles that are published continuously or are complete in a definite number of volumes, for example magazines, annuals, yearbooks, almanacs, stamp guides, biographies or autobiographies in multiple volumes etc., use multi-volume or serial type records.
While the on-order records for these titles may load in Sierra as single-volume monograph records, transfer your items to the multi-volume or serial-type record when the item is received and mark the single volume monograph bib record for deletion. If the multi-volume record is not available in Sierra, download it from OCLC or email helpdesk@libraryconnection.info.

b. For travel books, even though they may be continuously published, use monograph records since these change a lot each year and libraries don't normally retain the older editions.

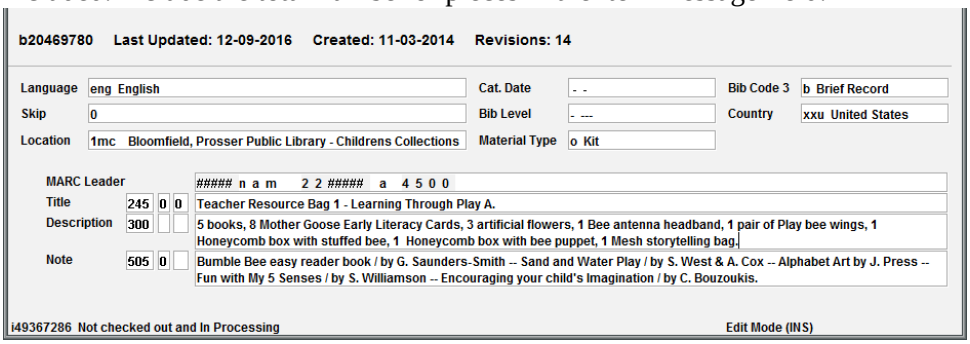
c. For annual anthologies of literature containing collections of short stories or poems by different authors, use single volume records and add 505 content notes with the titles of the different stories so that these can be searchable.
See Bib_Services_Meeting_Minutes_2014_10_23 Items 2
See Bib_Services_Meeting_Minutes_2014_12_09 Items 3
See Bib_Services_Meeting_Minutes_2015_02_11 Item 5
See Bib_Services_Meeting_Minutes_2015_09_09 Item 4

7. Cataloging Serials

a. Libraries may choose to use or not use the serials functionality in Sierra. See detailed instructions on the two options in the Serials Cataloging Documentation.
b. Use serial records for magazines instead of single issues records. If there is no serial record in Sierra, email helpdesk@libraryconnection.info.
c. Magazines often change titles in which case a new record is created with the new title so always make sure you are attaching your item to the bib record with the right title and that the item falls in the date range covered by the bib records as indicated in the 008 field.
d. Use only the terms MAG, J MAG, YA MAG etc. or the title of the magazine in the call number field and add the issue numbering or date in the item volume field. Do not add the date or volume numbering to both the call number field and the volume field as this displays incorrectly (like duplicated information) in Encore.
e. For libraries not using the serials functionality, the date should be in the format YYYY MMM DD (Example: 2015 APR 15, 2015 SPRING or 2015 KITCHEN). Libraries using the serials functionality may keep the date as pre-populated by the holdings card or change it to match YYYY MMM DD.
   See Bib_Services_Meeting_Minutes_2015_02_11 Item 3
   See Bib_Services_Meeting_Minutes_2015_04_14 Item 2

8. Cataloging Kits

a. For kits put together locally at the library, create a new bib record using the template "REALIA: Realia, toys, kits, etc."
b. Do not include ISBNs for the individual items included in the kits to prevent single items from matching to your kit record.
c. In the 300 field give exactly how many pieces of each type of items are included in the kit e.g. 3 books, 1 CD, 1 puppet, I stuffed bear etc. Add a 505 content note with the titles of the items included. Include the total number of pieces in the item message field.



d. For kits put together by publishers, use the records available in Sierra or OCLC if they match your items. If some of the pieces are missing from your kit, indicate that in the item public note and the item message.

9. Cataloging Titles in Different Bindings

a. When cataloging titles that have been issued in different bindings e.g. Paperbacks, Hardcovers, Paw Prints, Turtlebacks, Library Binding etc., use the same bib record if the content is the same even though the pagination may differ due to size differences.
b. You may add the ISBN for the other formats to an existing record in Sierra.
c. Add the binding qualifying information in parenthesis in |q of the 020 field.
   See Bib_Services_Meeting_Minutes_2015_04_14 Item 7

10. Adding Local Library Notes

a. Do not add local library notes (e.g. gift or donor information) to the bib record.
b. Add notes you want viewable by patrons to the item "n Public note" field
c. Add notes meant for staff to the item "x Internal Note" field.
d. Both public note and internal note are indexed and searchable in Sierra. The public note displays but is not searchable in Encore.
   See Bib_Services_Meeting_Minutes_2014_12_09 Item 2

11. Downloading CatExpress Records

a. Contact Gail Hurley (Gail.Hurley@ct.gov) at the CT State Library if your library would like to purchase a CatExpress subscription. Once your subscription is activated, notify LCI before you download any records so that your library's records can be added to the LCI file.
   NOTE: It is not necessary for libraries to have a CatExpress or Full OCLC subscription since you can request LCI to download the records you need using the LCI OCLC subscription for which your library already pays for through their membership to LCI
b. The load table used to load the CatExpress records does not overlay existing records but will reject the incoming record if a record with a matching OCLC# in 001 field, ISBN in 020 field, or UPC in 024 field is found in Sierra. However, OCLC will still charge you for the records you download even though they did not load in Sierra. Therefore, before downloading records from CatExpress, search Sierra to make sure there is no record with the same OCLC# in 001 field, ISBN in 020 field, or UPC in 024 field.
c. If your library holdings are already set on a record you want to download from OCLC, do not download it as the record is added to an updated records file that LCI does not load, instead, email helpdesk@libraryconnection.info for the record to be downloaded for you.
d. If you find a record in Sierra with the same OCLC#, ISBN or UPC as the record you want to download but the rest of the bibliographic description does not match your item, or the record in Sierra is of poor quality and needs to be updated, email helpdesk@libraryconnection.info for the record to be downloaded for you. You may also change the Bibcode 3 in the record you want to be updated to "p LCICAT" and it will be replaced within a week.
e. To download a CatExpress record, search for a record then click on "**Save to Catalog**". The record will be automatically added to a file that LCI loads the next day.
   See Bib_Services_Meeting_Minutes_2015_06_17 Item 2
   See Bib_Services_Meeting_Minutes_2015_09_09 Item 1

12. Preparing Brief LCICAT Records to be Updated by LCI

a. If there is no record in Sierra and/or your library does not have an OCLC membership or you have run out of your CatExpress allocation, create a brief LCICAT record using the template "LCICAT: Needs Cataloging at LCI"
b. Make sure to include the ISBN (020), UPC (024) or publisher number for Music CDs (028); the author (100); title (245); edition (250); description--pagination, illustrations, dimensions--(300) fields and any other information that will make it easy to update the record.
c. LCI will update the LCICAT records within a week. If you did not include enough information for the record to be updated or for an original record to be created, LCI will request additional information.

13. Cataloging ILL Items

Use separate bibliographic record for each ILL title you want to catalog instead of attaching all your ILLs to one dummy bib record for your library. This will ensure that:

- The patron and staff will see the actual title of the item when looking at the patron's checkouts, fines, and bills.
- Notices will display the actual title and other item-specific information
- Monthly circulation statistics can use the material type field to count transactions in the right format category.
- The item barcode attached to the item by the original owning library can be used instead of assigning a dummy barcode that is reused for multiple items, reducing the chances of staff scanning the wrong barcode at checkout or checkin.

For instructions on how to Catalog ILL items, see the document on Adding Interlibrary Loan Items to Sierra available on the LCI website.

14. Deleting Items and Bib Records

a. ***Check-in items before withdrawing or marking for deletion to trap holds or remove them from patron records they may still be associated with.***
b. If your library is interested in keeping its OCLC holdings up-to-date, mark your items for deletion by changing the Item Code 2 to "**I Discard last copy**" when you delete your library's last copy.
c. If your library does not need to keep OCLC holdings up-to-date but would like to get a report from LCI on items discarded each month, mark your items for deletion by changing the Item Code 2 to "**d Discard**".
d. For all temporary item records you need to delete right away (e.g. Cir on the fly, ILL), or if you don't need to keep OCLC holdings up-to-date, and you also don't need get a report from LCI on items discarded each month, delete your item record right away.
e. LCI runs the monthly discards process on the **second to last business day of the month**.
f. Bib records with nothing attached will be deleted after 1 month.
g. On order items and bib records will be deleted if the items have not been received after 6 months unless a library requests us not to delete its items.
   See Bib_Services_Meeting_Minutes_2014_10_23 Item 3
   See Bib Services Meeting Minutes 2014/12/09 Other Topics Discussed
   See Bib Services Meeting Minutes 2015/02/11 Item 6

15. Editing Bibliographic records

a. If you find a record in Sierra that has a blank Bib code 3 but is too brief or of poor quality, change the Bibcode 3 to "p LCICAT" and the record will be updated within a week or email helpdesk@libraryconnection.info
b. Always verify that the material type for the bib record you are attaching your item to matches what is described in the bib record. Only change the material type in a bib record to match what is described in the bib record NOT to match your item. If you notice other libraries item attached to a record that may not match the material type described (e.g. large print items attached to a regular print record and vice versa), notify LCI by emailing helpdesk@libraryconnection.info so the items can be moved to the correct record.
c. For books with CD or CD with book that load in Sierra as book or Audiobook respectively, change the material type to "y Book with CD".
d. When importing records from OCLC, make sure the ISBNs or UPCs for alternate formats are in 020|z not 020|a or edit them if they are incorrect in a record in Sierra. For example, an ebook ISBN in a print record should be in 020|z.

The ISBNs or UPCs in |z are not searchable in Sierra's "i Standard no." index but are searchable in "w keyword" index and in Encore. See Bib_Services_Meeting_Minutes_2015_04_14 Item 5

e. If there is missing, incomplete, or incorrect data in a bibliographic record, you may add it, fix it or email helpdesk@libraryconnection.info
f. Do not delete fast subject headings, we may need these for linked data. See Bib_Services_Meeting_Minutes_2015_06_17 Item 4
g. Do not delete field 730 "container of expression" fields. Even though they make the Sierra search results display the same bib record as many times as there are 730's, looking at the bib record number tells you it's the same record. See Bib_Services_Meeting_Minutes_2016_01_13 Item 3.
h. Do not delete the URI links in subfield 1 of 100 and 700 fields. These URIs are suppressed in Encore so patrons do not see them, and they do not affect searching. As of December 2024, if you control headings when cataloging in OCLC Connexion, URIs will be automatically. The URIs contain WorldCat Entities uniform resource identifiers used for linked data which we may need in future. Bib Services Meeting Minutes 2025/01/08 Item 1.
i. You can make enhancements to bib records with information that match the item at hand but is missing from the records in OCLC. Add a note in MARC tag 921, field group tag "y" Misc. (or miscellaneous) explaining the enhancement. The Note should be in the format: 2-digit library code, staff initials, and updated/enhanced field e.g.,
921 -- 2m, N.G., updated 300 field.
921 -- Ne, D.R., added series in 490 field.
921 -- LCI, J.N., added content in 505 field.
For staff with ability to overlay records, please pay attention to these notes and make sure the updates or enhancements are retained when you overlay a record. See Bib_Services_Meeting_Minutes_2018_03_14 Item 1.

16. Cataloging Items Containing AI (Artificial Intelligence) Generated Content

Include a clear indication that the item contains AI generated content by adding both bib 500 note and an item public note. For example "Contains AI generated images."
Bib Services Meeting Minutes 2025/03/11 Item 1.

17. Addition of form/genre subdivisions (e.g., 600 $v, 650 $v, 651 $v) in subject headings

The Library of Congress announced in January 2025 that as part of a Linked Data-friendly "Modern MARC" cataloging practice, they will no longer include form/genre subdivisions (e.g., 600 $v, 650 $v, 651 $v) in subject headings. However, **Library Connection will continue to include the form/genre subdivisions in subject headings. LCI staff and libraries downloading records from OCLC will add the form/genre subdivisions if missing and when creating original records in OCLC and Sierra.** This practice will:

- Maintain consistency in newer and older catalog materials
- Ensure that searching the catalog continues to return the required results without the need for additional clicking to limit or narrow down results
- Maintain the easy visual differentiation between juvenile and adult materials; fiction and nonfiction; and different media like "Comic books, strips, etc.", "Drama", "Guidebooks", "Catalogs" etc.

Additional information is available in The ALA working Group on $v Retention statement on what Library of Congress and other organizations have said/done and the potential impact of the changes on library collections, catalogs, staff, and patrons.
Bib Services Meeting Minutes 2025/09/09 Item 1.

18. Diversity, Equity, and Inclusion in LCI Catalog

Approved by Library Connection Board on November 12, 2021

Goals:

- To replace outdated, inappropriate, offensive, or insensitive subject headings while ensuring that resources in our catalog remain searchable and discoverable
- To add current, appropriate, and inclusive subject headings if missing in bib records, allowing resources on these subjects to be more discoverable

Approach:

- Add new DEI subject headings that are searchable and display in Encore
- Suppress old subject headings while still indexing them so that they are searchable but do not display in Encore
- The old and new subject headings will be searchable and display in Sierra
- Using an automated API script that will run nightly, add new DEI subjects, and add a code to the outdated subjects that will be used to suppress the outdated subjects in Encore

Implementation:

- Start a new DEI listserv where members can propose subject headings
- The DEI listserv members to vote on and approve subject heading replacements and additions. Each library will have one vote
- Members will have a month to discuss and vote on proposed subject headings
- Subject headings should come from reputable sources with citations included
- Any changes implemented will be reported to the Board at the following Board meeting
- While cataloging in OCLC, we will continue to use the authorized LC headings and subjects from other sources with valid MARC source codes
- The replacement work is all local in LCI catalog and if or when LC authorizes any of the DEI subjects we will revert to the authorized headings
- We will only be replacing the terms in subject fields and not anywhere else in the records like title, summary, notes etc.
- Library staff can request for addition of missing authorized Library of Congress Subject Headings (LCSH) or approved DEI subject headings to specific bib records by emailing helpdesk@libraryconnection.info
- Staff involved in original cataloging are encouraged to actively include current, appropriate, and inclusive subject headings to applicable resources for more discoverability. Use the following source codes: |2homoit for subjects from the Homosaurus, |2gsso for subjects from Gender, Sex, and Sexual Orientation (GSSO) ontology, or |2local DEI term for subjects from any other source that does not have a valid MARC source code.
- A list of implemented DEI terms is available at https://www.libraryconnection.info/documentation/DEI%20Terms_Rev_20220131.xlsx

19. Cataloging Reports

The following reports will help libraries identify problem cataloging areas that need to be fixed. The reports can be scheduled so that an email notification is sent only when there are any records that need attention.

a. Bib Holds on Titles with Vol. Info

   Identifies bib-level holds for pickup at your library that are on titles that have attached items with volume information. This usually indicates that the hold needs to be replaced with an item-level hold.

b. Circ-On-The-Fly Items that are not Checked Out
This report includes any item that is not checked out and either has an item type of 255 (Unknown) or is attached to a bib record that is marked as circ-on-the-fly

c. Duplicate Item Barcodes
This report lists items with barcodes that appear multiple times in our Sierra database, either within the same item record or among multiple item records.

d. Invalid Icode1s
This report lists any Icode1s that are not in the Icode1 chart or are less than 5 digits approved codes.

e. Invalid Item Barcodes
This report lists any item barcode that doesn't match the approved format or are for patron records.

f. Item Barcode/Library Mismatch
This report lists items where the barcode, location code, and/or agency are not associated with the same library.

g. Item Counts
Running the report for all items shows all the codes the library is currently using and can reveal outliers that could be mistakes. Reports can include item type, location code, icode1, material type or any combination of the four.

h. Item Volume To Be Added
This report provides a list of items where volume information needs to be added to the item volume field.

i. Item Volume To Be Deleted
This report provides a list of items where the volume in the volume field needs to be deleted or moved to the end of the call number field.

j. Item/Material Type Mismatch
Identify items at your library where the item might not be attached to the bib record of the correct format.

k. Items Without Barcodes
This report provides a list of items without a barcode but the item status is "- check shelf"

l. Items with Volume Info in Volume and Call Number Fields
This report provides a list of items where there is volume data in both the volume field and the call number field. Volume information should only be in one of the fields and not both.

m. Withdrawn Items Without ICODE2 Set to Discard
This report includes any item that has a status of Withdrawn but does not have one of the Discard options set for the ICODE2. This indicate that the item was likely intended to be deleted but was not marked properly.