



CATALOGING 101

● PART 1

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How is our Catalog Connected to Collection Development?

Collection Development is the overarching term that relates to all actions concerning the collection:

01 Selection

02 Classification

03 Cataloging

04 Processing/Labeling

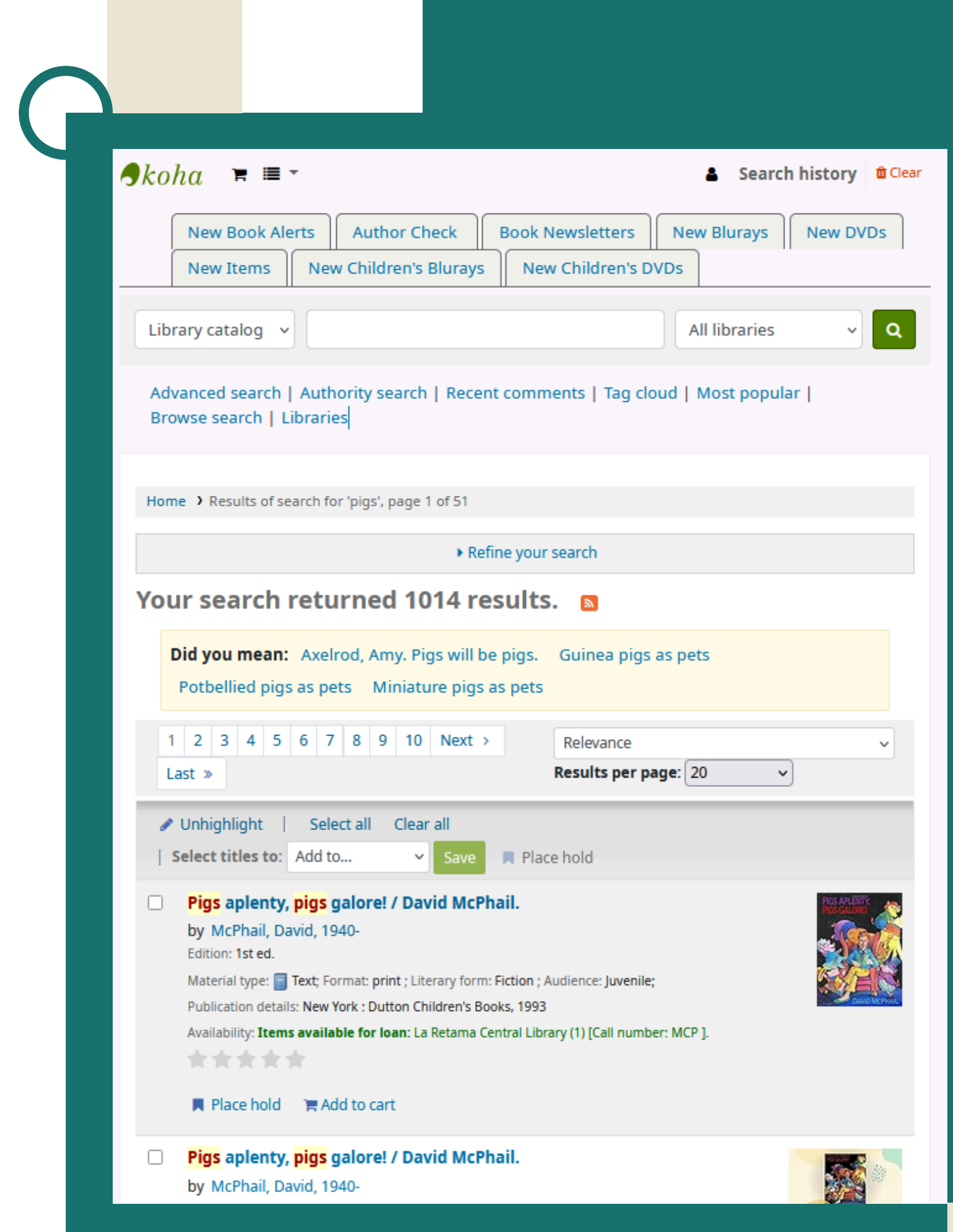
05 Access

06 Deaccession



CATALOG

- Our catalog contains bibliographic records
- Descriptions and access points help
 - Differentiate between items
 - Collocate like items
 - Show relationships
- We follow several professional standards when we develop our collection and create our catalog.



PROFESSIONAL STANDARDS

RDA

Descriptive Cataloging
Standard

MARC Records

Encoding Standard

Dewey Decimal Classification

System for Classifying
and Organizing all
Knowledge

Library of Congress Subject Headings

Controlled Vocabulary
for Subject Access

RDA

- Resource Description & Access
- RDA defines what information to collect, where to collect it, and how to enter it
 - Example: Title of the book is pulled from the title page (not the front cover or spine)
- Defines authority data that provides one consistent form of names and subject headings
 - Example: a Pitt, Brad, |d 1963-
 - vs. William Bradley Pitt
- For more information: <https://www.loc.gov/aba/cataloging/policy/>

100 1_ |a Pitt, Brad, |d 1963-

370 __ |a Shawnee (Okla.) |2 naf

372 __ |a Acting |a Motion pictures--Production and direction

374 __ |a Actors |a Motion picture producers and directors |a T

375 __ |a Males |2 lcdgt

377 __ |a eng

378 __ |q William Bradley

400 1_ |a Pitt, William Bradley, |d 1963-

670 __ |a Shay, R. Brad Pitt, c1992 (subj.): |b p. 4 of cover (mo
Springfield, MO)

670 __ |a IMDb, January 10, 2017: |b (Brad Pitt, actor, produc

MARC Records

- Machine Readable Cataloging
- Encoding Standard – the means for communicating bibliographic information in a machine readable format
- Holds the information created by descriptive cataloging, classification, and subject headings
 - Example: The Title goes in the MARC 245 field
 - Variant Titles go in the MARC 246 field
- Developed and maintained by Library of Congress
- In the future, will be replaced with BIBFRAME
- For more information: <https://www.loc.gov/marc/umb/um01to06.html>

100	1_	a Musgraves, Kacey, e composer, e audio producer, e performer
245	10	a Golden hour / c Kacey Musgraves.
264	_1	a Nashville, TN : b MCA Nashville, c [2018]
264	_4	c ©2018
300	—	a 1 audio disc (approximately 46 min.) : b CD audio, digital ; c 4
306	—	a 004544
336	—	a performed music b prm 2 rdacontent
337	—	a audio b s 2 rdamedia
338	—	a audio disc b sd 2 rdacarrier
344	—	a digital b optical g stereo 2 rda
347	—	a audio file 2 rda
347	—	b CD audio
500	—	a Title from disc label.
511	0_	a Kacey Musgraves ; with vocal and instrumental accompaniment
500	—	a Produced by Ian Fitchuk, Daniel Tashian, and Kacey Musgraves
518	—	p Recorded at p Big Green Barn ; p Sound Emporium ; p House Gazoo Reading Room ; p Royal Plum.
500	—	a Songs co-written by Kacey Musgraves.
500	—	a Notes and full credits on container insert.
520	—	a Kacey Musgraves describes her album as having a 'trippy' twist influences.
505	00	t Slow burn -- t Lonely weekend -- t Butterflies -- t Oh, what a w -- t Space cowboy -- t Happy & sad -- t Velvet Elvis -- t Wonder v -- t Rainbow.
650	_0	a Country music y 2011-2020.



MARC is the Container

RDA is the Content

Dewey Decimal Classification

- World's most widely used Classification system
- System for organizing all knowledge into 10 main categories (subcategories are updated to fit new topics)
- We don't use it for our entire collection
 - Fiction could be put in the 800 section
 - Biographies could be in the 92/920 section
 - Our "nonfiction" sections use DDC, but still contain some items that are not nonfiction (poetry, folktales).
- For more information: <https://www.oclc.org/content/dam/oclc/dewey/resources/summaries/deweysummaries.pdf>

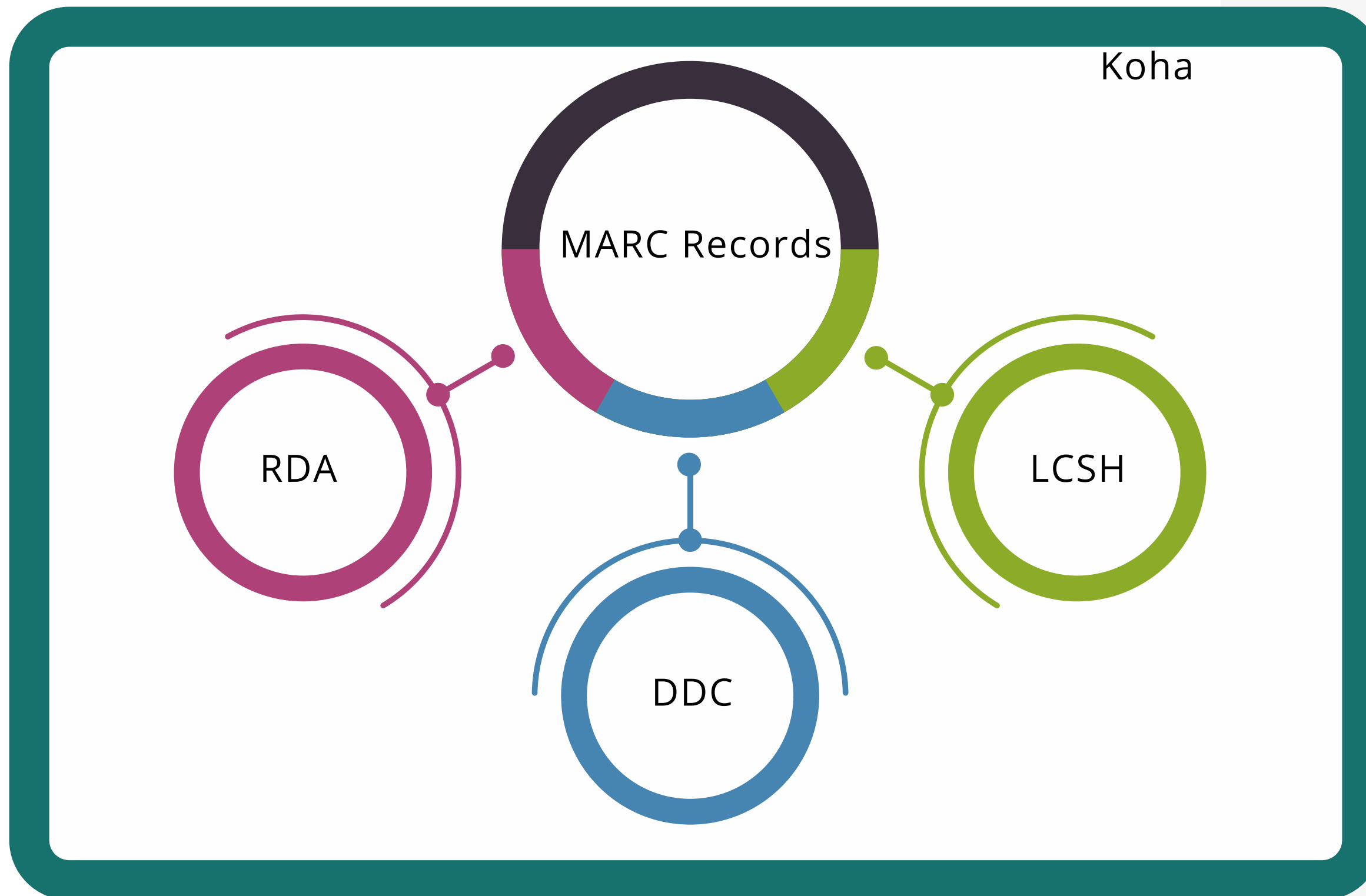
Dewey Numbers	Dewey Main Category
000 - 099	General Information
100 - 199	Philosophy & Psychology
200 - 299	Religion
300 - 399	Social Sciences
400 - 499	Language
500 - 599	Science
600 - 699	Technology
700 - 799	Arts & Recreation
800 - 899	Literature
900 - 999	History & Geography

Library of Congress Subject Headings

- Controlled vocabulary for subject access
- Accepted as a worldwide standard
- Authority files keep the vocabulary consistent and make it easier to search for and find like items with the same or similar subject headings
- For more information: <https://www.loc.gov/aba/publications/FreeLCSH/freelcsh.html>

Plants, Cultivated (*May Subd Geog*)
[GT5897-GT5899 (*Manners and customs*)]
[SB]
UF Cultivated plants
BT Agriculture
Domestication
Plant introduction
Plants, Useful
NT Conservatory plants
Crops
Exotic plants
Fast growing plants
Greenhouse plants
Horticultural crops
House plants
Native plants for cultivation
Plant materials centers
Plants, Ornamental
Rare garden plants
Tannin plants
Transgenic plants
— **Anatomy**
— **Field experiments**
— **Genetics**
[SB106.G46]
BT Plant genetics
— **Geographical distribution**
— **Geographical sources**
USE Plants, Cultivated—Provenances

Integrated Library System (ILS) - Koha





More to Come...

Send your questions to Laura & Kenny