

Introduction to Cataloging



Kentucky Department for Libraries and Archives
2022

Webinar

- Questions or Issues – Use the Chat
- Slide PDF – Available under “PDFs & Slide”
- Recording – Available within one week
- Captioning is available

Why do we catalog?



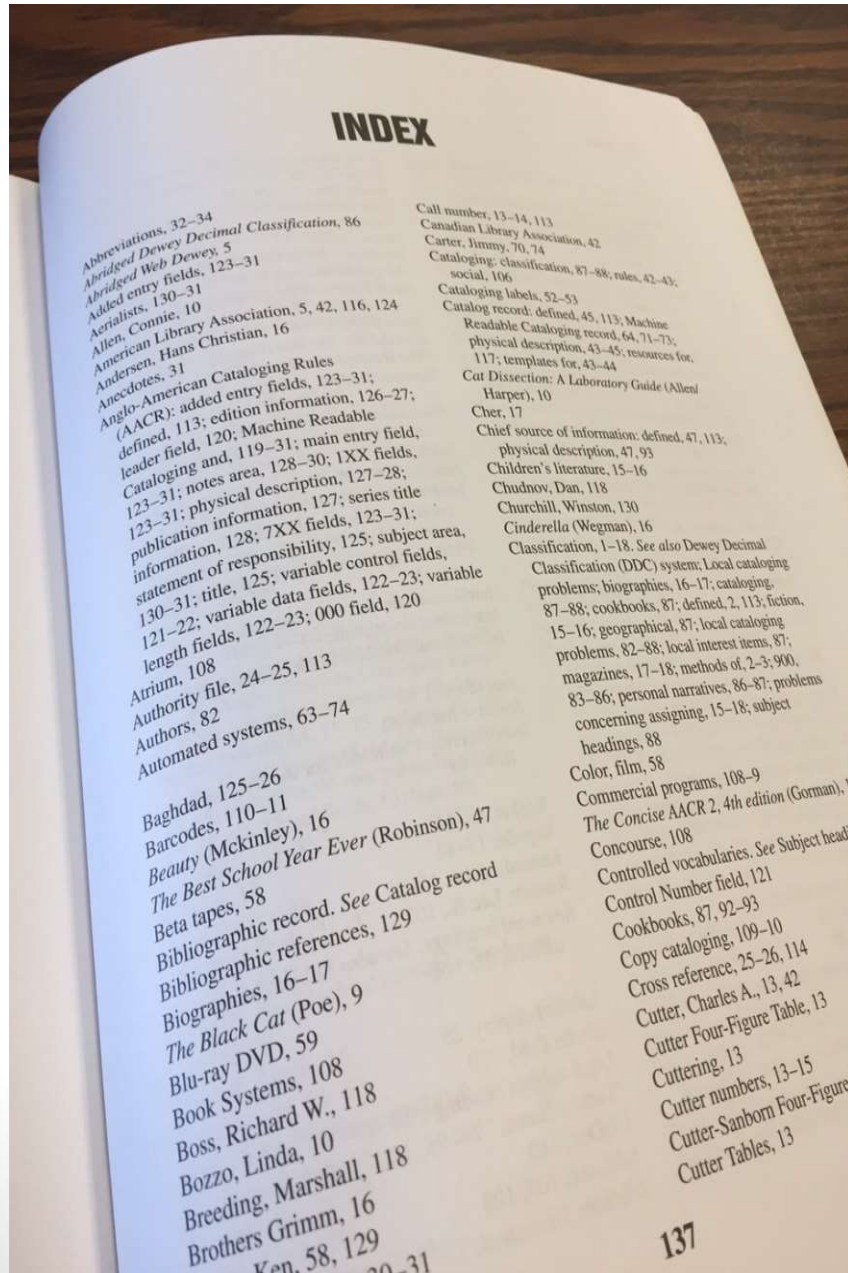
Why do we catalog?



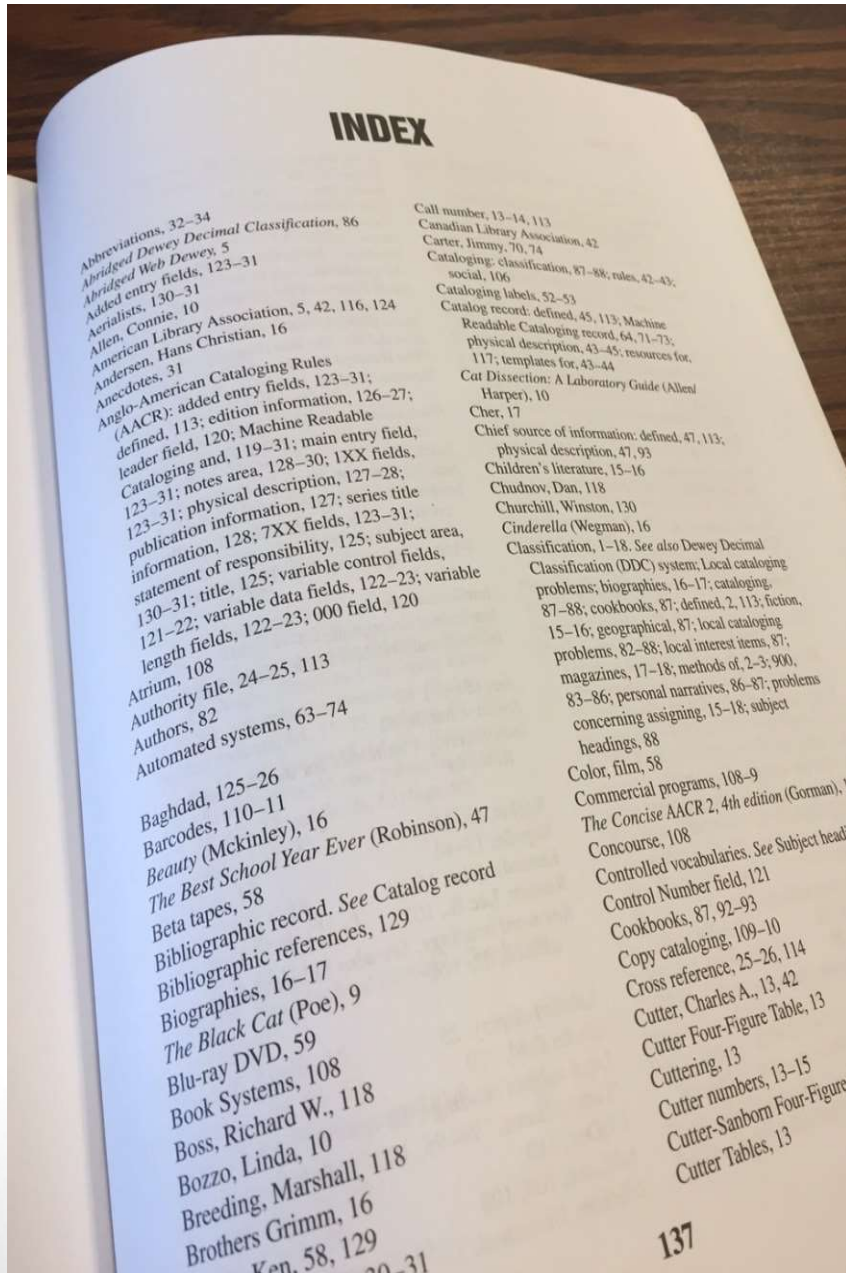
What do you have?

Where do I find it?


What is a catalog?



What is a catalog?



The Pioneer Woman cooks. Dinnertime : comfort classics, freezer food, 16-minute meals, and other delicious ways to solve supper Close Item Detail

 by [Ree Drummond](#)
Print book 2015
Database: WorldCat

Description

Publication: New York : William Morrow, an imprint of HarperCollinsPublishers, [2015]

Edition: First edition.

Physical: xvii, 381 pages : color illustrations ; 27 cm

Description:

Language: English

ISBN: 9780062225245 0062225243

OCLC Number: 915741429

Contents: Introduction -- A Typical Week -- Prep Tips -- Stocking Up -- Breakfast for Dinner -- Salad for Dinner -- Soup for Dinner -- Freezer Food -- 16-Minute Meals -- Pasta Pronto -- Comfort Classics -- New Favorites -- Veggie Sides -- Strachy Sides -- Quick Desserts -- Acknowledgments -- Recipes for Everyone! -- Universal Conversion Chart -- Index.

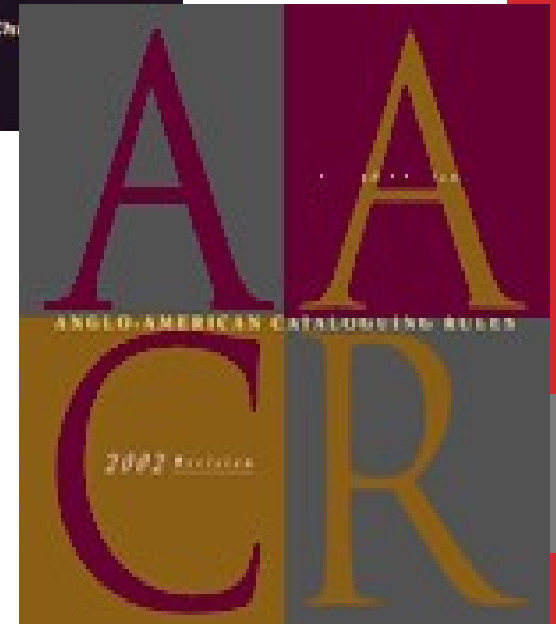
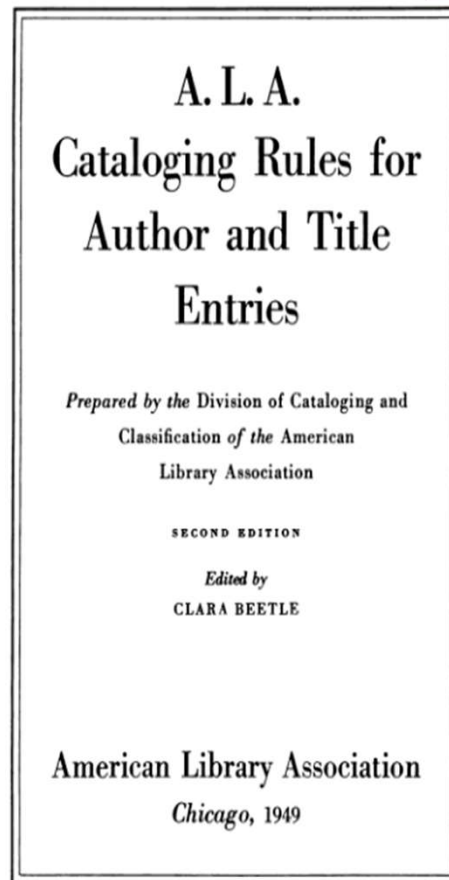
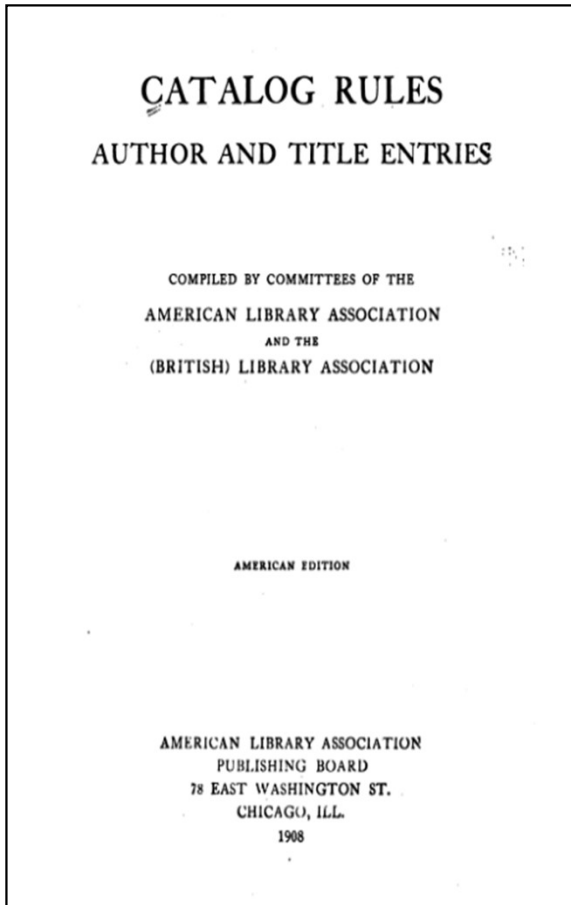
Subjects: [Drummond, Ree Family.](#)
[Drummond, Ree.](#)
[Cooking, American Southwestern style.](#)
[Ranch life Oklahoma Anecdotes.](#)
[Families.](#)
[Ranch life.](#)

History of Cataloging Rules

- Worldwide perspective
- Shared cataloging
- Standardized searching by author, title, or subject.

**CONSISTENCY &
SHARED EFFORT**

Cataloging Rules



AACR2

- From print → Digital, non-print

Folio Soderberg, Percy Measday, 1901-
636.6865 All about lovebirds / P. M.
Sod Soderberg. -- Hong Kong ; Neptune City,
N.J. : T.F.H. Publications, c1977.
96 p. : ill. (some col.) ; 21 cm.
Includes index.
ISBN 0-87666-957-7

1. Lovebirds. I. Title

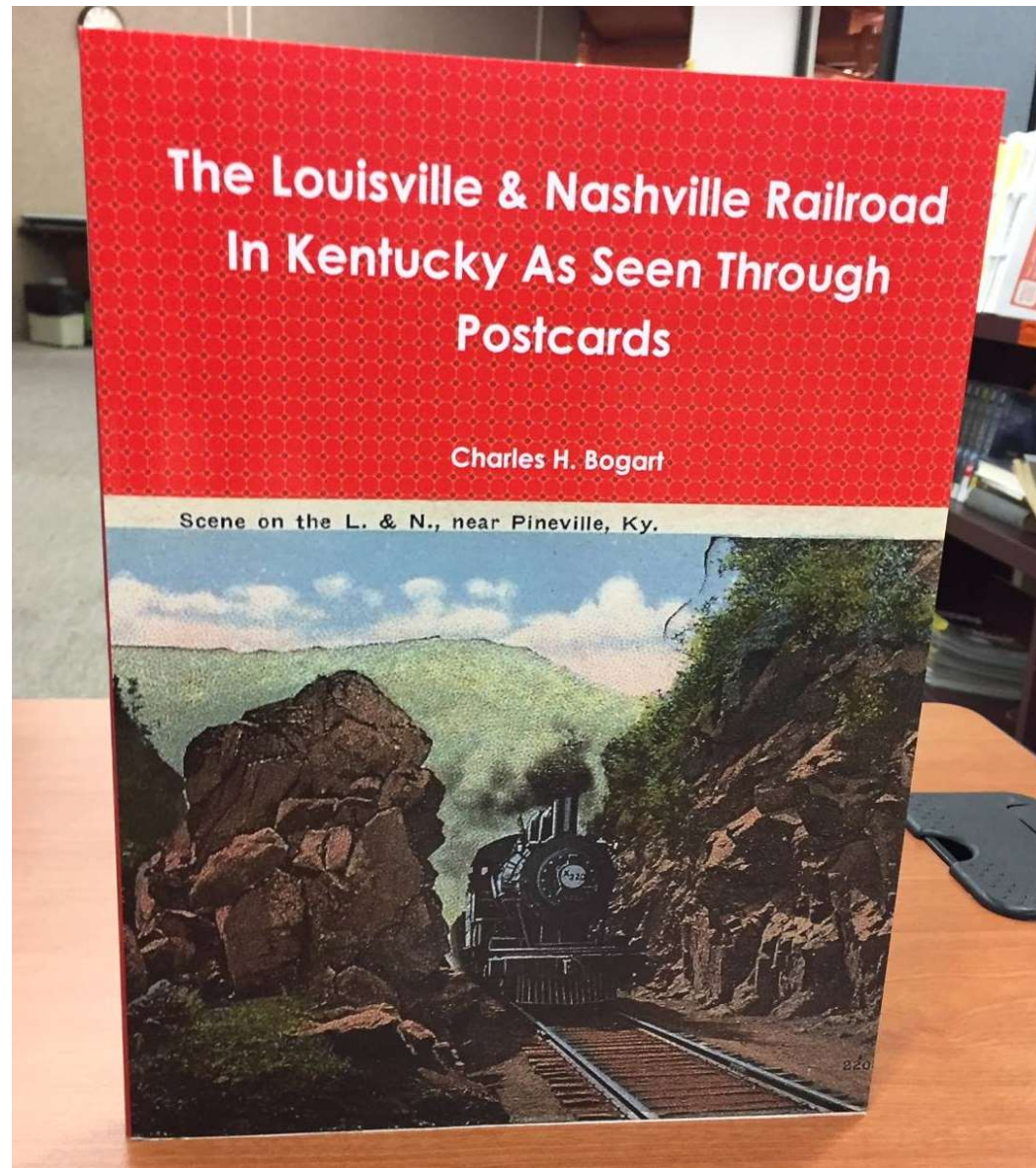
OCOLC 19981124 #5370389 OCLDsl

RDA

- Resource Description & Access
- Published in 2010
- Implemented by LC in 2013
- Revised in 2021
- Online resource: RDA Toolkit



Bob the Book



Original vs. Copy Cataloging

- Original:
 - Creating new record from scratch

Original vs. Copy Cataloging

- Original:
 - Creating new record from scratch
- Copy:
 - Reviewing existing record; make sure it matches what you have in hand



- Online Computer Library Center
 - Global library cooperative
- Requires membership (\$\$\$)
- WorldCat
 - Download records into your system
 - 521 million+ records



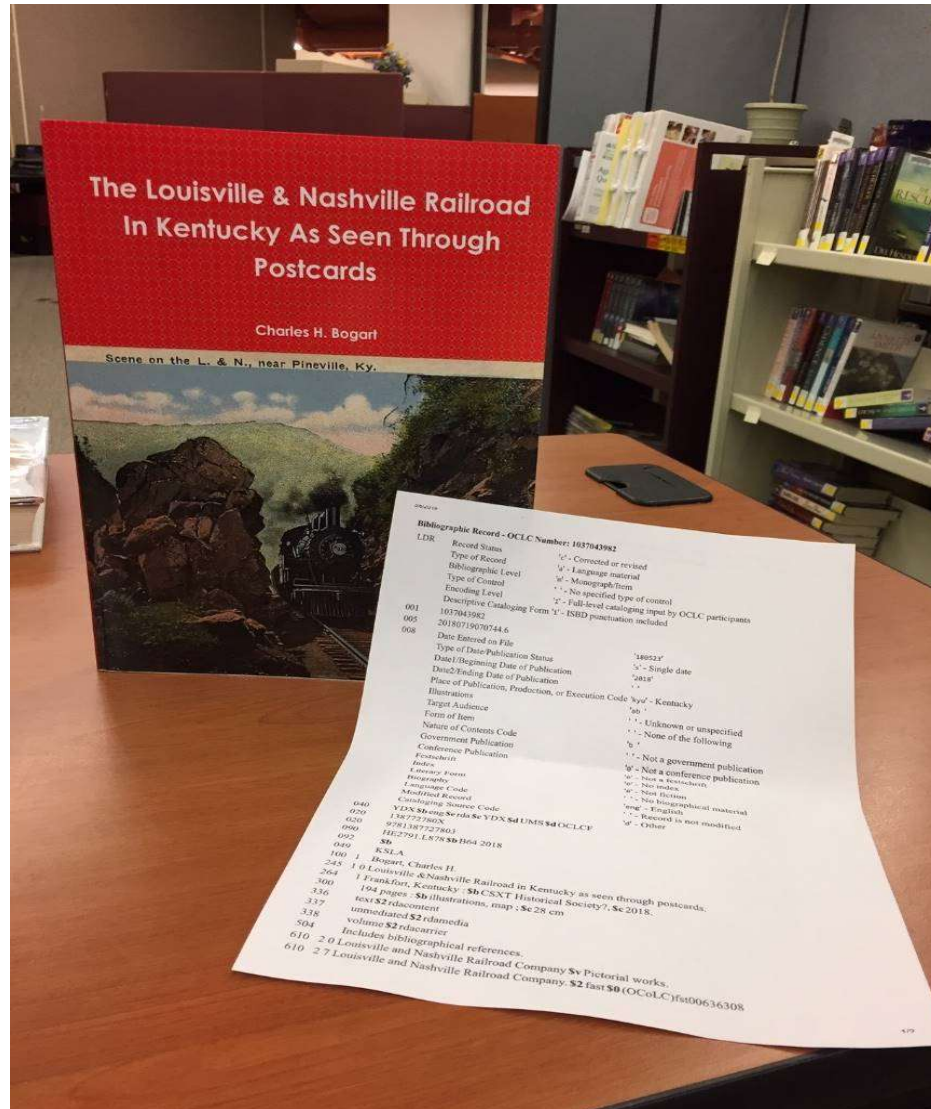
LIBRARY OF CONGRESS

- Download their records for free
 - 19 million+ records
- OCLC vs. LC

Other Sources for Catalog Records

- Vendors
- Z39.50 sites
 - Free on the Internet
 - Includes Library of Congress
 - <https://www.loc.gov/z3950/gateway.html>
 - Search and retrieve records from other libraries

Description



Description

- Abbreviations
- Capitalization
- Punctuation
- Language
- Transcription
- Preferred Source of Information
 - Title page for a book

Description

- Title and Statement of Responsibility
 - What's the name of the item?
 - Who wrote it?
- Editions
 - What edition? 1st edition? Revised edition?

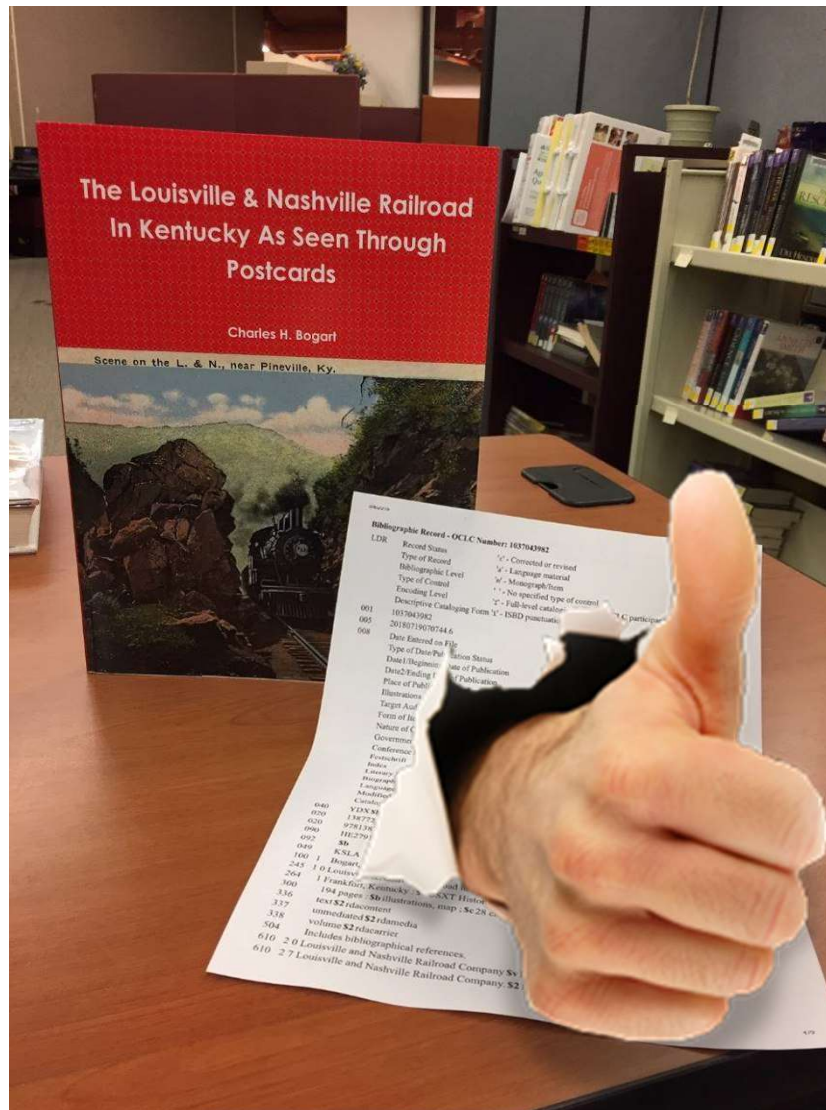
Description

- Publication Information
 - Where was it published?
 - Who published it?
 - When was it published?
- Physical Description
 - How many pages long?
 - Are there illustrations?
 - What size is the item?

Description

- Series
 - Is this part of a series?
- Notes
 - Summaries, contents, audience level, language information, series, library specific information, etc.
- Standard Numbers
 - ISBN (International Standard Book Number)

Access



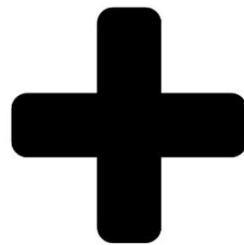
Access Points

- Helps to retrieve catalog record
- Types of access points
 - Names of people
 - Names of corporate bodies
 - Titles
 - Name-Title combinations
- Access = Naming things

Authority Control



Authority Control



Authority Control = Access

- Consistent forms of terms
 - Names, subjects, titles, etc.

Authority Control = Access

- Consistent forms of terms
 - Names, subjects, titles, etc.
- Why? Disambiguation

Authority Control = Access

- Consistent forms of terms
 - Names, subjects, titles, etc.
- Why? Disambiguation
- How? Creating a single, authorized form
 - Authorized Access Point



1. Why is Authority Control Important?

- Bring together all versions of name!!!

100 1_ |a Tchaikovsky, Peter Ilich. |d 1840-1893
370 __ |a Kamsko-Votkinsk, Russia |b Saint Petersburg, Russia
372 __ |a Music
374 __ |a Composers |2 lcs
375 __ |a male
377 __ |a rus
400 1_ |a Ciaikovsky, Piotr Ilic. |d 1840-1893
400 1_ |a Tschaikowsky, Peter Iljitch. |d 1840-1893
400 1_ |a Tchaikowsky, Peter Iljitch. |d 1840-1893
400 1_ |a Ciaikovsky, Pjotr Ilje. |d 1840-1893
400 1_ |a Cajkovskij, P. I. |d 1840-1893
400 1_ |a Tsjaikovsky, Peter Iljitsj. |d 1840-1893
400 1_ |a Czajkowski, Piotr. |d 1840-1893
400 1_ |a Chaikovsky, P. I., |d 1840-1893
400 1_ |a Csajkovszkij, Pjotr Iljics. |d 1840-1893
400 1_ |a Tsjaiĭkovskieĭ, Pjotr Iljietsj. |d 1840-1893
400 1_ |a Tjajkovskij, Pjotr Ilitj. |d 1840-1893
400 1_ |a CĪEaikovskis, P., |d 1840-1893

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2. Why is Authority Control Important?

- Help to distinguish between two or more entities with the same name



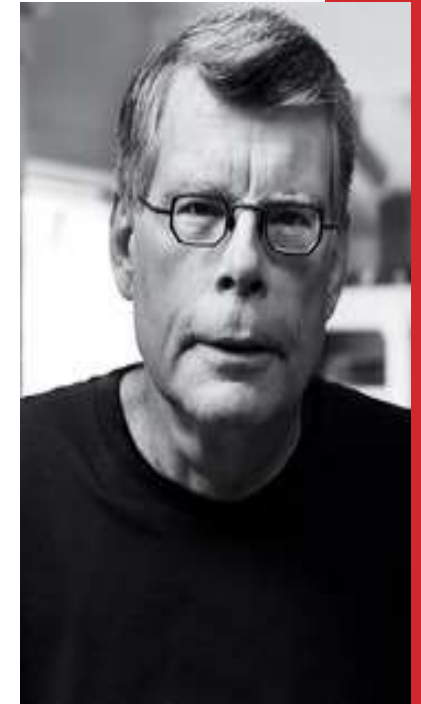
Stephen King



Stephen King



Stephen King



Stephen King

2. Why is Authority Control Important?

- Help to distinguish between two or more entities with the same name



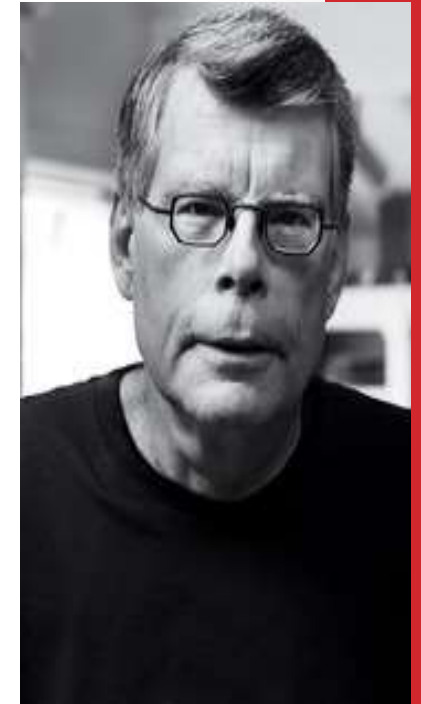
Stephen King
1931-2006



Stephen King
1962-



Stephen King
Stephen A. King
1964-



Stephen King
1947-

Collocation

Authority Control

- Main file at LC
- <http://authorities.loc.gov/>
- Can have local headings too

LIBRARY OF CONGRESS AUTHORITIES

Using *Library of Congress Authorities*, you can browse and view authority headings for Subject, Name, Title and Name/Title combinations; and download authority records in MARC format for use in a local library system. This service is offered free of charge.

>> [Search Authorities](#) <<

[Help on Searching Authorities](#) - [Frequently Asked Questions](#)

If you have questions or comments, please send us feedback using our [Help Desk](#) page.

or switch to the

>> [Library of Congress Online Catalog](#) <<

to search for and display catalog records for the over 18 million books and other items in the collections of the Library of Congress.

Subject Headings

- Controlled vocabulary
 - Opposite is keyword – natural language
- What something is about



Subject Headings

- Controlled vocabulary
 - Opposite is keyword – natural language
- What something is about
- Controlled vocabulary
 - Fewer changes in terminology
 - Fewer searches necessary and larger results than natural language



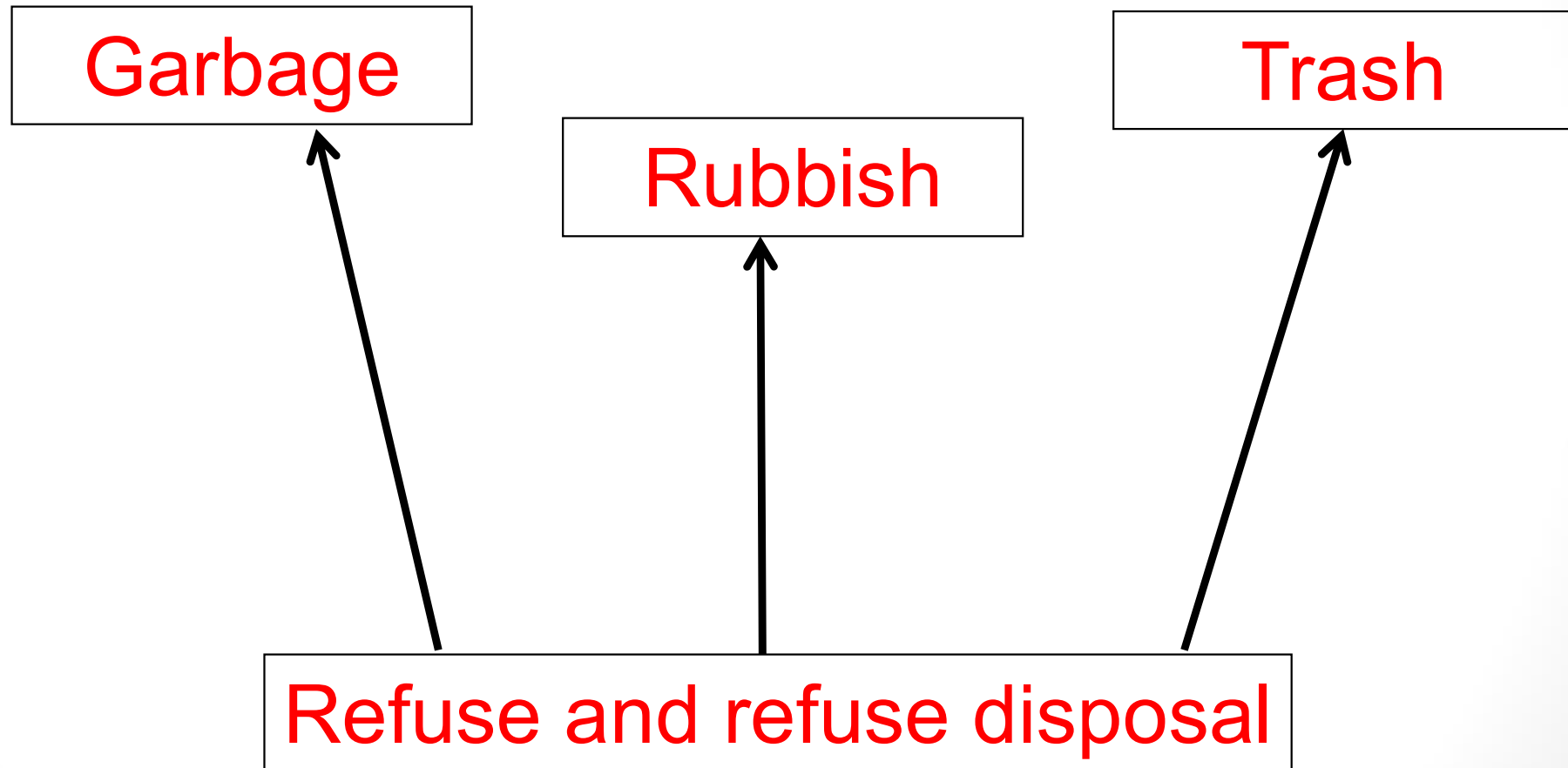
Controlled Vocabulary vs. Natural Language

Garbage

Rubbish

Trash

Controlled Vocabulary vs. Natural Language



Subject Cataloging

- Find items on multiple topics
- Agrarian Kentucky by Thomas D. Clark
 - Agriculture – Kentucky – History.
 - Kentucky – History – 1792-1865.
 - Kentucky – History – 1865- .

Subject Cataloging

Personal name

Clark, Thomas Dionysius, 1903-2005.

Main title

Agrarian Kentucky / Thomas D. Clark.

Published/Created

Lexington : University Press of **Kentucky**, [2003?], c1977.

[Request this Item](#)

[LC Find It](#)

[↓ Item Availability](#)

LCCN Permalink <https://lccn.loc.gov/2003267628>

Description ix, 135, [1] p. : ill. ; 22 cm.

ISBN 0813190525 (pbk. : alk. paper)

LC Subjects

Agriculture--**Kentucky**--History.
Agriculture--Social aspects--**Kentucky**--History.
Land tenure--**Kentucky**--History.
Land reform--**Kentucky**--History.
Kentucky--History--1792-1865.
Kentucky--History--1865-
Kentucky--Economic conditions.

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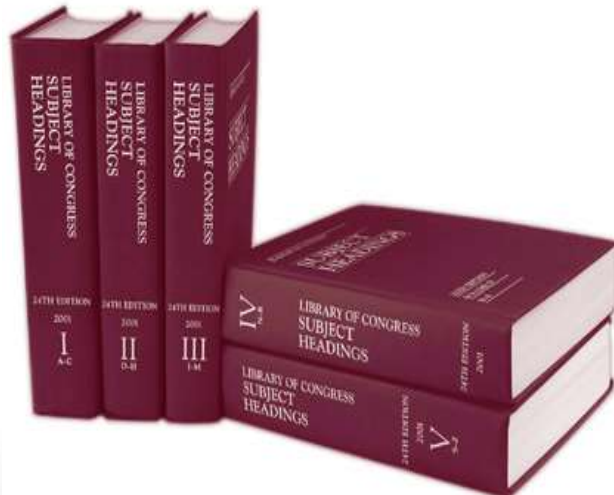
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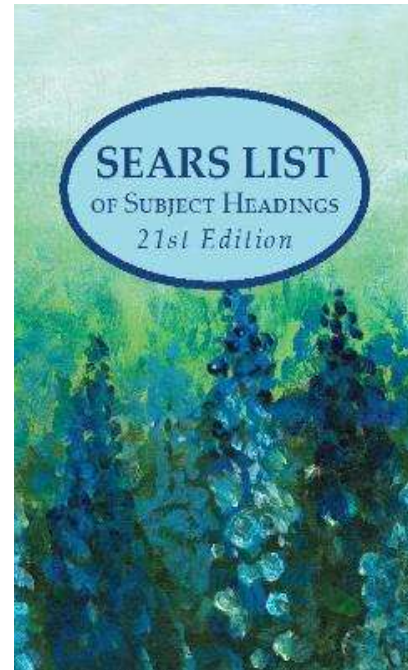
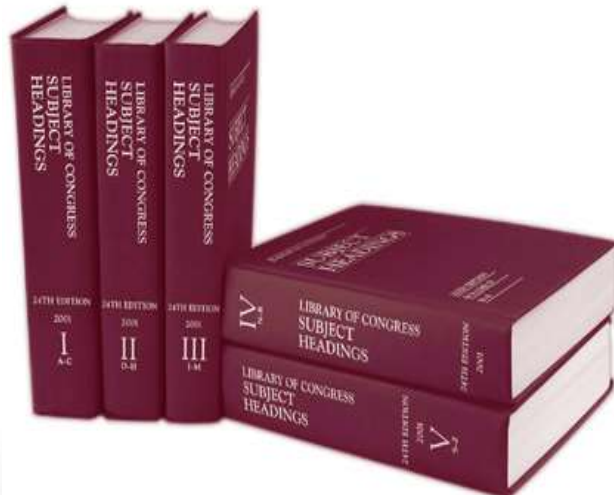
Subject Cataloging

- LCSH



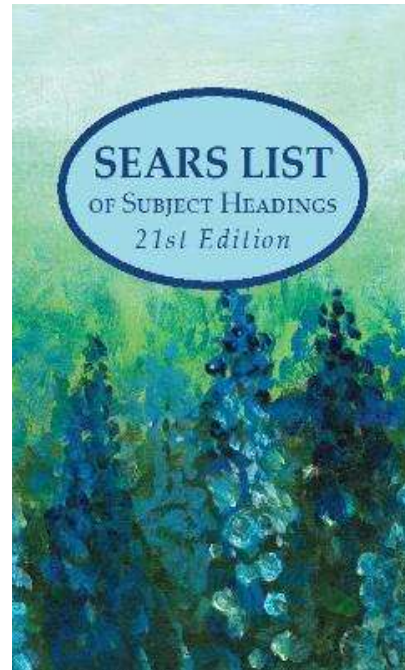
Subject Cataloging

- LCSH
- Sears



Subject Cataloging

- LCSH
- Sears
- BISAC
- Consistency is key



BISG
BOOK INDUSTRY STUDY GROUP

Genre/Form Headings

- Subject Heading = What something is about
- Genre/Form Heading = What something is

Genre/Form Headings

- Subject Heading = What something is about
- Genre/Form Heading = What something is
- Genre – works sharing similar plots/settings
 - Mystery, romance, etc.

Genre/Form Headings

- Subject Heading = What something is about
- Genre/Form Heading = What something is
- Genre – works sharing similar plots/settings
 - Mystery, romance, etc.
- Form – works sharing similar format/purpose
 - Audiobooks, graphic novels, etc.

Genre/Form Headings

- LCGFT - Library of Congress Genre/Form Terms
- GSAFD - Guidelines on Subject Access to Individual Works of Fiction, Drama, etc.

Bob's Access Points

Name Access

- Bogart, Charles H.

Bob's Access Points

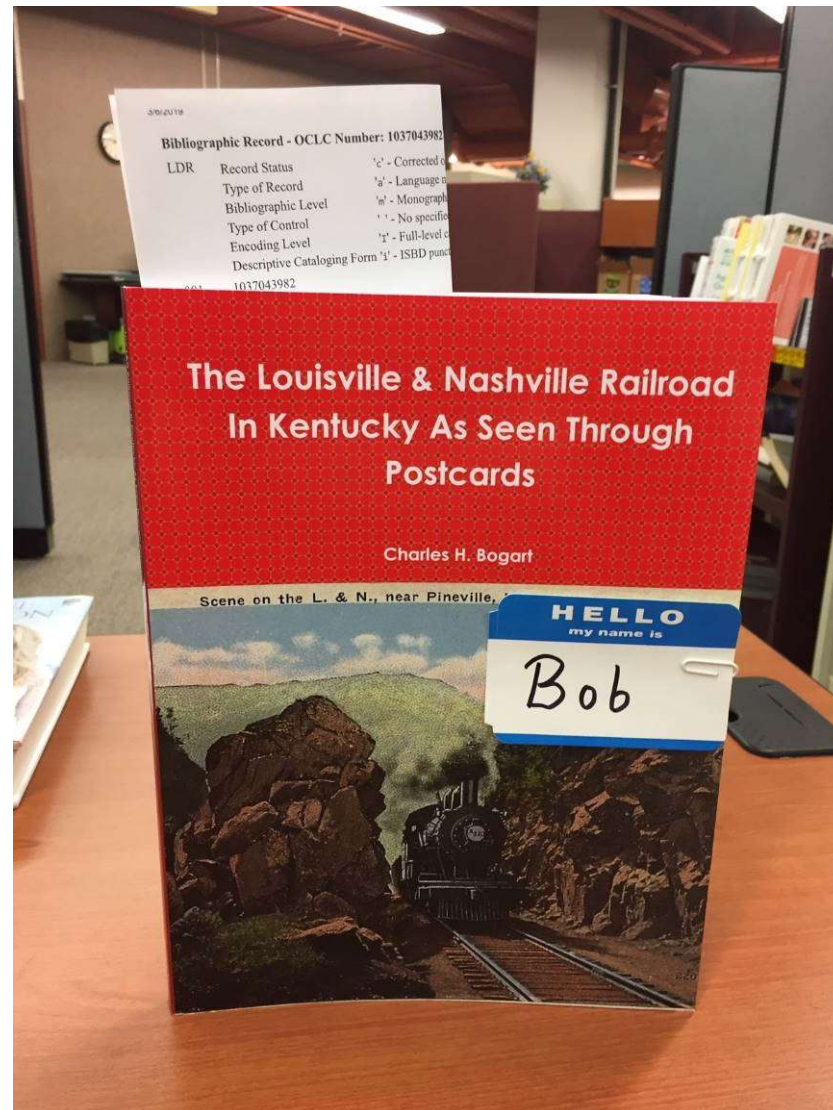
Name Access

- Bogart, Charles H.

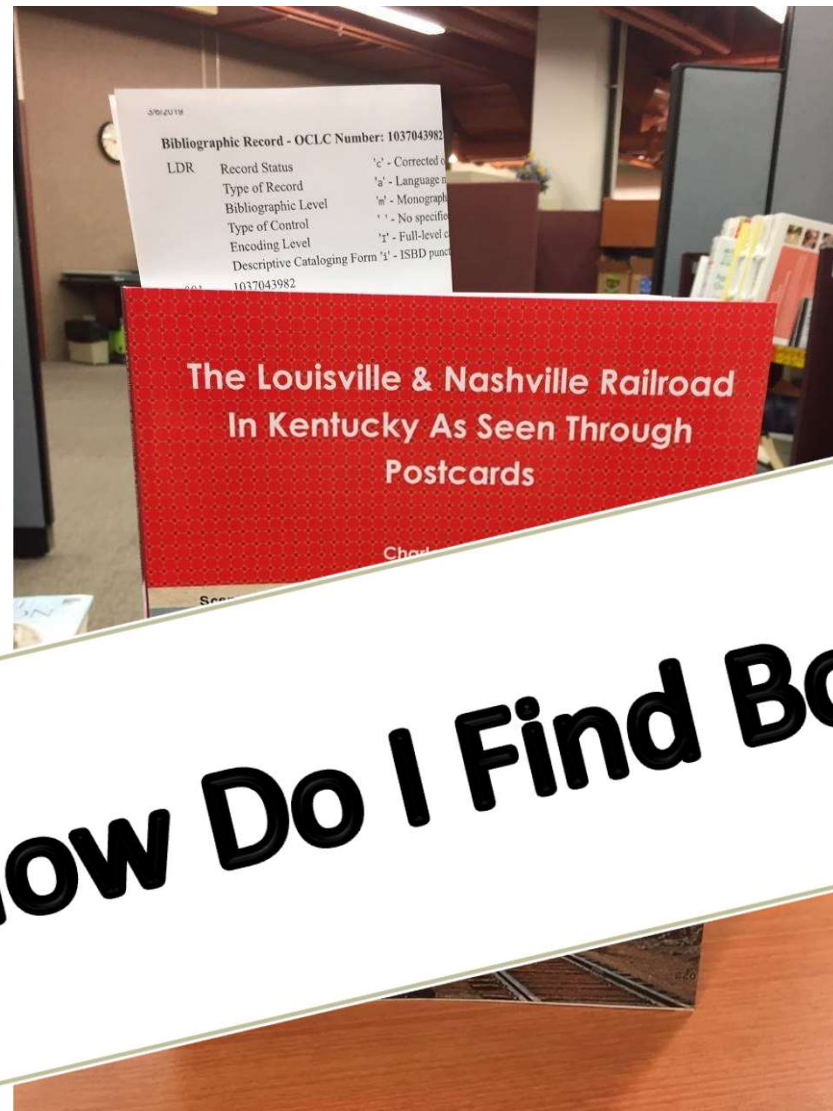
Subject Access

- Louisville and Nashville Railroad Company – History – Pictorial works.
- Railroads – Southern States – History – Pictorial works.

Classification



Classification



Classification

- How to find items in library
 - Grouping similar items or items on similar topic together

Classification

- How to find items in library
 - Grouping similar items or items on similar topic together
- Call number
 - Alpha, Numerical or Alphanumerical combo
 - FIC = this item is fiction
 - 636.8 = this item is about cats

Classification

- LCC = Library of Congress Classification
 - More research-based
 - University and college libraries
- ✓ **DDC = Dewey Decimal Classification**
 - Typically used by public and school libraries

Classification

- 000 Computer science, information & general works
- 100 Philosophy & psychology
- 200 Religion
- 300 Social sciences
- 400 Language
- 500 Science
- 600 Technology
- 700 Arts & recreation
- 800 Literature
- 900 History & geography

Bob's Classification Number

385 = Railroad transportation

Bob's Classification Number

385 = Railroad transportation



.09 = History, geographic treatment, biography

Bob's Classification Number

385 = Railroad transportation



.09 = History, geographic treatment, biography



-- 76 = South central United States
(Kentucky, Tennessee, etc.)

Bob's Classification Number

385 = Railroad transportation



.09 = History, geographic treatment, biography



-- 76 = South central United States
(Kentucky, Tennessee, etc.)

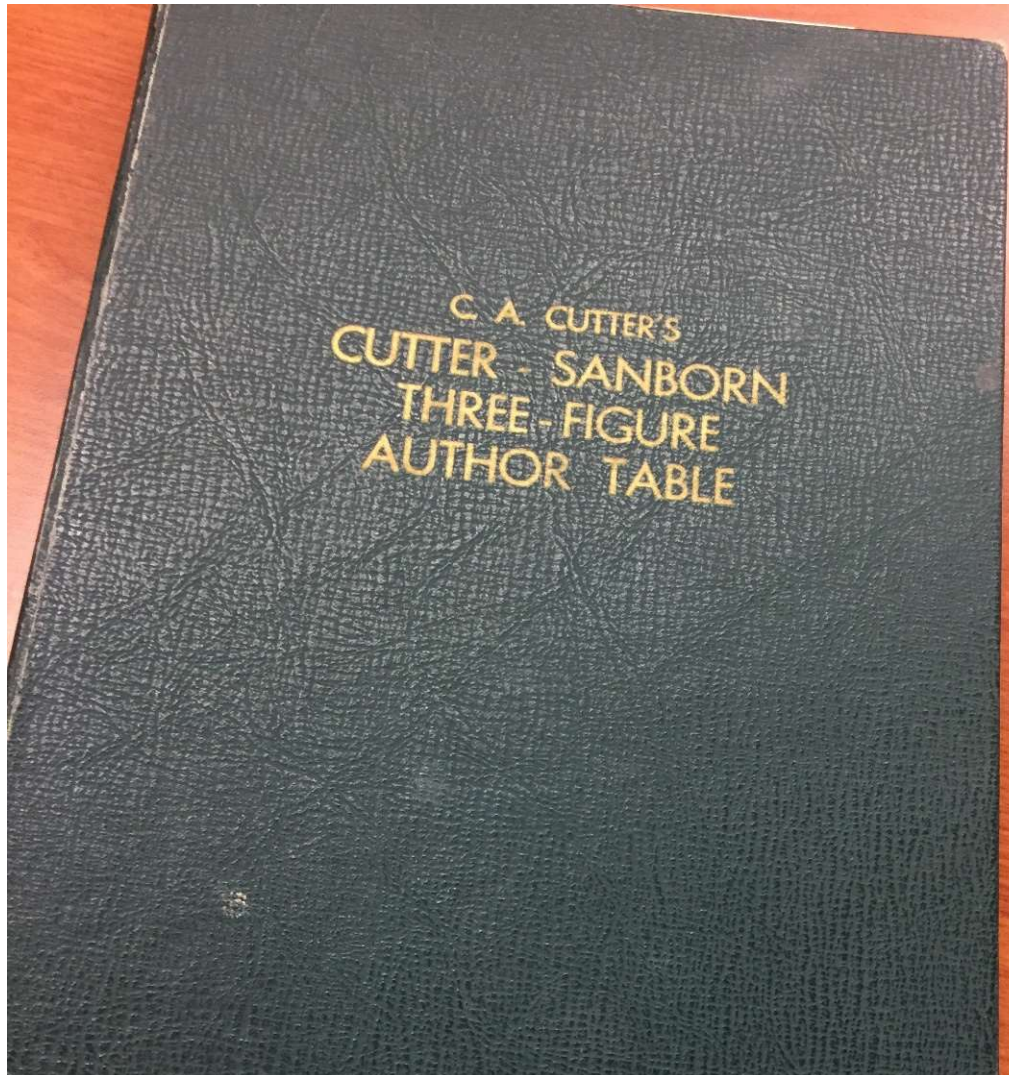
385.0976

Cutter

- Use to differentiate books with same call number
 - Author or title
 - date of publication

Cutter

- Named after Charles A. Cutter



Cutter

oy, M. 621 Mich	Lieu	721 Moli	Lod	821 Moore	Lowr
622 Michau	Liev	722 Molin	Lodg	822 Moore, G.	Lowt
623 Miche	Lig	723 Molini	Lodi	823 Moore, M.	Loy
624 Michi	Lightf	724 Molis	Lodo	824 Moore, S.	Loys
625 Micho	Lign	725 Molit	Loe	825 Moore, W.	Loz
626 Mico	Ligo	726 Moll	Loes	826 Moq	Lu
627 Mid	Ligu	727 Mollo	Loew	827 Mor	Lubbo
628 Middleton	Lil	728 Molo	Lof	828 Moral	Lube
629 Middleton, M.	Lill	729 Molt	Loft	829 Moran	Lubi
631 Mie	Lily	731 Moly	Log	831 Morat	Luc
632 Mier	Lim	732 Mom	Loge	832 Moraz	Luca
M. 633 Mif	Limb	733 Momm	Loh	833 Morc	Luca
634 Mig	Limi	734 Mon	Loi	834 Mord	Luca
G. 635 Mign	Lin	735 Monal	Loisel	835 More	Luc
M. 636 Migno	Linc	736 Monas	Lok	836 More, M.	Luc
S. 637 Mil	Lincoln, G.	737 Monc	Lol	837 Moreau	Luc
638 Milb	Lincoln, M.	738 Moncl	Lolm	838 Moreh	Lu
639 Milc	Lincoln, S.	739 Moncr	Lom	839 Morel	Lu
641 Mild	Lincoln, W	741 Mond	Lombard	841 Morell	Lu
642 Mile	Lind	742 Mone	Lombardi	842 Morelli	Lu
643 Miles	Linde	743 Mong	Lombe	843 Moren	Lu
644 Milf	Linden	744 Moni	Lombr	844 Moret	Lu
645 Mill	Lindoo	745 Monk	Lome	845 Moreti	Lu

Cutter

- Dewey Cutter Program – OCLC
 - Bogart = **B6743**
- Bob's number = 385.0976 **B6743**

Cutter

- Dewey Cutter Program – OCLC
 - Bogart = **B6743**
- Bob's number = 385.0976 **B6743**
- Can use 1st 3-4 letters of author's last name
 - Easier for browsing, not as good for organizing.

To Dewey or Not to Dewey

- Fiction, Biography, and Graphic Novels
- Fiction = 800s
- F or FIC, MYS, ROM
 - FIC Kidd
 - MYS Graf

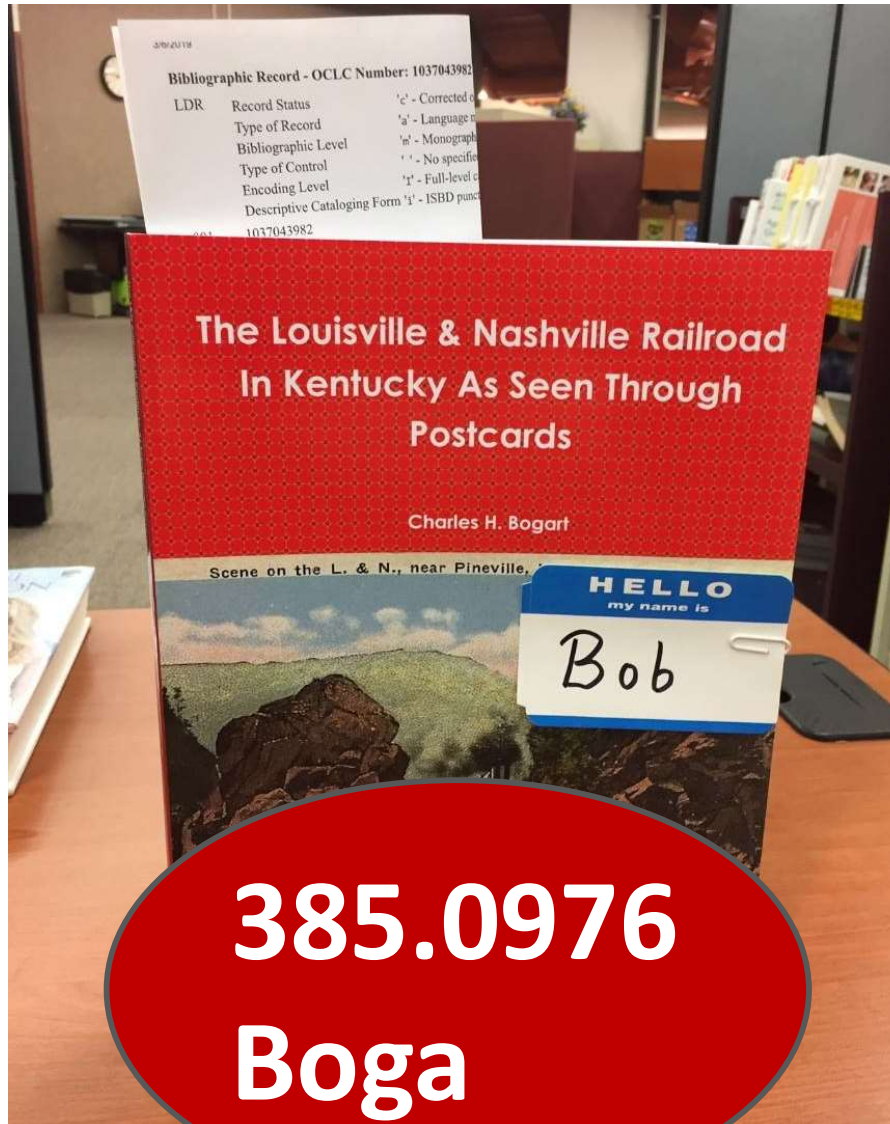
To Dewey or Not to Dewey

- Biography = 920
- B or BIO + Cutter for Subject's last name (not author)
 - B Linc
 - BIO Monr

To Dewey or Not to Dewey

- Graphic Novels = 741.5
- GN + Cutter for character or series
 - GN Batm
 - GN Aven

Bob's Call Number



What About Bob?

What About Bob?



Description

What About Bob?



Description



Access Points

What About Bob?



Description



Access Points



Call Number

What About Bob?



Description

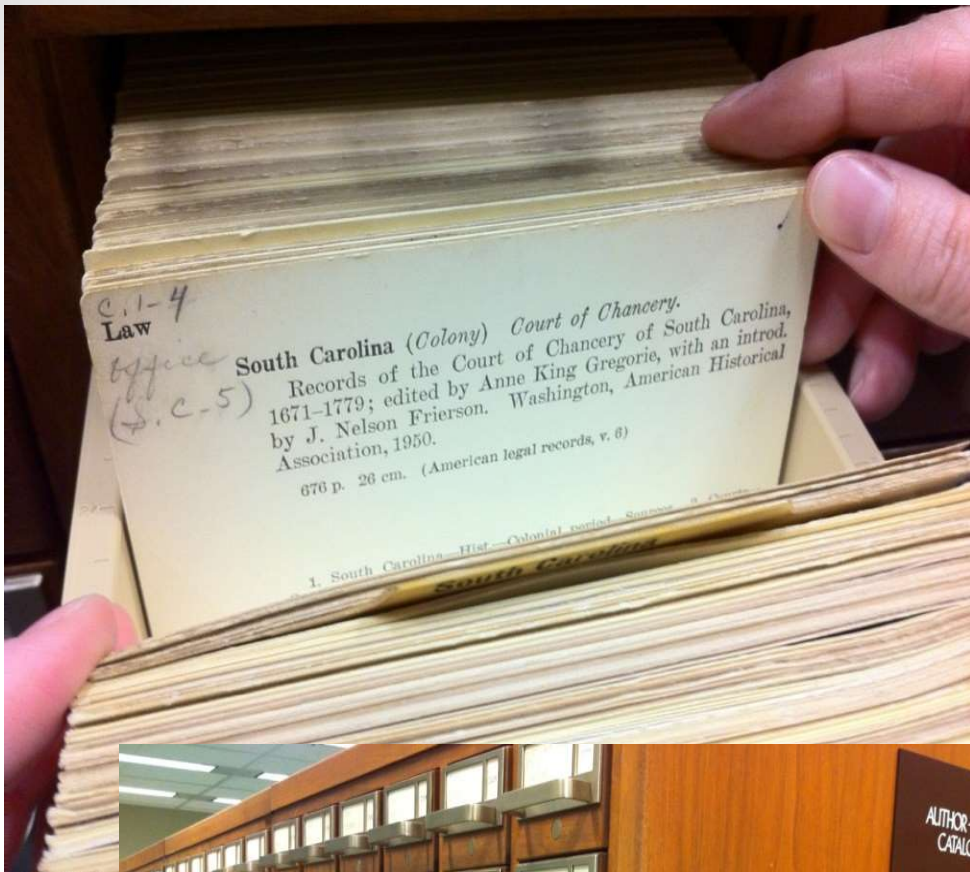


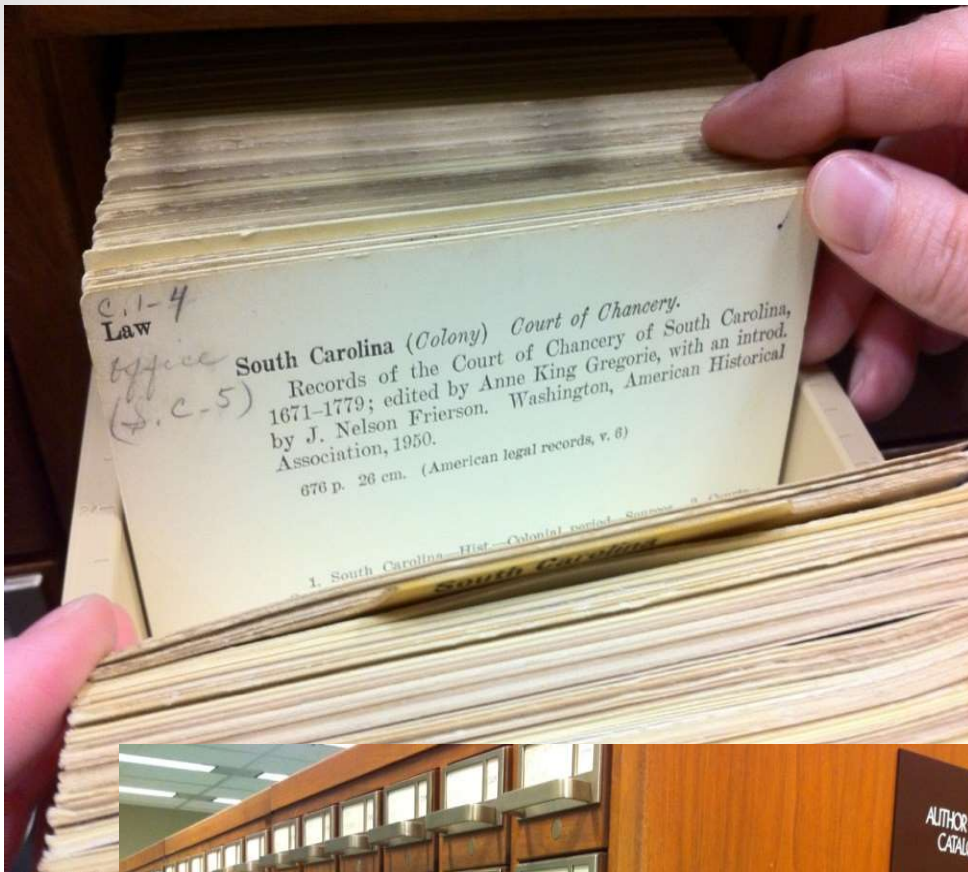
Access Points

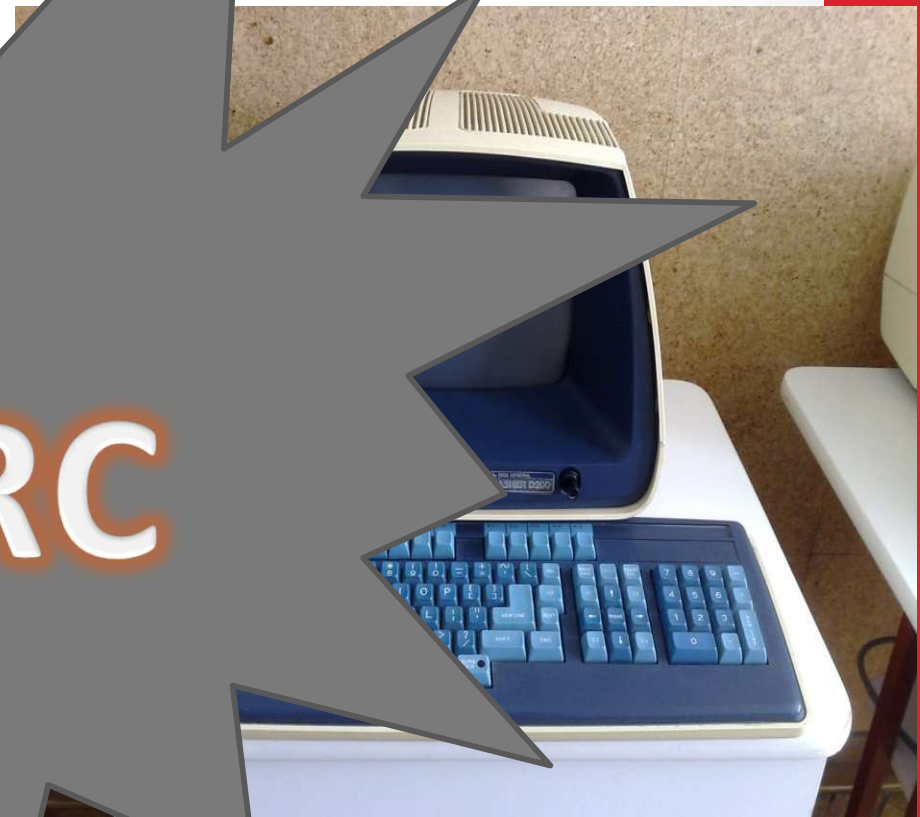


Call Number

What do we do with Bob's Information?







MARC

MARC Records

- MARC – MACHine Readable Cataloging
- It's how computers find library materials.



MARC STANDARDS
Library of Congress - Network Development and MARC Standards Office

MARC Records

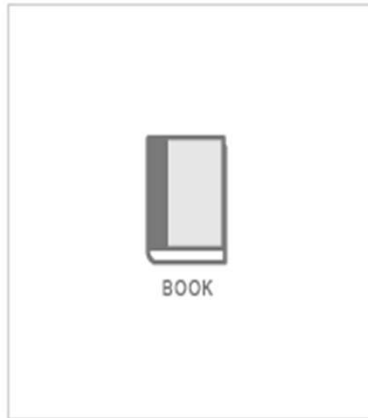
- It's not a cataloging standard.
- Encoding standard
- It's what we see on the backside.



MARC STANDARDS
Library of Congress - Network Development and MARC Standards Office

Crash course in cataloging for non-catalogers : a casual conversation on ...

◀ 1 of 3 ▶



 [Request this Item](#)

 [Print Record](#)

 [Save Record](#)

 [Email Record](#)

 [Cite Record](#)



Permalink:

<https://lcn.loc.gov/2008050216>

XML Formats:

[MARCXML Record](#)


[MODS Record](#)

Report Errors:

[Report Record Errors](#)

Full Record

MARC Tags

 [Where to Request](#)

Personal name [Kaplan, Allison G.](#)

Main title [Crash course in cataloging](#) for non-catalogers : a casual conversation on organizing information / Allison G. Kaplan.

Published/Created Westport, Conn. : Libraries Unlimited, 2009.

Description

xii, 140 p. : ill. ; 28 cm.

ISBN

9781591584018 (pbk. : alk. paper)

LC classification (full)

Z693 .K283 2009

LC classification (partial)

[Z693](#)

Contents

What you need to know about classification -- What you need to know about subject and key word headings -- What you need to know about description -- What you need to know about MARC and automated systems -- What you need to know about local [cataloging](#) problems -- What you need to know to organize your collection.

Subjects

[Cataloging.](#)

[Information organization.](#)

Notes

Includes bibliographical references and index.

Series

Libraries Unlimited [crash course](#) series

[Crash course series \(Westport, Conn.\)](#)

Crash course in cataloging for non-catalogers : a casual conversation on ...

◀ 1 of 3 ▶

Full Record

MARC Tags

[Where to Request](#)



BOOK

[Request this Item](#)

[Print Record](#)

[Save Record](#)

[Email Record](#)

[Cite Record](#)

[Find It!](#)

Permalink:

<https://lccn.loc.gov/2008050216>

XML Formats:

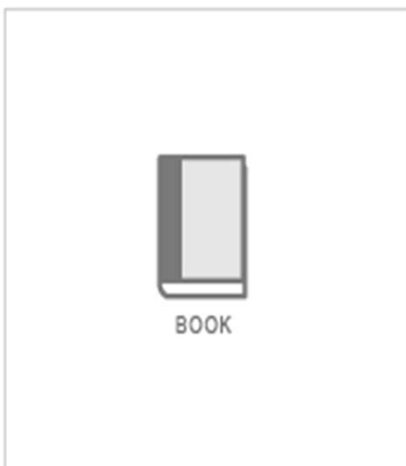
[MARCXML Record](#)

[MODS Record](#)

000 01286cam a22002654a 4500
001 15531398
005 20090423124540.0
008 081121s2009 ctua b 001 0 eng
906 __ |a 7 |b cbc |c origcop |d 2 |e ncip |f 20 |g y-gencatlg
955 __ |a rg08 2009-04-15 z-processor |i rg01 2009-04-23 2 copies to BCCD
010 __ |a 2008050216
020 __ |a 9781591584018 (pbk. : alk. paper)
040 __ |a DLC |c DLC |d DLC
050 00 |a Z693 |b .K283 2009
082 00 |a 025.3 |2 22
100 1_ |a Kaplan, Allison G.
245 10 |a **Crash course in cataloging** for non-catalogers : |b a casual conversation on organizing information / |c Allison G. Kaplan.
260 __ |a Westport, Conn. : |b Libraries Unlimited, |c 2009.
300 __ |a xii, 140 p. : |b ill. ; |c 28 cm.
490 1_ |a Libraries Unlimited **crash course** series
504 __ |a Includes bibliographical references and index.
505 0_ |a What you need to know about classification -- What you need to know about subject and key word headings -- What you need to know about description -- What you need to know about MARC and automated systems -- What you need to know about local **cataloging** problems -- What you need to know to organize your collection.
650 _0 |a **Cataloging**.
650 _0 |a Information organization.
830 _0 |a **Crash course** series (Westport, Conn.)

Crash course in cataloging for non-catalogers : a casual conversation on ...

◀ 1 of 3 ▶



 [Request this Item](#)

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 [Cite Record](#)

[Find It!](#) 

Permalink:

<https://lccn.loc.gov/2008050216>

XML Formats:

[MARCXML Record](#)

[MODS Record](#)

Full Record

MARC Tags

 [Where to Request](#)

000 01286cam a22002654a 4500

001 15531398

005 20090423124540.0

008 081121s2009 ctua b 001 0 eng

906 __ |a 7 |b cbc |c origcop |d 2 |e ncip |f 20 |g y-gencatlg

955 __ |a rg08 2009-04-15 z-processor |i rg01 2009-04-23 2 copies to BCCD

010 __ |a 2008050216

020 __ |a 9781591584018 (pbk. : alk. paper)

040 __ |a DLC |c DLC |d DLC

050 00 |a Z693 |b .K283 2009

082 00 |a 025.3 |2 22

100 1_ |a Kaplan, Allison G.

245 10 |a **Crash course in cataloging** for non-catalogers : |b a casual conversation on organizing information / |c Allison G. Kaplan.

260 __ |a Westport, Conn. : |b Libraries Unlimited, |c 2009.

300 __ |a xii, 140 p. : |b ill. ; |c 28 cm.

490 1_ |a Libraries Unlimited **crash course** series

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650 _0 |a **Cataloging.**

650 _0 |a Information organization.

830 _0 |a **Crash course** series (Westport, Conn.)

Crash course in cataloging for non-catalogers : a casual conversation on ...

◀ 1 of 3 ▶

Full Record

MARC Tags

[Where to Request](#)



BOOK

[Request this Item](#)

[Print Record](#)

[Save Record](#)

[Email Record](#)

[Cite Record](#)

[Find It!](#)

Permalink:

<https://lccn.loc.gov/2008050216>

XML Formats:

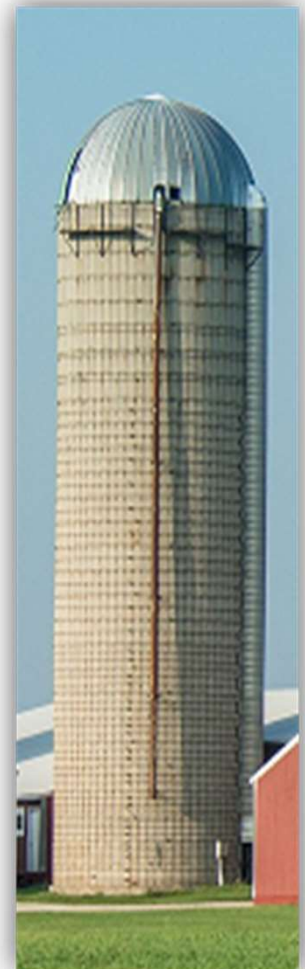
[MARCXML Record](#)

[MODS Record](#)

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005 20090423124540.0
008 081121s2009 ctua b 001 0 eng
096 __ |a 7 |b cbc |c origcop |d 2 |e ncip |f 20 |g y-gencatlg
955 __ |a rg08 2009-04-15 z-processor |i rg01 2009-04-23 2 copies to BCCD
010 __ |a 2008050216
020 __ |a 9781591584018 (pbk. : alk. paper)
040 __ |a DLC |c DLC |d DLC
050 00 |a Z693 |b .K283 2009
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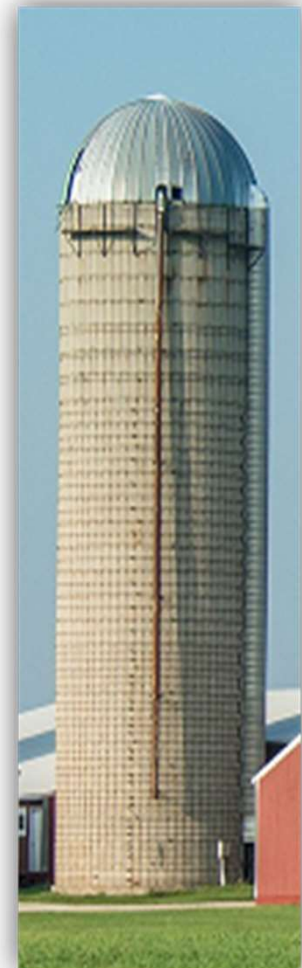
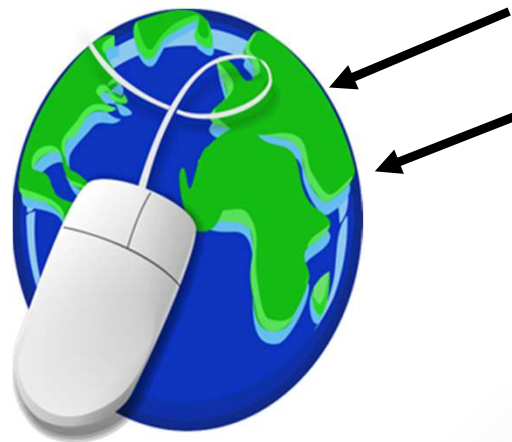
Into the future...

- Replacement for MARC
 - Library data stuck in silos (library catalogs)



Into the future...

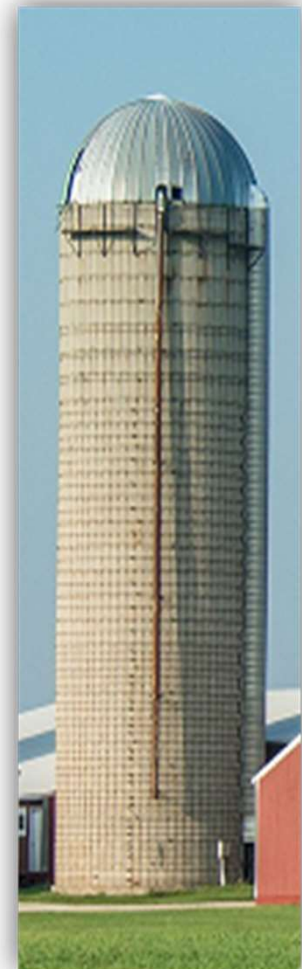
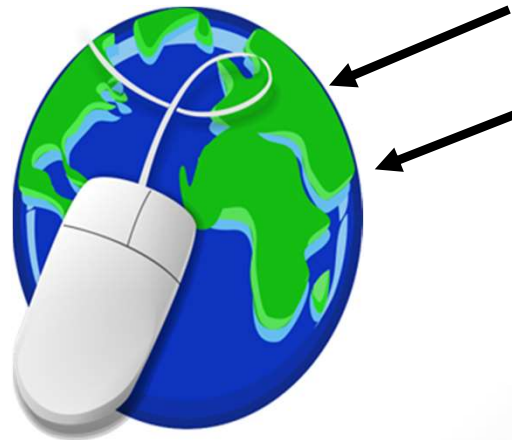
- Replacement for MARC
 - Library data stuck in silos (library catalogs)
- What is linked data?!
 - Data that's linked through relationships
 - Accessible by web tools



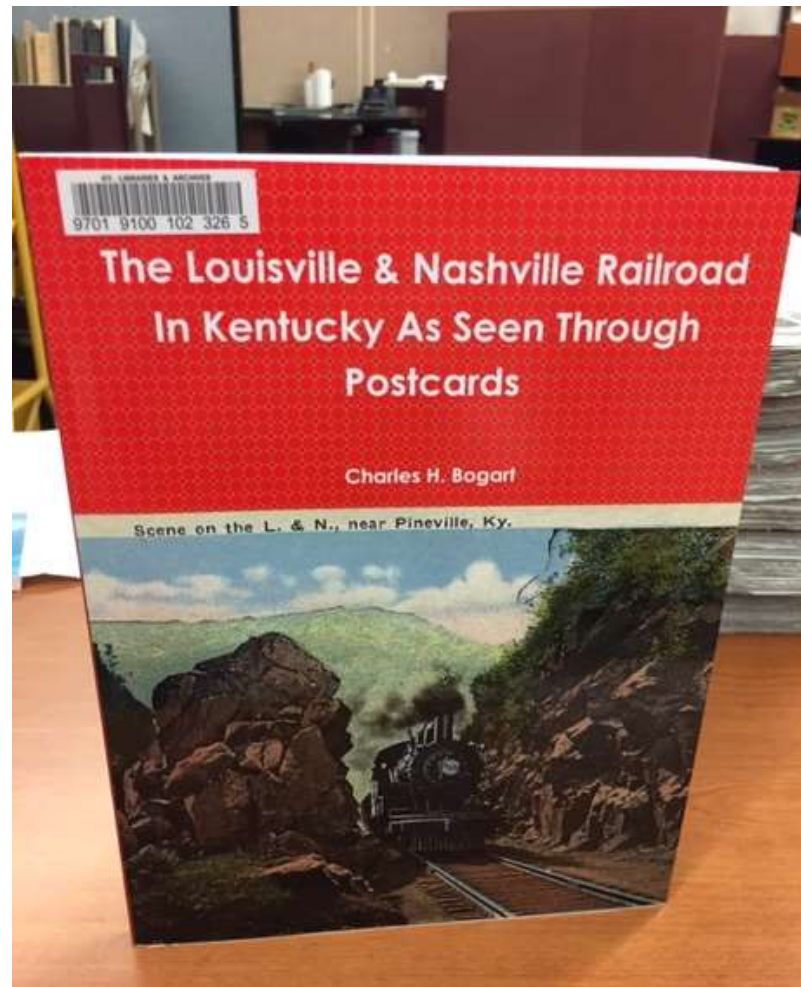
Into the future...



- Replacement for MARC
 - Library data stuck in silos (library catalogs)
- What is linked data?!
 - Data that's linked through relationships
 - Accessible by web tools
- BIBFRAME
 - Bibliographic Framework
 - <https://www.loc.gov/bibframe/>



Bob is ready to go!



WHY CATALOGING IS



Why is Cataloging Important?

Cataloging records unlock your collection...

- What do you have?
- Where do I find it?



Importance of “Good” Catalog Records

Garbage in → Garbage out



- Your catalog is only as good as the records you put in it
- Library systems can't make up for “bad” records.

“Good” Catalog Records

Include:

- Authors
- Titles
- Editions
- Publication Information
- Dates
- Format (or physical description)
- Subjects
- Summaries



Searching in the Catalog

- Coding of information affects public catalog displays and searching
- Searchable Indexes
 - Authors/Names
 - Titles
 - Subjects
 - Keywords



The Patron View

Save Search

Narrow your search

Type of Material

- Book (9)
- Sound Recording (3)
- DVD (2)
- Projected Medium (2)
- Videorecording (2)

More>>

Subjects

- Magic (8)
- Wizards (8)
- England (7)
- Schools (6)
- Hogwarts School of Witchcraft and Wizardry (Imaginary organization) (4)

More>>

Authors

- Rowling, J. K. (7)
- GrandPré, Mary (3)
- Dale, Jim (2)
- Warner Home Video (Firm) (2)
- Greenwood, Jonny (1)

More>>

Series

- Harry Potter (1)
- Harry Potter series (1)
- Rowling, J. K. Harry Potter ; [bk. 4] (1)
- Rowling, J. K. Harry Potter

Keyword search for:

Go!

Search by:

Using:

Limit to:

Select Databases

Open Search Options

1 - 10 of 13

per page

Sort:

Page: [1] 2

1. *Harry Potter and the goblet of fire* original motion picture soundtrack

by Doyle, Patrick, 1953-

... *Harry Potter and the goblet of fire* [sound recording] : original motion picture soundtrack / music by ...

Publisher, Date: Burbank, CA : Warner Sunet/Warner Bros., p2005.

Web Site:  - cover art

Description: 1 sound disc : digital ; 4 3/4 in.

Call Number: CD SOUNDTRACKS DOYLE HARRY 2005

Where is it?

Full Display

Place Request



2005

Add to My List



2. *Harry Potter and the goblet of fire*

... *Harry Potter and the goblet of fire* [videorecording] / directed by Mike Newell ; screenplay by Steve ...

Publisher, Date: Burbank, CA : Warner Home Video, 2006.

Description: 1 videodisc (157 min.) : sd., col. ; 4 3/4 in.

Call Number: DVD J

Where is it?

Full Display

Place Request

DVD



2006

The Patron View

Save Search

Keyword search for:

Search by:

Using:

Limit to:

Select Databases

[Open Search Options](#)

1 - 10 of 13 per page Sort:

Page: [1] [2](#)

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Where is it?

Full Display

Place Request

DVD



2006

The Patron View

<< Return to List



Format: Audio Books, Sound Recording, Book

Author: Rowling, J. K.

Title: *Harry Potter and the goblet of fire* [sound recording] / J.K. Rowling.

Publisher, Date: New York, N.Y. : Listening Library, p2000.

Description: 17 sound discs (ca. 20 hr.) : digital ; 4 3/4 in.

Summary: Young wizard-in-training *Harry Potter* prepares for a competition between Hogwarts School of Magic and two rival schools, develops a crush on Cho Chang, and wishes above all to be a normal fourteen-year-old.

Subjects: Children's audiobooks.

Wizards -- Fiction.

Witches -- Fiction.

Magic -- Fiction.

Audiobooks.

England -- Fiction.

Other Author: Dale, Jim.

Notes: Unabridged.

Sequel to: *Harry Potter and the prisoner of Azkaban*.

Compact discs.

Read by Jim Dale.

LCCN: BL 00008255

ISBN: 0807286036 (17 discs)

0807282596 : CMD

9780807282595

Expand All | Collapse /

The Patron View

<< Return to List



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Expand All | Collapse /

HOW THE CATALOG CAN HELP YOU!

Reference

- Understanding how the catalog works helps you to serve your patrons
- Subject headings pull together resources with same topics



Subjects:

[Customer services](#)

[Customer relations](#)

[Employees Training of](#)

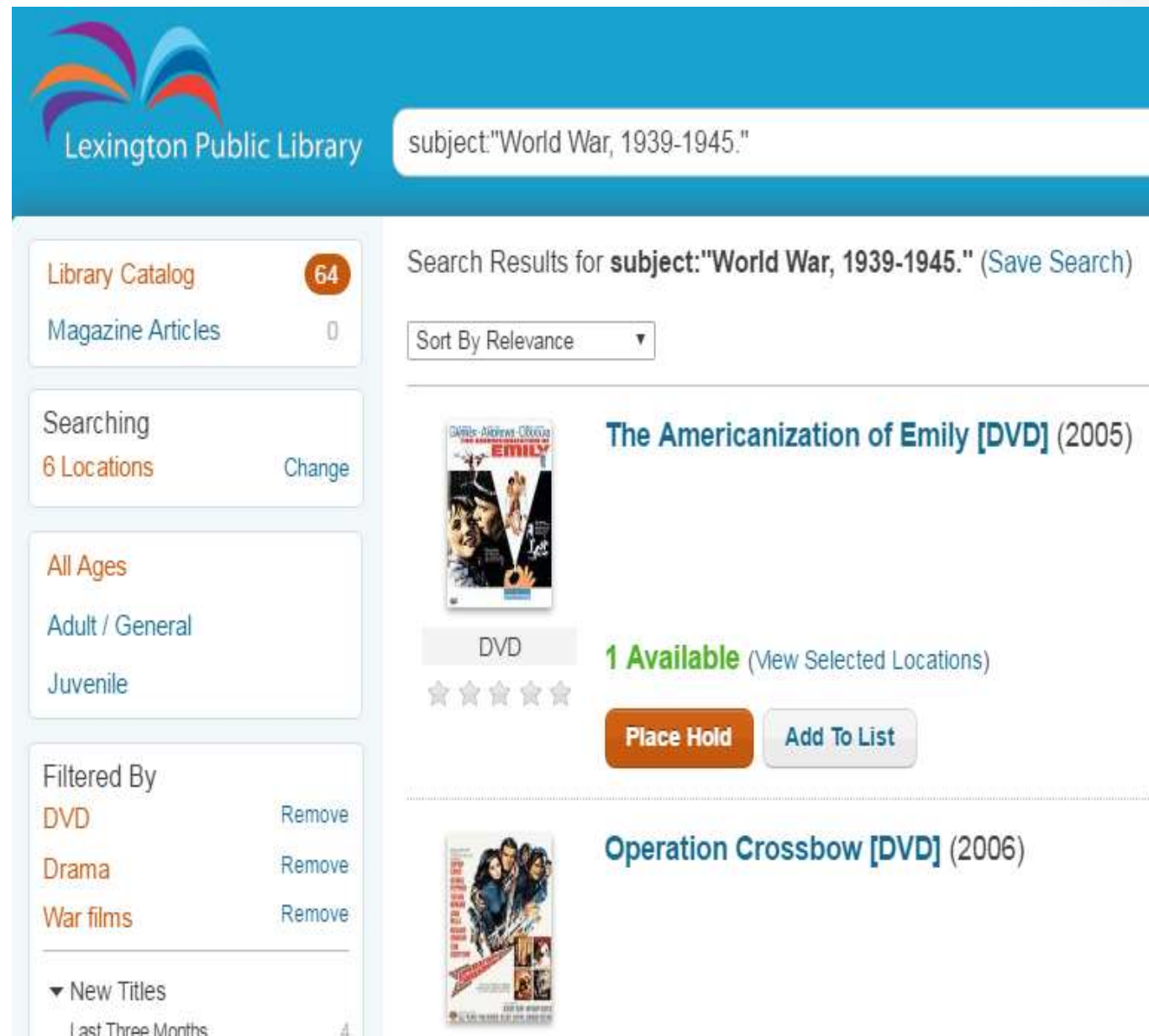
[Customer services Training](#)

[Customer relations Training](#)

[Employees Training](#)

Readers' or Viewers' Advisory

“I want to watch a movie about World War II, can you suggest one?”



Lexington Public Library

subject:"World War, 1939-1945."

Library Catalog **64**

Magazine Articles 0

Searching
6 Locations Change


All Ages
Adult / General
Juvenile

Filtered By
DVD Remove
Drama Remove
War films Remove

▼ New Titles
Last Three Months 4

Search Results for **subject:"World War, 1939-1945."** (Save Search)


Sort By Relevance ▼

 **The Americanization of Emily [DVD] (2005)**

DVD **1 Available** (View Selected Locations)

☆☆☆☆☆

Place Hold **Add To List**

 **Operation Crossbow [DVD] (2006)**

Readers' or Viewers' Advisory

“I want to watch a movie about World War II, can you suggest one?”

Subject Headings !!

Lexington Public Library

subject:"World War, 1939-1945."

Library Catalog 64

Magazine Articles 0

Searching 6 Locations Change

All Ages

Adult / General

Juvenile

Filtered By

DVD Remove

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War films Remove

▼ New Titles

Last Three Months 4

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Sort By Relevance ▼


 **The Americanization of Emily [DVD] (2005)**

DVD

1 Available (View Selected Locations)

★ ★ ★ ★ ★

Place Hold **Add To List**

 **Operation Crossbow [DVD] (2006)**

Readers' or Viewers' Advisory

“I want to watch a movie about World War II, can you suggest one?”

Subject Headings !!

Filters and Facets!!!

Lexington Public Library

subject:"World War, 1939-1945."

Library Catalog 64

Magazine Articles 0

Searching 6 Locations Change

All Ages

Adult / General

Juvenile

Filtered By

- DVD Remove
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DVD

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Place Hold Add To List

Operation Crossbow [DVD] (2006)

▼ New Titles

Last Three Months 4

Getting the Right Version!

“I want the version of King Kong from 1933, not the one from 2005.”

Title

King Kong [DVD] / RKO Radio Pictures presents ; produced and directed by Merian C. Cooper and Ernest B. Schoedsack ; screenplay by James A. Creelman and Ruth Rose.

Subjects

King Kong (Fictitious character) -- Drama.

Actresses -- Drama.

Films for the hearing impaired.

Feature films.

Horror films.

Thrillers (Motion pictures, television, etc.)

DVDs.

Manhattan (New York, N.Y.) -- Drama.

Notes

Title from container.

Based on a story by Edgar Wallace and Merian C. Cooper.

Originally released as a motion picture in 1933.

Special features: Newly restored and digitally mastered; Commentary by visual effects veterans Ray Harryhausen and Ken Ralston, with interpolated interview excerpts of Merian C. Cooper and Fay Wray; Merian C. Cooper movies trailer gallery.

Fay Wray, Robert Armstrong, Bruce Cabot.

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Fay Wray, Robert Armstrong, Bruce Cabot.

Notes!

Getting the Right Format!

“I want the DVD of that movie, not the Blu-Ray version.”



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Where is it?

Full Display

Place Request



Getting the Right Format!

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Physical description!!

Coding!!



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Full Display

Place Request

DVD
2006

Collection Management

- Answers question: what do you have?



Collection Management



- Answers question: what do you have?
- Having a full description of the item helps:
 - To identify the item for an inventory
 - To identify the item if you need to charge for replacement costs.

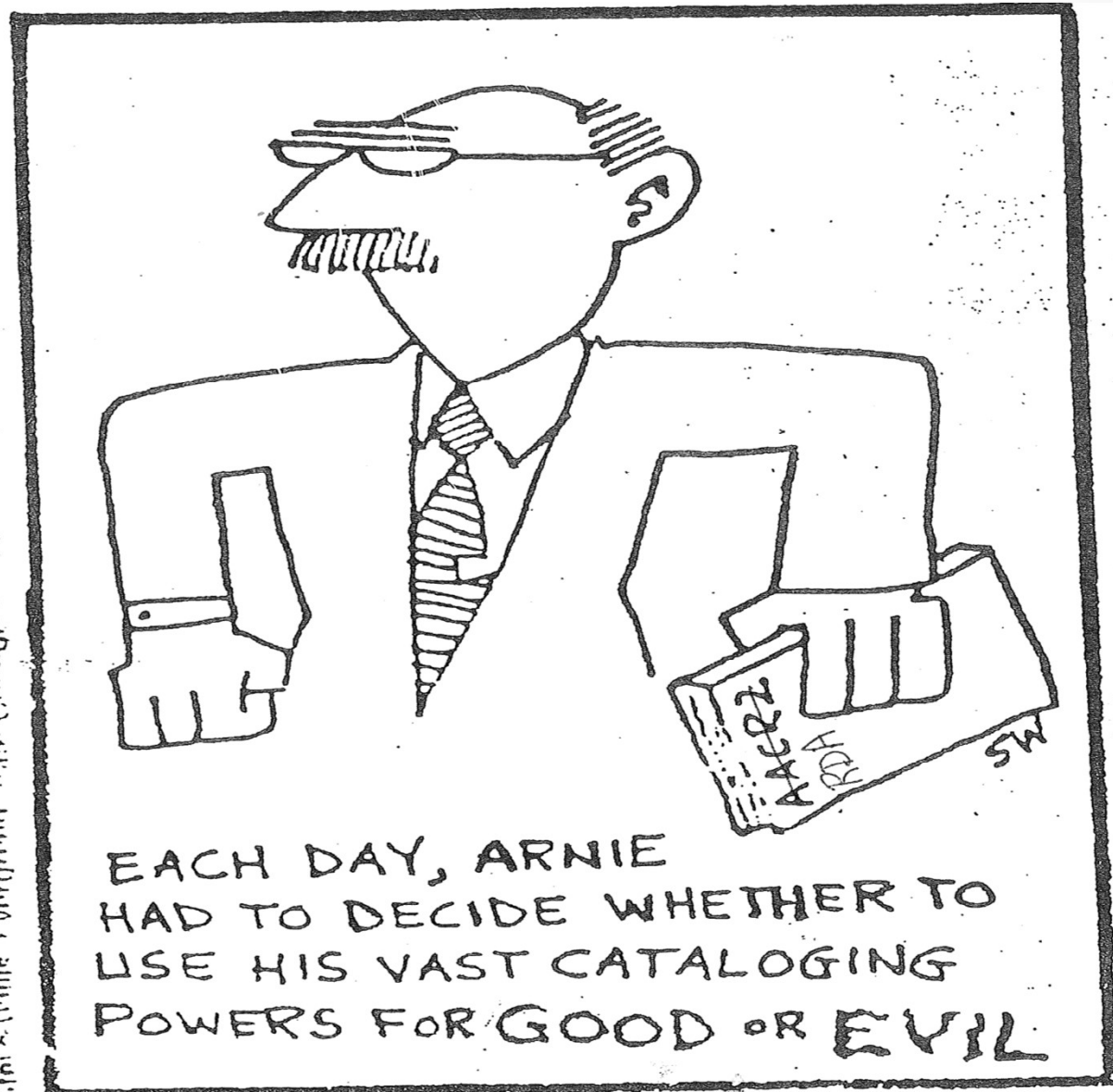
Collection Management



- Answers question: what do you have?
- Having a full description of the item helps:
 - To identify the item for an inventory
 - To identify the item if you need to charge for replacement costs.
- Having an accurate inventory is good fiscal management!

“With Great Power....”

Use your
cataloging
powers wisely!!



©1982 Willie Evergreen State College

Any Questions?



Cataloging Resources

- Weihs, Jean and Sheila S. Intner. *Beginning Cataloging*. 2nd ed. Libraries Unlimited, 2017.
- ❖ Kelsey, Marie. *Cataloging for School Librarians*. 2nd ed. Rowman & Littlefield. 2018.
- ❖ Shaw, Marie Keen. *Cataloging Library Resources*. Rowman & Littlefield. 2017.
- ❖ Hart, Amy. *The RDA Primer: A Guide for the Occasional Cataloger*. Linworth, 2010.
- Kaplan, Allison G. *Crash Course in Cataloging for Non-Catalogers: A Casual Conversation on Organizing Information*. Libraries Unlimited, 2009.

- ❖ Available in Kentucky Libraries Unbound.

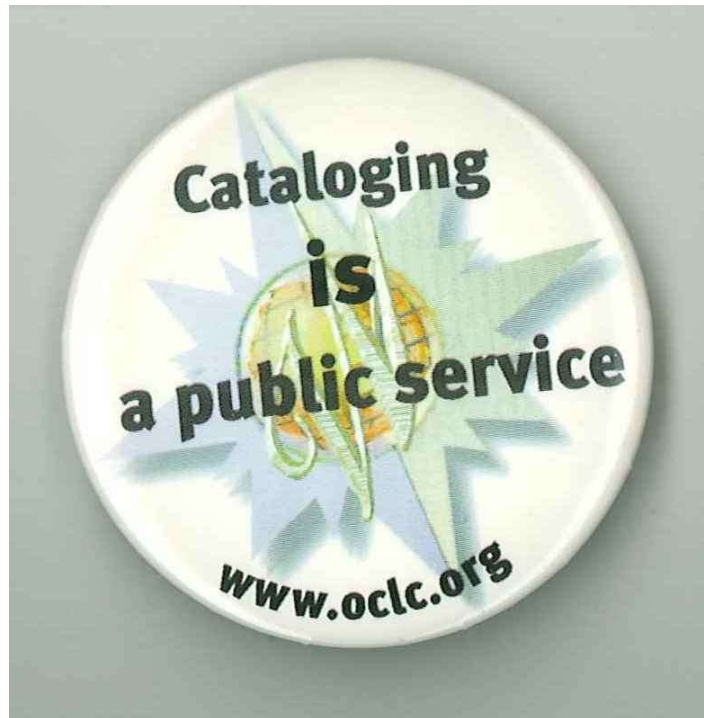


Thank you to the Institute of Museum and Library Services (IMLS)
for sponsorship of this webinar.

Wrapping it Up

- Recording – Available within one week
- Survey -- Please fill it out!
- Slide PDF and Handout – Available under “PDFs & Slide”
 - Download now!
- Certificate of Attendance – Available within one week

Thank you for attending!



Cathy Crum

Acquisitions / Cataloging Librarian

502-564-8373

Cathy.Crum@ky.gov