Preliminary definitions:
This document uses throughout the terminology of FRBR-LRM when describing the process for adding bibliographic records to the catalog. Key terms are defined as follows:

- **Work**: A work is, at the most basic level, the original conception of any bibliographic resource. That work is then realized in one or more expressions. For example, William Shakespeare’s work *The Taming of the Shrew* which was expressed in two separately published plays in Shakespeare’s time as well as the musical *Kiss Me, Kate*, the motion picture *10 Things I Hate About You*, and a large number of other expressions sharing the original title.

- **Expression**: A work is realized in an expression. Shakespeare’s original script for *Shrew* would have been the first expression (and manifestation) of the work, and every work derived from that, in whatever form, is an expression of that work. A high school production of *The Taming of the Shrew*, for example, would be an expression of Shakespeare’s work.

- **Manifestation**: Expressions are realized into manifestations. This is the level at which cataloging generally takes place. The 1999 publication of *The Taming of the Shrew* by Applause (annotated by Neil Freeman) is an example of a manifestation. A videorecording of a high school production of the play would also be a manifestation. Manifestations may be mass produced (such as many published books) or may only have one copy (such as an original manuscript or the hypothetical videorecording of a high school production).
  - Some notes concerning manifestations: Reprints that do not change any material (foreword, afterword, annotations, corrections, size, pages, format, etc.) are still the same manifestation. So a reprint of the 1999 publication printed in 2018 would still be the same manifestation as one printed in 1999. An e-book of the 1999 publication, even if all of the material is the same, would be a separate manifestation, because the format has changed.

- **Item**: An item is one specific copy of a manifestation. Cataloging is accomplished by consulting an item, but anything recorded in the bibliographic record should be true for every item in the manifestation. For example, if there is a printer’s or publisher’s error (some pages out of order or upside down, text smudged) or damage that was incurred prior to the item being received (shipping damage, water damage, etc.) this should not be included in the catalog record, as it would not hold true for the entire manifestation. (It should be included in the item notes in the catalog.)
1) **Use of one bibliographic record for each unique manifestation held by any member of the consortium.**

We believe this guideline will greatly help library users find, identify, select, and obtain desired information without having to distinguish between multiple bibliographic records for the same manifestation in our OPACs. The Systems Department at the Mississippi State University Libraries has run several de-duplication reports to combine bibliographic records appearing to represent the same unique manifestation, but MLP catalogers may still come across duplicate records. Possible reasons for duplicate records in the catalog may include:

- Conducting searches for bibliographic records by ISBN rather than author/title. While conducting searches by ISBN may be helpful, the same ISBN number may be used for multiple manifestations of the desired expression (for example, subsequent editions from the same publisher). Searching by author and title may help identify the specific record needed, followed by looking at the record’s ISBN. Searching in WorkFlows using “keyword” rather than “browse” should display any shadowed bibliographic records not available to view by library users.

- Overlaying a bibliographic record with one having a different title control number.

- The date for cataloging an item is set other than “Never.”

- Brief records are not transferred correctly to the full record.

- Items have a brief record, but an OCLC record in WorkFlows already exists for the manifestation. Resolving the duplication may require an acquisitions re-link process.

Should you come across duplicate records that need to be transferred to another record, please contact:

Bob Wolverton, Jr.
Professor and Coordinator of Monographic Cataloging
Mississippi State University Libraries
(662) 325-0548
bwolverton@library.msstate.edu

2) **Remove low-utility MARC fields in bibliographic records.**

These fields (also known as “junk tags”) include:

- 015 (National Bibliography Number)
- 016 (National Bibliographic Agency Control Number)
019 (OCLC Control Number)
029 (Other System Control Number)
060 (National Library of Medicine Call Number)
070 (National Agricultural Library Call Number)
084 (Other Classification Number)
263 (Projected Publication Date)
510 (Citation/References Note)
596 (Local Note)
597 (Local Note)
599 (Differentiable Local Note)
850 (Holding Institution)
891 (Publication Pattern Data)
933 (Local)
938 (Vendor-Specific Ordering Data)
946 (Local Processing Information)
947 (Local Processing Information)
948 (Local Processing Information)
949 (Local Processing Information)
960 (Local)
961 (Local)
966 (Local)
990 (Local)
998 (Local)
999 (Local)

6xx fields with these second indicators will be automatically removed.

2 - Medical Subject Heading
3 - National Agricultural Subject authority file
4 - Source not specified
5 - Canadian subject heading
6 - Répertoire de vedettes-matière
8 – Sears subject heading

An exception to this list includes 655 fields (Genre/Form headings) which will retain second indicators of 0, 1, and 7, but remove indicators 2, 3, 4, 5, and 6. The Library of Congress separated the genre/form thesaurus from Library of Congress Subject Headings several years ago and now refers to it as Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT).

Keep or add if known 521 and 526 (Accelerated Reader Info.)

Sometimes OCLC Records will have a URL in the print record and an 007. Please remove 856 field links from print records and the 007.
If cataloging electronic books, make sure you are using an electronic resource record and not a print record, and that the URL links to the full text and not a publisher website, review, or partial information. Please add the following subfields to the 856 field in the bib record as appropriate:

|yColumbus-Lowndes Public Library customers click here
|yEast MS Community College patrons click here
|yMSU Current Faculty/Staff/Students click here
|yMid-Mississippi Regional Library System patrons click here
|yFirst Regional Library System patrons click here
|yTombigbee Regional Library System patrons click here
|yMUW Current Faculty/Staff/Students click here
|yStarkville-Oktibbeha Public Library patrons click here

For free resources, please use the text below:

|yFree online resources click here

If you are the first library to add a title with a URL, we ask that you please add the following FAQ link to assist our patrons with any questions about why they may not have access to the particular resource:

856 //|uhttp://library.msstate.edu/eresource_faq.html|yQuestions About Electronic Access? Click here

3) **Provide authority information for controlled headings in MLP bibliographic records.**

The MSU Libraries work closely with the vendor SirsiDynix to add, change, and delete authority information in bibliographic records in WorkFlows. This includes the following MARC fields:

- Names (100, 110, 111, 700, 711)
- Subject-Names (600, 610, 611, 630)
- Series (490, 800, 811, 830; 440 and other obsolete series headings are obsolete)
- Uniform titles (130, 240, 243, 730)
- Subject-Topics (650, 651)

Authority reports are sent on a quarterly basis and reviewed by the MSU Libraries. Controlled fields in MLP bibliographic records are also reviewed periodically by SirsiDynix to ensure they are authorized, and headings will automatically be changed if the authority record for the heading changes.

While SirsiDynix generally finds and corrects headings for controlled MARC fields, there are times when a needed change is not corrected. This generally happens if an
authority record does not exist for the heading. To see if there is an authorized form for the heading, you can check the OCLC Connexion Authority File or the Library of Congress Authorities website (http://authorities.loc.gov/). Both contain the same authority information, although the Connexion Authority File is generally faster in adding newly created authority records. Remember that you can check the Authorities wizard in WorkFlows to view authorized names as well as “see also,” and “see from” names. If you are working on a bib record that is part of a series, the series authority record in WorkFlows can be viewed to check place of publication, whether the series is numbered or not, and if numbered, what form of numbering should be used, such as “v.” for “volume” or “no.” for “number.” Using the right form of enumeration should help group items in a series together by number.

If the desired authority record cannot be found, please contact Bob Wolverton, Jr. at the MSU Libraries. Authority Control Request Forms can be used to help establish or change names and series, and provides a way for us to create authority records for Mississippi authors and organizations. Additional information can be found by accessing the following link:

http://library.msstate.edu/mlp

This will take you to the Mississippi Library Partnership Web page. Once there, click on the “Member Resources” link on the left hand side of the screen under “Mississippi Library Partnership.” That will take you to the Member Resources Web page where you will see links to the Authority Control Request Forms – one for names and one for series. The requested information about new names/series can be typed directly onto the forms and emailed or faxed to us. In addition, please email or fax a copy of the main source of the information (such as title page, series title page, or cover of the piece being cataloged) with the name/series on it. Please send the information to:

Bob Wolverton, Jr.
Professor and Coordinator of Monographic Cataloging
Mississippi State University Libraries
Phone: 662-325-0548
Fax: 662-325-2895
bwolverton@library.msstate.edu

4) Keep up to date with new trends in cataloging.

Cataloging practices are often in a state of change, and one example of this has been the implementation of Resource Description and Access (RDA) as the replacement for AACR2. In addition to RDA being used in bibliographic records, it has also been implemented in creating new authority records. Catalogers at MSU have received RDA NACO training and submit RDA compliant authority records for persons, corporate bodies, conference names, and series to the Connexion and LC authority files. Under RDA, new NACO authority records are able to provide more information on names, including occupation, address, and associated language of individuals, which may prove
very helpful to catalogers in determining the correct authorized name for creators of works. The Library of Congress no longer follows the concept of undifferentiated personal names, in which one authority record contains information on two or more people with the same name, such as “Smith, John.” That means name authority records can only represent one person, so ways need to be found to separate out individuals with the same name, such as a birth date, fuller form of the name, or sometimes occupation.

Another new trend in cataloging has been the concept of linked data, expressed by the Library of Congress in its development of BIBFRAME (Bibliographic Framework), which is seen as an ultimate replacement for MARC. This model is still under development, and we may be several years away from its widespread use. More information about BIBFRAME can be seen through this link:

https://www.loc.gov/bibframe/

The growth of digital collections has greatly expanded in recent years, with catalogers developing work flows to handle these collections. Institutional repositories at colleges and universities nationwide are growing as well, giving faculty members a place to store their scholarly works and also electronic theses and dissertations written by graduate students. They can thus play a major role in promoting open access to such works.

Cataloging departments are also working more collaboratively with areas of the library such as special collections, as a way to improve discoverability of materials that are rare or previously unseen by library users. This is occurring now with the MSU Libraries, as our catalogers have met with special collections librarians to create bib records for materials that have never been cataloged, despite having been held for many years.

Finally, the expansion of metadata is already with us. MARC is still the most widely used form of metadata, but other examples include Dublin Core, Encoded Archival Description (EAD), Metadata Object Description Schema (MODS), and Metadata Encoding & Transmission Standard (METS).