

RDA Copy Cataloging Checklist For Books – In Workflow Order (7/9/2014)

Field	Things to check	Example edits
020	<ul style="list-style-type: none"> ✓ ISBN (\$a only) ✓ Remove ISBNs for other formats 	Example edits
245	<ul style="list-style-type: none"> ✓ Title ✓ Indicators ✓ Statement of responsibility 	<p>245 00 A woman who loves cats / \$c by Rita Lesemann. ~Change to~</p> <p>245 12 A woman who loves cats / \$c by Rita Lesemann.</p>
246	<ul style="list-style-type: none"> ✓ Provide helpful alternate titles 	100 1 _Rose, Mary. ~Change to~
1XX, 7XX	<ul style="list-style-type: none"> ✓ Use authorized forms ✓ Add MARC relator terms as appropriate 	100 1 _Rose, Mary Zuehlke, \$d 1966- \$e author.
7XX	<ul style="list-style-type: none"> ✓ Provide necessary access points with MARC relator terms 	
250	<ul style="list-style-type: none"> ✓ Edition statement 	
264	<ul style="list-style-type: none"> ✓ Publisher and date ✓ Change 260 field to 264 field(s) ✓ Indicators 	<p>260 Edwardsville, IL : \$b SUIE Press, \$c 2013, c2012. ~Change to~</p> <p>264 _1 Edwardsville, IL : \$b SUIE Press, \$c 2013. 264 _4 \$c ©2012</p>
300	<ul style="list-style-type: none"> ✓ Pagination 	300 x. 319 pages : \$b illustrations. ; \$c 24 cm.
33X	<ul style="list-style-type: none"> ✓ Check for 336, 337, 338; add if missing; blank indicators 	
Series	<ul style="list-style-type: none"> ✓ Change 440 to 490 & 8XX 	<p>440 _0 Korean vampires ~Change to~</p> <p>490 1 _Korean vampires 830 _0 Korean vampires.</p>
6XX	<ul style="list-style-type: none"> ✓ Remove non-English & non-LCSH/non-MESH/non-FAST ✓ Revise misleading subjects 	
Call number	<ul style="list-style-type: none"> ✓ LC class & Cutter numbers match previous edition if applicable ✓ Search LC class number (portion before author/title Cutter) <ul style="list-style-type: none"> ○ Does subject match other books in this class? ✓ Search LC class + Cutter numbers <ul style="list-style-type: none"> ○ Is the call number unique? 	<p>090 QA303.2 \$b .F56 2010</p> <p>245 10 Go Cards! / \$ c by Lynnette Fields and Jill Garbs. ~Search QA303.2~</p> <ul style="list-style-type: none"> • Titles are Calculus lifesaver; Calculus wars; etc. • Give to Melissa to correct
505	<ul style="list-style-type: none"> ✓ If an existing 505 lists titles and authors but is not enhanced, then enhance the field (add \$t and \$r as appropriate). If the 505 is not present, do not add it. If the 505 only lists titles, do not enhance it. 	<p>505 0 _How to make brownies / Cathie Banks – Crossword solving secrets / Debbie Thien. ~Change to~</p> <p>505 00 \$t How to make brownies / \$r Cathie Banks – \$t Crossword solving secrets / \$r Debbie Thien.</p>
dates	<ul style="list-style-type: none"> ✓ Dates match in call number, 264 \$c, and 008 fixed field Date 1 	
Lang	<ul style="list-style-type: none"> ✓ Language fixed field (eng) in 008 	
Lit Form	<ul style="list-style-type: none"> ✓ Literary form (0 for nonfiction, 1 for fiction) in 008 	
Type	<ul style="list-style-type: none"> ✓ Type of record in Leader 	

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Type	✓ Type of record in Leader	
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Lit Form	✓ Literary form (0 for nonfiction, 1 for fiction) in 008	
Lang	✓ Language fixed field (eng) in 008	
020	✓ ISBN (\$a only) ✓ Remove ISBNs for other formats	
Call number	✓ LC class & Cutter numbers match previous edition if applicable ✓ Search LC class number (portion before author/title Cutter) <ul style="list-style-type: none"> ○ Does subject match other books in this class? 	090 QA303.2 \$b .F56 2010 245 10 Go Cards! / \$ c by Lynnette Fields and Jill Garbs. ~Search QA303.2~ <ul style="list-style-type: none"> • Titles are Calculus lifesaver; Calculus wars; etc. • Give to Melissa to correct
1XX, 7XX	✓ Use authorized forms ✓ Add MARC relator terms as appropriate	100 1_ Rose, Mary. ~Change to~ 100 1_ Rose, Mary Zuehlke, \$d 1966- \$e author.
245	✓ Title ✓ Indicators ✓ Statement of responsibility	245 00 A woman who loves cats / \$c by Rita Lesemann. ~Change to~ 245 12 A woman who loves cats / \$c by Rita Lesemann.
246	✓ Provide helpful alternate titles	
250	✓ Edition statement	
264	✓ Publisher and date ✓ Change 260 field to 264 field(s) ✓ Indicators	260 Edwardsville, IL : \$b SIUE Press, \$c 2013, c2012. ~Change to~ 264 _1 Edwardsville, IL : \$b SIUE Press, \$c 2013. 264 _4 \$c ©2012
300	✓ Pagination	300 x, 319 pages : \$b illustrations ; \$c 24 cm.
33x	✓ Check for 336, 337, 338; add if missing; blank indicators	440 _0 Korean vampires ~Change to~ 490 1_ Korean vampires 830 _0 Korean vampires.
Series	✓ Change 440 to 490 & 8XX	
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6XX	✓ Remove non-English & non-LCSH/non-MESH/non-FAST ✓ Revise misleading subjects	
7XX	✓ Provide necessary access points with MARC relator terms	

Hybrid AACR2 Copy Cataloging Checklist For Books – In Workflow Order (7/9/2014)

Field	Things to check	Example edits
020	<ul style="list-style-type: none"> ✓ ISBN (\$a only) ✓ Remove ISBNs for other formats 	<p>Example edits</p>
245	<ul style="list-style-type: none"> ✓ Title ✓ Indicators ✓ Statement of responsibility ✓ No longer use rule of three in statement of responsibility 	<p>245 00 A woman who loves cats / \$c by Rita Lesemann. ~Change to~ 245 12 A woman who loves cats / \$c by Rita Lesemann. 245 00 Digitization gone wild / \$c by Ginger Strickland ... [et al.] 700 1_ Strickland, Virginia. ~Change to~ 100 1 Strickland, Virginia, \$e author. 245 10 Digitization gone wild / \$c by Ginger Strickland, Mary Rose, Matt Paris and Elizabeth Esselman. 700 1_ Rose, Mary Zuehlke, \$d 1966- \$e author. 700 1_ Paris, Matthew, \$e author. 700 1_ Esselman, Elizabeth, \$e author.</p>
246	<ul style="list-style-type: none"> ✓ Provide helpful alternate titles 	<p>100 1_ Rose, Mary. ~Change to~ 100 1_ Rose, Mary Zuehlke, \$d 1966- \$e author.</p>
1XX, 7XX	<ul style="list-style-type: none"> ✓ Use authorized forms ✓ Add MARC relator terms as appropriate 	<p>700 1_ Schoenborn, Melanie. ~Change to~ 700 1_ Schoenborn, Melanie, \$e editor.</p>
7XX	<ul style="list-style-type: none"> ✓ Provide necessary access points with relator terms ✓ Add MARC relator terms as appropriate 	<p>700 1_ Schoenborn, Melanie. ~Change to~ 700 1_ Schoenborn, Melanie, \$e editor.</p>
250	<ul style="list-style-type: none"> ✓ Edition statement 	<p>260 Edwardsville, IL : \$b SIUE Press, \$c 2013, c2012. ~Change to~ 264 _1 Edwardsville, IL : \$b SIUE Press, \$c 2013. 264 _4 \$c ©2012</p>
260	<ul style="list-style-type: none"> ✓ Publisher and date ✓ Change 260 field to 264 field(s) ✓ If copyright date is used as the publication date, put date in brackets and add copyright date in separate 264 field 	<p>260 St. Louis, Mo. : \$b Mosby Pub., \$c c2013. ~Change to~ 264 _1 St. Louis, Mo. : \$b Mosby Pub., \$c [2013] 264 _4 \$c ©2013</p>
300	<ul style="list-style-type: none"> ✓ Pagination 	<p>440 _0 Korean vampires ~Change to~ 490 1_ Korean vampires 830 _0 Korean vampires.</p>
33X	<ul style="list-style-type: none"> ✓ Add 336, 337 and 338; blank indicators 	<p>440 _0 Korean vampires ~Change to~ 490 1_ Korean vampires 830 _0 Korean vampires.</p>
Series	<ul style="list-style-type: none"> ✓ Change 440 to 490 & 8XX 	<p>440 _0 Korean vampires ~Change to~ 490 1_ Korean vampires 830 _0 Korean vampires.</p>
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Call number	<ul style="list-style-type: none"> ✓ Revise misleading subjects ✓ LC class & Cutter numbers match previous edition if applicable ✓ Search LC class number (portion before author/title Cutter) <ul style="list-style-type: none"> ○ Does subject match other books in this class? ✓ Search LC class + Cutter numbers <ul style="list-style-type: none"> ○ Is the call number unique? 	<p>090 QA303.2 \$b .F56 2010</p> <p>245 10 Making scarves for fun and profit / \$ c by Stacey Haas and Kyndal Norton.</p> <p>~Search QA303.2~</p> <ul style="list-style-type: none"> • Titles are Calculus lifesaver; Calculus wars; etc. • Give to Melissa to correct
505	<ul style="list-style-type: none"> ✓ If an existing 505 lists titles and authors but is not enhanced, then enhance the field (add \$t and \$r as appropriate). If the 505 is not present, do not add it. If the 505 only lists titles, do not enhance it. 	<p>505 0_ How to make brownies / Cathie Banks – Crossword solving secrets / Debbie Thien.</p> <p>~Change to~</p> <p>505 00 \$t How to make brownies / \$r Cathie Banks – \$t Crossword solving secrets / \$r Debbie Thien.</p>
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246	✓ Provide helpful alternate titles	
250	✓ Edition statement	
260	✓ Publisher and date ✓ Change 260 field to 264 field(s) ✓ If copyright date is used as the publication date, put date in brackets and add copyright date in separate 264 field	260 Edwardsville, IL : \$b SIUE Press, \$c 2013, c2012. ~Change to~ 264 _1 Edwardsville, IL : \$b SIUE Press, \$c 2013. 264 _4 \$c ©2012 260 St. Louis, Mo. : \$b Mosby Pub., \$c c2013. ~Change to~ 264 _1 St. Louis, Mo.: \$b Mosby Pub., \$c [2013] 264 _4 \$c ©2013

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