



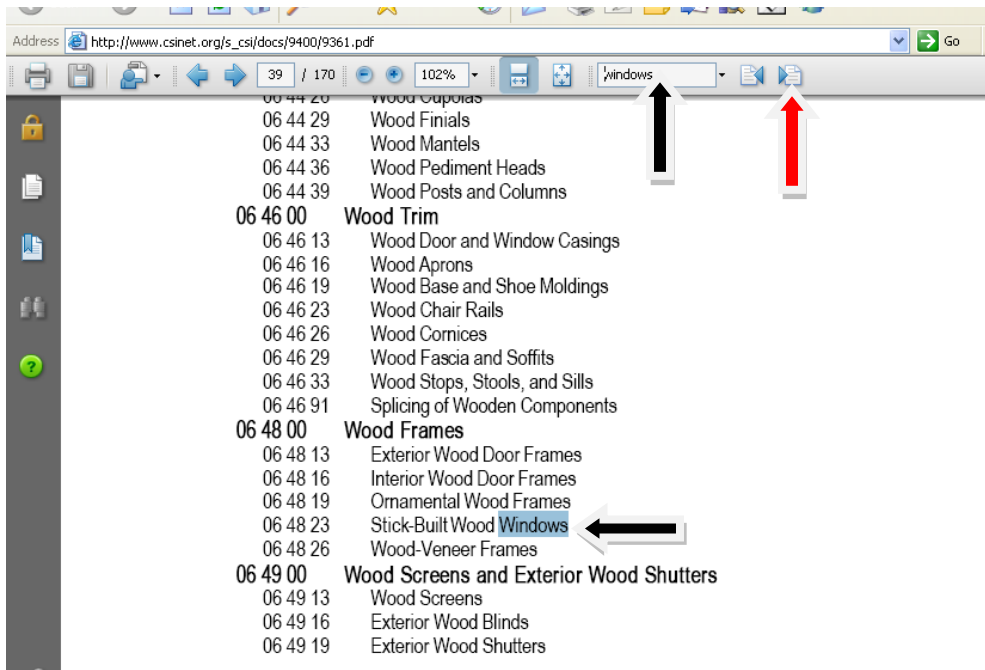
# IARC Cataloging Manual

Mary E. Desrosiers  
6/22/2009

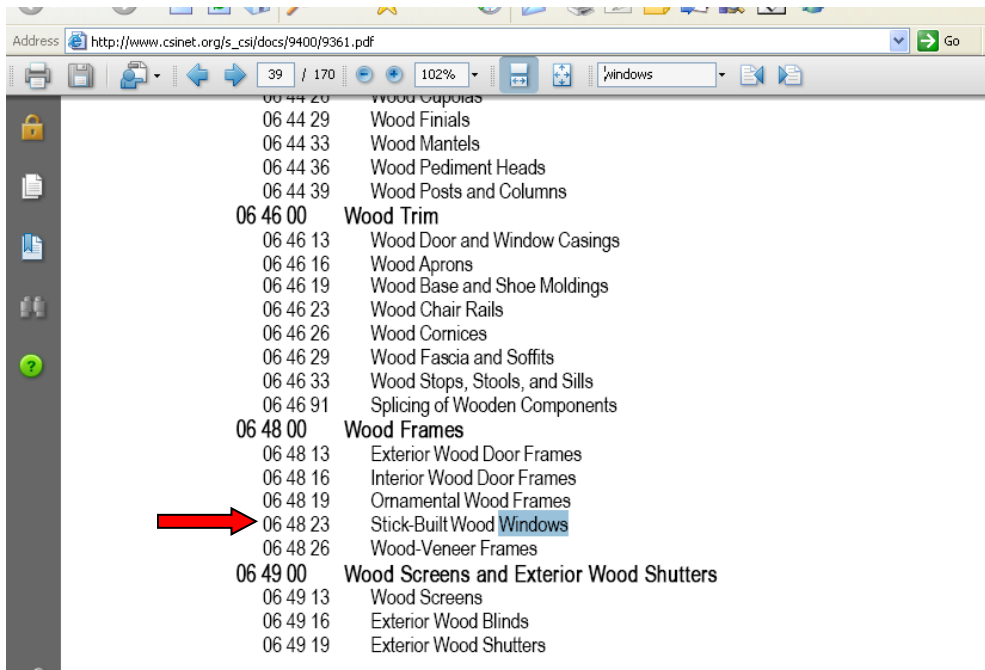
## PART 1: IARC SAMPLE MATERIAL

Use the IARC Cataloging Worksheets when cataloging all samples. The worksheets can then taken back to Jackson Library and used when entering data into WorkFlows.

To determine the call number, consult the [CSI Master Format](#). This is located on one of the MAC computers in the IARC Library and on the cataloging laptop. To determine the call number using the CSI Master Format, type a subject into the search box. CSI will locate and highlight the subject. If first hit does not suit, use right arrow that is next to the search box. Continue looking at various choices until one (is appropriate) suites. If none is appropriate suites, try another word, if you can't find a good number, consult with your supervisor.



Once it has been determined that the subject is the correct one, the six digit number on the left will be the start of the call number.



The first cutter of the call number will be the first two letters of the corporate body name. The second cutter of the call number is the date. The date depends on the type of material that is being cataloged.

Wall covering	2004
Fabric, curtains, drapes	2005
Furnishings	2006
Laminates	2007
Window treatments	2008
Flooring	2009

If your sample does not fit into one of the above categories, consult with supervisor

## PART 2: USING THE IARC CATALOGING WORKSHEET

The **099** field contains the call number.

### Example

01.33.23 St 2009

The **110** field contains the main entry using the corporate body name. (Corporate body is defined in *Anglo-American Cataloging Rules, 2<sup>nd</sup> edition, 2002 Revision and Updates* within Rule 21.1B1. ...*an organization or a group of persons that is identified by a particular name and that acts, or may act, as an entity.*) Usually it is the manufacturer of the sample being described.

#### Examples

110 2 Constantine Commercial.  
110 2 Iron Age Designs.

The **20x-24x** fields cover the title and situations of variant titles. *Bibliographic Formats and Standards* relates the various fields that may appear within the 20x-24x range. The **245** field contains the title as found on the title page, spine or front of the samples. If no formal title page, then a 500 note is needed stating "Title from cover/spine."

#### Examples

245 Solid color frieze.  
245 10 Rhythm in weave collection : |b fresh tapestry.

**Add a 246 field** for the varying form of the title. Use separate **246** fields for each varying form of title. Use **246** with the first indicator "3" and the second indicator zero blank if the 245 title proper (\$a subfield) includes an ampersand (&) or includes a hyphen (-) in the first five indexed words (i.e., excluding initial article). Spell out the ampersand in the appropriate language. Also add a 246 field if the \$b part of the title potentially could be searched as a title itself. In addition use a 246 field if there are initials in the first five indexed words NOTE: no punctuation at end of the 246 field

#### Examples

245 10 Primitive & weave tile.  
246 30 Primitive and weave tile-

245 10 Top-notch tapestry.  
246 30 Top notch tapestry

245 10 Rhythm in weave collection : |b fresh tapestry.  
246 30 Fresh tapestry-

245 10 NC furniture markets.  
246 30 North Carolina furniture markets

The **260** field contains publication related information.

\$a holds place of publication

\$b holds publisher information

\$c holds date. If the publication information only gives a copyright date, place a c immediately (no space) in front of the date, e.g. c2005.

~~If all other elements of the record match the piece:~~

If no date on sample, do not record.

If place of publication is not on sample, go to manufacturers website, find, and include in [ ].

### Examples

260 Hickory, NC : |b HBF, |c 2006.

260 [Irvine, CA] : |b Momentum Group, |c 2005.

~~260 Greensboro, NC : |b Company with no date.~~

The **300** \$a subfield contains pagination information; the \$b subfield contains description of illustrative material, and the \$c subfield gives the height of the item in centimeters.

### Examples

300 1v. : |b samples ; |c \_\_\_\_ cm.

300 1v. (loose-leaf) : |b samples ; |c \_\_\_\_ cm.

300 1v. : |b col. III. ; |c \_\_\_\_ cm.

The **5xx** fields contain notes. There are over 50 differently numbered fields for notes, though some you will never encounter and most are encountered only rarely. The most common note you will encounter is the **500** field for General Notes. Use a separate **500** field for each note. All other **5xx** fields will not be used except for **505** on occasion.

### Examples

500 Title from cover.

500 Title from spine.

Give an example of a 505 field

The **690** field is used for local subject added entry. A subject or geographic name is used as an entry element for a topical term. Use LC subject headings, if cannot find a suitable subject head, consult with supervisor. when able. A good way why to do this is to check the authority file in Connexions.

### Examples

690            Furniture.  
690    0        Architecture, Modern |y19th century.

Occasionally the **710** field will be used. This field is for the corporate body added entry. In the example below, Steelcase is the parent company of Design Tex.

### Examples

110    2        Design Tex.  
710    2        Steelcase.

The **856** field contains Electronic Location and Access or the URLs and product site.

### Example

856    40        |uhttp://www.themomgroup.com/momtex |3Product site

The **910** field contains the initials of the cataloger.

### Example

910            MED

Write the call number on the provided yellow paper strip according to what is in the **099** field. Below is an example of a Sample call number:

### Example

01.33.23  
St  
2009

If unsure about how to format a field ~~item~~ according to MARC2 format, consult [OCLC Bibliographic Formats](#) to view rules and examples.

## **PART 3: FROM WORKSHEET TO WORKFLOWS**

Once the IARC Cataloging Worksheet is complete the information can then be entered into WorkFlows. In WorkFlows, search for an item using the corporate body name. Make sure the result is a sample item instead of a monograph. Once you have the appropriate bibliographic result displayed, duplicate the title.

- Open session in Workflows
- Select **Cataloging** from the top tab

- Select **Title** from left side of screen
- Select **Modify Title**
  - In the search field, search call number from the **099** field of your worksheet; then scroll to see if the call number exists for a record. Try to match the first two letters of the call number. When you have a match, open, and then close the record. **Do not change any information in this record.**
- Select **Duplicate Title.**
- **Check properties default page, if not appearing consult supervisor**

**Duplicate Title : Set Properties**

Display property page:  Wizard Startup  Never

**Defaults**

**Editor display options**

MARC View  Display fixed fields

Descriptive view  Display descriptive labels (for entri...

**Call number default values**

Library:   Shadow call number

Class scheme:   Show shelving key

**Item tree defaults**

Item tree display collapsed  Item tree display expanded

**Extended Info Display Options**

Display staff note on item list

Display public note on item list

**Item required default values**

Type:   Permanent

Home location:   Circulate

Shadow item

**Item optional default values**

Price:  Item category 1:

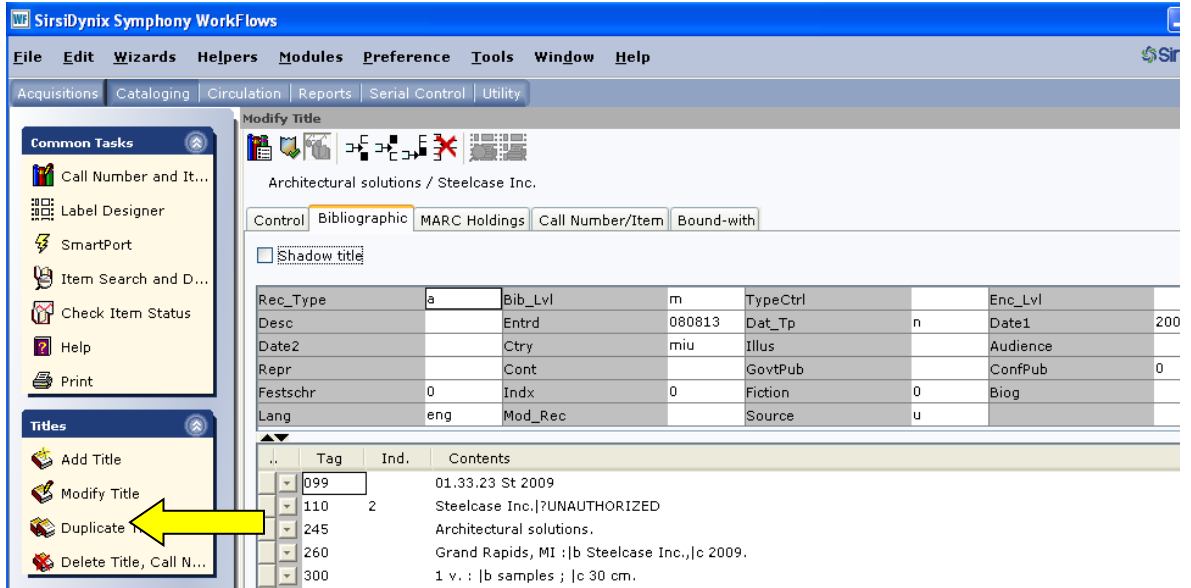
Media desk:  Item category 2:

Properties must be set up as above, especially Library, Class scheme, Type and Home Location

~~If the “properties default” page appears, select “OK” to close.~~

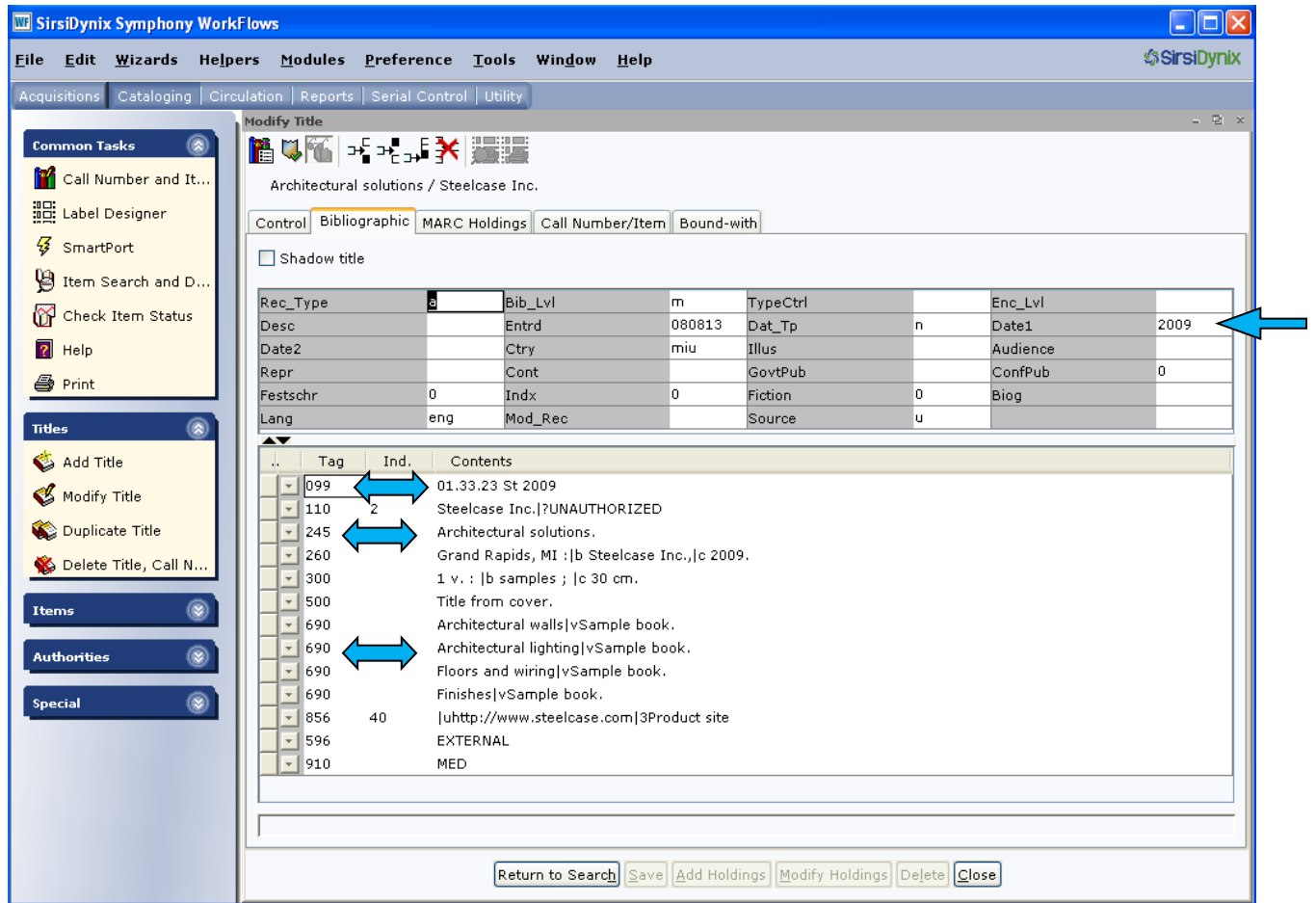
Select the link under “Current” at the top of the screen. This will open the

record that you selected under “modify title” that you wish to duplicate.

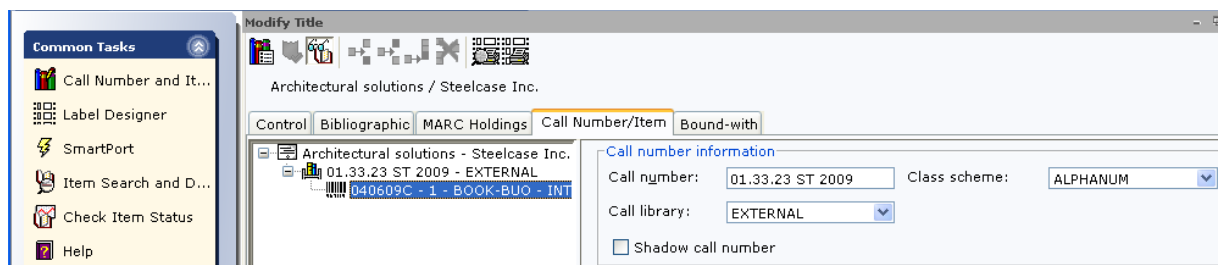


Once the record has been duplicated, information from the cataloging worksheet can be added.





After the Bibliographic record has been added, the Call Number/Item needs to be added as well. Enter the call number in the Call number information box. The call library will be EXTERNAL and the Class scheme will be ALPHANUM.

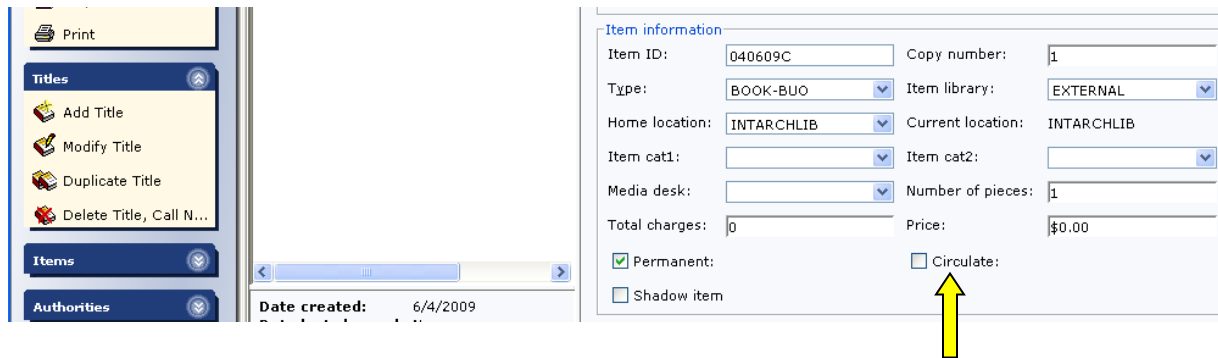


The Item type is: Sample

Home location is : INTARCHLIB

Next, item information needs to be added. To get the Item ID, the day/month/year format is used with a capital letter at the end (300509A). The capital letter signifies the

different items entered that day. If five items are entered, A-E will be used. The type will always be **BOOK-BUOSAMPLE** and the home location will always be INTARCHLIB. Make sure the Item library is listed as EXTERNAL. Also, make sure that the circulate box is unchecked. SAVE.



The screenshot displays a library management system interface. On the left, a sidebar contains a 'Print' button and a 'Titles' section with options: 'Add Title', 'Modify Title', 'Duplicate Title', and 'Delete Title, Call N...'. Below this are 'Items' and 'Authorities' sections. The main area shows 'Date created: 6/4/2009'. On the right, the 'Item information' form is visible, containing the following fields:

Item ID:	040609C	Copy number:	1
Type:	BOOK-BUO	Item library:	EXTERNAL
Home location:	INTARCHLIB	Current location:	INTARCHLIB
Item cat1:		Item cat2:	
Media desk:		Number of pieces:	1
Total charges:	0	Price:	\$0.00
<input checked="" type="checkbox"/> Permanent:		<input type="checkbox"/> Circulate:	
<input type="checkbox"/> Shadow item			

A yellow arrow points to the 'Circulate' checkbox, which is currently unchecked.

Mary E. Desrosiers  
June 22, 2009



## IARC cataloging worksheet

099 \_\_\_\_\_

110 2 \_\_\_\_\_

245 0 \_\_\_\_\_

246 \_\_\_\_\_

260 \_\_\_\_\_

300 \_\_\_\_\_

500 \_\_\_\_\_

500 \_\_\_\_\_

690 \_\_\_\_\_

690 \_\_\_\_\_

856 40 \_\_\_\_\_

910 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Useful links:**

<http://www.oclc.org/bibformats/en/> **May want to use this link for OCLC Bibliographic Formats and Standards**

<http://www.oclc.org/us/en/default.htm>

Under “**Tools and Services**”, go to “**Librarian’s Toolbox**”. Scroll down to “**Cataloging Tools**” and choose “**Bibliographic Formats and Standards**”. *Bibliographic Formats and Standards* is a guide to machine-readable cataloging records. It provides tagging conventions, input standards and guidelines for entering information.

[http://www.csinet.org/s\\_csi/docs/9400/9361.pdf](http://www.csinet.org/s_csi/docs/9400/9361.pdf)

CSI Master Format standardizes information for construction project manuals.

<http://catalog.loc.gov/>

Library of Congress Online Catalog

<http://desktop.loc.gov/>

Access to the most widely used cataloging documentation resources in an integrated, online system. Library of Congress

<http://classificationweb.net/>

Library of Congress Classification and Library of Congress Subject Headings