8   CATALOGUING

This chapter contains general guidelines and other explanations regarding cataloguing in the COBISS system. It also describes basic procedures when working with bibliographic records, such as downloading records, creating new records (from scratch or by derivation), editing existing records, resolving duplicate records, etc. Bibliographic records work is carried out in the cataloguing user interface (see chapter *3*).

It is the responsibility of the cataloguers in libraries that participate in the COBISS shared cataloguing system that the data contained in the bibliographic records is accurate, and that records comply with the cataloguing rules. This is especially important for the records that libraries contribute to, or correct and supplement in COBIB. Only with the appropriate quality of these records it is possible to ensure that other libraries in the system will use them efficiently (with the least possible intervention in their contents) for their work. The same goes for the corresponding authority records.

The following requirements apply to COBIB records:

- Records must be created in accordance with the corresponding level of the bibliographic description.

- Records must not contain data of local importance.

- Headings must be checked in the corresponding authority database and, if necessary, and depending on the privilege granted, work must be done on the authority records linked with the bibliographic record.

- Valid data in the records may not be changed or deleted. Only obvious mistakes should be corrected or deleted. When in doubt whether some data is correct or not, consult with the national institution in charge.[1]

- A record may not be changed into a record for another bibliographic entity. If, based on the data from the record, it is not evident whether the record belongs to the same bibliographic resource or not, consult with the library that created the record, and check the data together. If it is established that the record does not belong to the same resource, a new record must be created, otherwise correct or supplement the existing record accordingly.

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[1] In the case of the COBISS.SI system, the National and University Library and IZUM.

- In a record derived from a similar one, data in all appropriate fields must be edited. The data must reflect the bibliographic resource described.

- A record downloaded from a foreign bibliographic database may not be changed into a record for another bibliographic entity. It has to be properly corrected (e.g. fields that have to be in the cataloguing language) and supplemented as required.

- A record for a multi-volume bibliographic resource may not be changed into a single-volume record and vice versa.

When cataloguing in the COBISS systems, national level cataloguing standards and other national guidelines are used. The following two standards are common to all COBISS systems:

- *COMARC/B Format for Bibliographic Data*[2]
- *COMARC/A Format for Authorities Data*[3]

In the COBISS systems where Cyrillic script is used, it is possible to enter data in Cyrillic, Latin or both scripts combined. In all other COBISS systems data is entered in Latin script (see chapter *13*).

Different transliteration or transcription systems, prescribed on the national level, are used in the COBISS systems to enter data about bibliographic resources written in non-Latin scripts.

Records for bibliographic resources that libraries contribute to COBIB should be as complete as possible. It is recommended that when creating a new record, or editing an existing one, to enter the mandatory data as well as all other data about the resource as appropriate. A list of all fields or subfields to be taken into account in the records for separate kinds of bibliographic resources is available in *Appendix A – Fields/subfields List* in the *COMARC/B Format for Bibliographic Data* User Manual.

Errors found when editing records should be corrected. If that is not possible (e.g. the privilege granted is not sufficient) contact the library that created the record. If in doubt about the appropriate solution, contact the national institution in charge. A similar procedure is used for duplicate records that cannot be resolved.

All library material that is received or that the library wishes to make available has to be bibliographically processed. It is important to check the local database and COBIB thoroughly before processing to check if the corresponding record for the bibliographic resource already exists. If it does, check whether it has to be corrected or supplemented. Also check the local

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[2] COMARC/B Format for Bibliographic Data: User Manual / [prepared by] Institut informacijskih znanosti. Maribor: IZUM, 1991-. Available with username and password also at *http://izobrazevanje.izum.si/EntryFormDesktopDefault.aspx?tabid=38&type=manual&manual=Comarc _B_svn*.
[3] COMARC/A Format for Authorities Data / [prepared by] Institut informacijskih znanosti. - Maribor: IZUM, 2008-. Available with username and password also at *http://izobrazevanje.izum.si/EntryFormDesktopDefault.aspx?tabid=38&type=manual&manual=Comarc _A_svn*

database and COBIB to see if more records for the same bibliographic resource exist.

Some basic instructions for efficient searching are presented below.

- When searching by names, always use "*" for truncation.

- If there are more variant titles on the publication, it is recommended to check all of them.

- Possible mistyped titles can be found by using word search (/TI) by separate words from the title. Especially for longer titles, also search for various combinations of the individual words in the title.

Example:

The book *Earthquake and volcano deformation* by Paul Segall is being catalogued. A record for the book exists in the database, but there is a typing error in the title. The title entered is *Earthquike and volcano deformation.*

Under "Personal author" enter *Segall, Paul*. The author heading is *Segall, Paul, 1954*, so the corresponding record can only be found if you use the truncation symbol.

Enter *Earthquake and volcano deformation* under "Title". The record cannot be found, because the title in the database contains a typing error. Even with a truncation e.g. *Earthquake and**, there is no result because the error is in the first word of the title. Try also with expert search by individual words from the title. The result is obtained if you enter *AU= Segall, Paul* AND (volcano and deformation)/TI* under "Search request".

The following privileges are required for working with bibliographic records:

- CAT_A_MON – *for shared cataloguing of monographs (books), and the creation of collection-level records and records for performed works*

- CAT_B1_ART – *for shared cataloguing of component parts*

- CAT_B2_CON – *for shared cataloguing of continuing resources*

- CAT_NEWSER – *for shared cataloguing of serials*

- CAT_C_NBM – *for shared cataloguing of non-book material*

- CAT_D_ANT – *for shared cataloguing of antiquarian material*

- CAT_NEWMARC21 – *for downloading records from the Library of Congress Online Catalog and the WorldCat database*

With the privilege CAT_A_MON it is possible to create and edit records for printed and text electronic monographs, and with the privilege CAT_B2_CON for printed and text electronic serials. For serials in non-book form, the privileges CAT_B2_CON and CAT_C_NBM are required.

Typical cataloguing procedures are described below.

Subchapters:

- A record exists in the local database
- Downloading records
- Creating records
- Correcting and updating records
- Resolving duplicate records
- Resolving local records