



## **COPY CATALOGING: A PRIMER**

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MassCat members perform a lot of **Copy Cataloging**.

**Copy Cataloging** involves matching an established bibliographic record with an item to be added to a collection. It means finding an existing cataloging record that matches the item in hand and attaching local holdings information to that record.

In order to be used, the material in hand must match a record in 3 separate ways: **FORMAT**, **CONTENT** and **PUBLISHER**.

**FORMAT:** A print publication, an e-book and a microfilm are different formats; a DVD is different from a Blu-Ray disc; the widescreen version of a DVD is different from the full-screen version; an audiobook on CD is different from a Playaway. Each requires its own record.

**CONTENT:** Differences may involve revisions such as a new edition, a new forward or an introduction. Another difference is a change in layout including a different size font (Large Print), a different number of pages (more than 2-3) and size.

**PUBLISHER:** Even if the same text is reprinted exactly, a new publisher requires a different record.

### **Matching a book (or any item) to a bibliographic record**

Judging that a record matches in the three ways above involves the following areas:

#### **Title (tag 245)**

Information from the title page of the book is transcribed according to AACR2 or RDA, although capitalization and punctuation may vary. Every word in the 245 field must be on the title page unless the word is in [brackets].

#### **Edition (tag 250)**

The edition statement must be on the item, not just in the CIP area. Abbreviations are used with AACR2 (First edition becomes 1st ed.) but not with RDA.

**Place, publisher, date (tag 260/264)**

Place of publication can vary because the same book is sometimes published in different cities by the same publisher. Be sure that the publisher is the same. The presence or absence of distributors does not matter.

If there are multiple publishers listed on the item, only one has to be in the bib record to be considered a match. The publisher is usually listed on the title page. Sometimes, a cataloger will use the name of the parent company, often found on the verso of the title page. If so, that is still a match, though not the best practice in cataloging.

With multiple copyright dates, use the latest. Printing dates should be ignored, but are not always clearly identified as printing dates. Use the date of the item in hand. If the regular print edition was copyrighted and published in 2012, and the large print edition in 2013, the date of the large print edition should read 2013. If the mass market paperback was published in 2012 and then reprinted in 2013, the date should read 2012.

**Physical description (tag 300)**

Number of pages should match within 2-3 pages

If there are illustrations or maps, they should be noted in the record

Size should match within 2 cm.

**Series statement (tag 440 or 490)**

If your item is part of a series, that information must be in the record.

**ISBN; International Standard Bibliographic Number (tag 020)**

Unfortunately, the ISBN is not always a reliable indicator of a match. Publishers often misuse this number. Sometimes the same ISBN is used on different titles published by the company; sometimes on different editions/forms for the same title. And it is not unusual for a publisher to reprint a paperback and give it a new cover with a new ISBN.

Sometimes a generic CIP record contains ISBNs for multiple formats (regular print, large print, e-book; see MassCat Musings July 2014).

When a paperback book is rebound by a rebinding company (Turtle Back, Paw Prints, etc.) the company adds its own ISBN, even though the title does not require a new bib record (see MassCat Musings, December 2013).

In order for library patrons to find what they are looking for, it is important that items be matched accurately. If I don't own a Blu-ray player, I won't be happy when the DVD that I requested through Interlibrary Loan turns out to be a Blu-ray disc!