



**PrairieCat MARC members and MARC trainees  
AGENDA  
August 8<sup>th</sup>, 2019**

The PC MARC & MARC-trainees will meet Thursday, August 8th 2019 @ 11:15am-1pm via Zoom after the PC Tech Committee meeting, following a short break.

To register for GoTo, please visit:

Registration

URL: <https://railslibraries.zoom.us/meeting/register/eed47123d2032f567510d14dfea9e911>

Join Zoom Meeting

<https://railslibraries.zoom.us/j/711984379>

Dial by your location

+1 929 205 6099 US (New York)

+1 669 900 6833 US (San Jose)

Meeting ID: 711 984 379

- I. Welcome
- II. Roll call for attendance
- III. Review agenda for additions/corrections
- IV. Approval of minutes from: June 13, 2019
- V. Removal of 856 tags(s) when before downloading record into Sierra
- VI. Locally created bibliographic records vs. generic record vs. OCLC record – chart
- VII. Q&A (All)
- VIII. **Next meeting is Wednesday, September 11, 2019, in person @ Princeton Public Library & via Zoom, 10:00 a.m – 3 p.m. Recommended for only those MARC/MARC trainees that are utilizing and familiar with MARC Report**



**PrairieCat MARC Libraries Meeting  
Draft Minutes  
June 13, 2019**

**ATTENDANCE:**

**MEMBERS:** Bonny (PC), Breneman (CC), Chapman (RL), Dean (WL), DeBord (YK), Fane (LP), Fine (PR), Hickey (SY), Kessler (CC), Landis (PC), Magierski (HR), McSweeney (HD), (Sciaky (MK).Shippy (MX), Slanicky (PC), Tedder (PC), Zanelli (PC).

**GUESTS:** Calbow (UE), Groth (EM).

**ABSENT:** Brozovich (RP), James (RU), Lien (PC), Maine (TF), Solheim (KR), Tepen (UT), Yerk (CH)

- I. Welcome**
- II. Roll call for attendance**
- III. Review agenda for additions/correction** – The date for the next meeting is August 8 via GoToTraining.
- IV. Approval of minutes from: April 11, 2019**

Dean (WL) moved and Bares (RU) seconded to approve the minutes from the April 11, 2019 meeting with corrections. Motion passed.
---

- V. Locally created bibliographic records** – The 001 tag was suggested to use the library's 2-letter Sierra code, then John suggested using "pc" at the beginning for PrairieCat. For example, PCWO0001. Need eight characters. These would not be used for on order records. This would be used for locally created records that won't be ILL'd and don't need an OCLC record. Example: a video of a local parade. The call number would be very specific in all CAPS, with a 900 tag with staff initials, and a 945 tag |bOCLC DO NOT SET. Schwarz (WO) asked if Northern8 records imported into Sierra need to be changed. If you have time to upgrade them, yes, but it is not a high priority. Woodstock has approximately 175 local records. Libraries can have a template created for locally created records. For local history, consider using the CMC (Cataloging Maintenance Center) to get free catalog records.

**VI. Review of TSUG manual and Larger Print materials** – Tedder (PC) read from the Large print font handout. Library staff can make a copy of the point type chart to keep by their desk to compare to the item in hand. The item itself may not say on it what the point type is. Chapman (RL) has some Harper Luxe larger print items with 14 point. The committee agreed to use retain 14 point (the TSUG manual incorrectly had 16 point ; this will be corrected). Library staff have the item in hand, making it easier for them to decide if it is large print. Don't just go by what OCLC says. Anything that is marked "larger print" but is less than 14 point, treat as regular print with a 500 note "larger print". See record b24139348 for an example. Each library can keep the item where they want (large print section or regular stacks), just make a note in the item record.

**VII. Series statement – Use of 490 |n & 8xx |n & |v** – PrairieCat has about 250 bib records that have a 440 tag. The 440 tag is obsolete. Use a 490 tag instead. The 490 tags are not indexed, so they are not searchable. You can only find 490 tags with a keyword search. All 490 tags should have an 8xx tag. The 490 is transcribed from the item. It should be standardized in the 8xx tag. (you will typically see an 800 or 830 tag). Can have some variation in the 490 tag. The 642 tag in the authority record shows you how to do the |v in the 830 tag. When the author is used for the entire series, use an 800 tag. The 830 tag is used when more than one author is used for the series. For the 490 tag, the first indicator is a 1 so it is traced. Enter it as you see it on the item. The 490 tag does not use |n. Example: 490 0 The legacy... a trilogy ; [part 2]. The |n is for volume/sequential designation. The workaround for Northern libraries in WebPac will not work in Encore. The 830 tag always has a 2<sup>nd</sup> indicator of zero. The 8xx tag is indexed and is searchable. Even though it is not "wrong" cataloging to keep a 490 tag untraced (no corresponding 8xx tag), PrairieCat instructs to add the 8xx, if missing, so series is searchable via "Series" index within Sierra. Slanicky (PC) described the Marcive process. PrairieCat uses a 3<sup>rd</sup> party vendor called Marcive for authority processing. Some records are upgraded, such as adding the reading levels. Processing is done monthly, usually the 2<sup>nd</sup> week of the month. For example, in June, all of the records added or updated in May are sent to Marcive. During this process, the database is "frozen" and you cannot change or merge any records added/updated that month. The extract is done late Thursday or early Friday morning and does 3,000 to 4,000 records in about four hours. Look at the top line for the record created date so you know which records you cannot edit or merge or delete. The record coming back from Marcive will replace the existing record, so if you made changes, those changes will be lost. Slanicky (PC) sends an email that the database has been "unfrozen" to let you know when it is safe to resume editing/merging bib records.

**VIII. Q&A (All)**

- a. PC Staff Meeting - PC staff will be out of the office Friday, June 14 for an all-day staff meeting. Tedder (PC) will be off all next week. Make sure you include Bonny (PC) if you email any files to be edited.**

**IX. Next meeting is Thursday, August 8, GoToTraining, 11:15-12:30.**

# PrairieCat Bibliographic Records parameters

Attributes	OCLC	Sierra Local Original	Sierra Library-specific generic	Sierra Enhanced Generic	Sierra Generic
Material is published/produced “as-is”	√				
Discoverable (title record is unsuppressed from OPAC)	√	√	√	√	
Interlibrary Loan outside Sierra	√				
Interlibrary Loan within Sierra (library decision)	√	√	√		
Circulates (library decision)	√	√	√	√	√
Holdable (library decision)	√	√	√		
Subject access	√	√	√	√	
Inventory	√	√	√	√	√
Statistics	√	√	√	√	√

Generic records are bibliographic records created and maintained by PrairieCat contract staff to allow for circulation and statistical tracking of temporarily held materials, ephemera, and other items for which complete bibliographic access is not desired. Generic records are NOT a way to avoid creating a MARC record for usual library materials. No new generic records can be added without the approval of PrairieCat contract staff. (Approved AC 5/1/2013)

Examples of acceptable use of generic records include:

Pamphlets, catalogs, temporary reserve materials from an instructor, non-accessioned paperbacks, equipment, realia, and donated issues of periodicals.

Items attached to generic records can be circulated to users and will appear on notices should they become overdue. Specific identifying information for each item should be included in the call number field and will print on overdue notices. Use of generic records should be sparing, as users can only see title information when they check their account online. They would see, for example, “GENERAL FICTION : RECORD #13” listed in their checkouts.

# PrairieCat Bibliographic Records parameters

Generic records are to include a 945 7b OCLC DO NOT SET and will not be uploaded to OCLC.

Requests for procedures from Resource Sharing Committee:

- Add that records are searchable by author [PrairieCat] to display them all
- Include instructions for discussing needs with PrairieCat contract staff to determine options or whether a new generic record is needed
- Allow/describe that PrairieCat contract staff can add vendor or format neutral short records to the database for materials that fit into the allowed areas for generic records (not books, audio recordings, video recordings, periodicals). These records would be “enhanced generic records” that have subject access and can be holdable (library decision). Records would display in Encore. Examples: “Laptop,” “bike lock,” “tote basket.” So, would allow patrons to search and place holds (if allowed), but not require fully cataloged record with specific model, vendor, etc. Not added to OCLC.
- All “regular” generic records will be suppressed from Encore.

Examples:

# PrairieCat Bibliographic Records parameters

b20327456 Last Updated: 07-19-2019 Created: 06-16-2012 Revisions: 32

Language	eng English	Cat. Date	06-07-2012	Bib Code 3	- ---
Skip	0	Bib Level	m Monograph	Country	
Location	multi	Material Type	o KIT		

MARC Leader ##### c o m a 2 2 ##### a 4 5 0 0

Locations mka ,mk

OCLC No. 001 PCMK0004

Misc. 006 g --- f v

Misc. 007 v d c v a i z u

Misc. 008 040923 n nnn 0 eng u

Misc. 043 n-us-il

Locally Assigned Dewey Call Number 099 LOCAL RECORD - MKBB

Title 245 0 0 Travel the USA. [pCalifornia] [h[kit] /c  
[prepared by the Mokena Public Library District].

Alt Title 246 3 0 California

Alt Title 246 3 0 Travel the USA

Alt Title 246 3 0 USA

Publication Info. 264 1 [Mokena, Ill.] : [b[Mokena Public Library District], c[2004]

Description 300 8 books, 3 DVD videorecordings, 1 state maps ; cin cloth tote 26 x 62 x 42 cm.

Description 336 other [bxxx] [2rdacontent]

Description 337 unmediated [bn] [2rdamedia]

Description 338 unspecified [bzu] [2rdacarrier]

Series 490 0 Travel the USA.

Note 500 Title supplied by cataloger. Record updated 3/9/12

Note 505 0 0 [gBook:] [AAA Spiral Guides Travel with Someone You Trust: California -- [gBook:] Mobil Travel Guide Southern California [gBook:] Explorer's Guide Napa & Sonoma A Great Destination [r Peg Melnik -- [gBook:] Birnbaum Guides Disneyland Resort [r Expert Advice from the Inside Source -- [gBook:] Frommer's 25 Great Drives in California -- [gBook:] Best Places Northern California [r Matthew Poole -- [gBook:] Uniquely California [r Stephen Feinstein -- [gBook:] Weird California [r Greg Bishop -- DVD: [t Adventures in Wild California -- [gDVD:] Great American Scenic Railroads, The Surfline & California Western -- [gDVD:] Historic Travel US Many Faces of California -- [gMap:] California.

Note 500 LOCAL RECORD - MKBB

Subject 651 0 California Description and travel.

Added Author 710 2 Mokena Public Library District (Ill.)

Misc. 900 st/PC 06/07/2012

Misc. 945 [b] OCLC DO NOT SET

Example 1. Sierra local original

# PrairieCat Bibliographic Records parameters

**b20608469** Last Updated: 07-02-2019 Created: 01-18-2013 Revisions: 22

Language  Cat. Date  Bib Code 3

Skip  Bib Level  Country

Location  Material Type

MARC Leader

Locations

OCLC No.

Misc.

Misc.

Misc.

Misc.

Misc.

Local Free-Text Call Number

Title

Alt Title

Alt Title

Publication Info.

Description

Description

Description

Description

Note

Note

Subject

Subject

Subject

Subject

Added Author

Misc.

Misc.

Misc.

Example 1. Sierra enhanced generic record



# PrairieCat Bibliographic Records parameters

b26920955 Last Updated: 07-17-2019 Created: 07-17-2019 Revisions: 2

Language  Cat. Date  Bib Code 3

Skip  Bib Level  Country

Location  Material Type

MARC Leader

Locations

OCLC No.

Local Free-Text Call Number

Title

Alt Title

Alt Title

Alt Title

Alt Title

Alt Title

Alt Title

Description

Note

Note

Subject

Subject

Subject

Subject

Subject

Subject

Subject

Added Author

Misc.

Example 2. Sierra library-specific generic record