I. Getting Started

A. Get a booktruck of the “oldest” books awaiting cataloging and log onto InfoLinks (MilCat).

B. Check the printout of the bib. Record enclosed in the book by Acquisitions staff. Look at the 040 field. Does the |a, |c, or |d contain “DLC” or the symbol for one of the libraries from the “Master Enhance List?” If so, proceed. If not, circle the 040 field and place the book with enclosed printout on the Tech. III shelf.

C. Call up the record on InfoLinks (MilCat). Compare the author, title, and physical description (245, 250, and 300 fields) against the book in hand to see if it matches. If so, go on to the next step. If not, or if the record found is a brief bib. record instead of a full one, do the following:

1. Go into OCLC Connexion and search for cataloging copy. Better yet, save this book until you have several to search in OCLC, and then do them as a batch.

2. If you get several “hits” for a search, prefer the one with “DLC” in the 040 field. If none has “DLC” in the 040, select a record with a symbol from the “Master Enhance List.” If there is more than one such record, prefer the most complete or the one with the most attached holding libraries. If none of your “hits” has DLC or an Enhance library code in the 040 field, make a note to that effect on the printout and place the book with printout on the Tech. III shelf.

3. Export the record to InfoLinks (MilCat). (see separate instructions)

4. Exit OCLC (disconnect when finished with batch) and return to InfoLinks (MilCat for editing.

D. If books contain supplemental materials such as computer diskettes or audio cassettes, place them on the Tech. III shelf.

E. Remove the cover from the book and set it aside. Exceptions: If the book is flagged for the Fine Arts, place the cover inside the back of the book.

II. Fixed Fields

Definition: non-repeatable, coded fields of fixed length found at the top of the record. In addition, fields 005, 006, 007, and 008 also contain fixed field information. Fixed fields contain codes for data that is oftentimes duplicated in the descriptive part of the record.

Compare the book in hand with the screen record. Is there a 945 field at the end, with someone’s initials? Label it as such and set aside.

A. Lang: make sure the code matches the piece in hand. Most of the time, it will be eng for English.

B. Location: make sure the location code matches the destination of this book. Most of the time, this will be main. Some other location codes are: lrc (Learning Resources Center), fal (Fine Arts Library), chem (Chemistry Library), and phys (Physics Library).

C. Bib lvl: Is the code m for monograph? If the code is s for serial, place in the question basket for the serials unit head. If the book looks as if it might be a serial, or if there are multiple parts in
different formats, place it on the Tech. III shelf. Otherwise, change to m. N. b.: multi-volume
2 sets are coded m.
D. Mat type: should be a for language material.

E. Locate the 008 field on your bib. record and enter the corresponding line number. This will
result in an expanded display of what is known as “fixed field” data. To expand the 008 in MilCat
right click on the field and choose expand field from the menu.

1. Enc lvl: Is the encoding level ___, 1, 4, 8, I, or J? If not, place on Tech. III shelf.
If J, search OCLC for a record with Enc lvl ___, 1, 4, 8, or I. Again, try to
batch your work so that you can do all or most of your work on OCLC in
brief sessions. If no record is found, give book to LAT III.
If the encoding level is 8, see instructions for CIP materials under IV.G., below.

2. Cat form: should be a. If ___ or I, place book on Tech. III shelf.

III. Control Fields

Definition: these are fields of fixed length used to manipulate records within a database. The only ones you
need be concerned with for now are the 040 (see I.B., above), which provides information about the
institution that created, entered, and/or updated the record in OCLC, and the 049, which holds the local
holdings code. There are 16 local holdings codes used in the 049:

AFUA Main       AFUB Chemistry
AFUC Fine Arts Library  AFUD Law Library
AFUE Learning Resources Center  AFUF Physics Library
AFUG Learning Resources, Juv.   AFUH Audio Visual
AFUI Special Collections, Dewey     AFUJ Special Collections, LC
AFUK Reference           AFUM Government Documents
AFUN Index              AFUP Arkansas Coll., LC
AFUO U.S. Documents

The 049 was very important in the work we did on OCLC prior to purchasing our Innovative Interfaces,
Inc. system. You will see it scrupulously maintained prior to 1993, and often ignored starting from about
1995. You do not need to edit the 049 field in InfoLinks, but you may find it helpful at times to know what
some of the more commonly used codes are for.

You may also find it useful to know that field 001 contains the OCLC control number, which can be used
as a direct means of retrieval in both OCLC and InfoLinks.

The 020 field contains the International Standard Book Number, which can also be used for retrieval in
InfoLinks and OCLC. Check it against the number on the book to see that it is entered correctly.

IV. Variable Fields

Definition: These repeatable fields contain information of varying lengths. Tagged 1xx-9xx, these fields
include both the descriptive fields and headings. The descriptive fields—245, 250, 260, 300, 5xx—are so-
called because they contain information that either matches exactly what is stated on the book or else
describe the content/nature of the book. A heading is a carefully constructed name, word, or phrase used in
a catalog record as an access point.

General rule for descriptive cataloging:

Edit only those areas where you are specifically instructed to do so. You may correct misspellings in other
fields, if you are certain that they are that, but do not routinely check every subfield.
A. 049 No longer maintained, except for tape loads. Do not edit.

B. 050 Library of Congress-assigned call number. Accept as is, unless:

1. The call no. is Z5050-8999, in which case you circle the call number, initial, and give to the monographs cataloger.

2. A second |a is present, in which case you circle the call number, initial, and place on the Tech. III shelf.

090/ 050 4 These are both member-assigned call numbers. Accept |a as is, unless call no. is a PZ call and not a picture book or a Z5050-8999, in which case you circle the call no. and give to the monographs cataloger.

082 Ignore if present, except to ascertain that either an 050 or 090 is present.

Each record must contain an 050 or 090 field.

If the record lacks both of these fields, look up the record in OCLC to see if a call number has been added. Then search for other records of the same title, from which you can “borrow” the call number.

Is the title classed PZ 7 and is obviously a children’s book? If so, check to see that the location is LRC. All PZ 7 titles go to LRC, regardless of whether they are so designated by Acquisitions. Young adult books classed in PZ should be given to a cataloger for reclassification.

C. Pencil the call number on the upper left-hand corner of the inside cover of the book. Use a sticker if the corner is too slick or dark.

D. 245 Title and statement of responsibility. Should match exactly what appears on the title page, except that titles for people (MMA, Esq., etc.) are omitted. Correct any minor discrepancies or errors. Punctuation may vary slightly.

The form of name in 1xx field may not match what appears on title page and in the 245. The 1xx field contains a standardized heading, while the 245 |c is a direct transcription from the title page.

Check the second indicator to make sure that it corresponds with the number of nonfiling characters. This is necessary in order for the title index to work properly.
E. 246  This field contains any varying forms of titles for the overall work. Accept this field as is in the copy you find.

F. 250  Edition statement. Check if present to see that it matches the book in hand. Add if not present and everything else matches. Use these forms:


This data will usually be in the same language as is found in the title statement (245 field).

G. 260  Imprint, or place of publication, publisher, and date of publication. These should match what is found in the book. The publisher and date are especially important, since they drive the limit functions in InfoLinks. If you find discrepancies in the publisher or date of publication, circle the field and place the book on the Tech. III shelf.

CIP materials (encoding level 8): change the date in the |c to match what appears on the title page or following page(s). Use the copyright date (cdate) only if no publication date is given. Change the date at the end of the call number in the 090 to match the 260 |c. If the call number field is tagged 050, the tag must be changed to 090 when you change the date.

H. 263  Projected date of publication. Delete this field. Make sure the correct date of publication is entered in 260 |c.

I. 300  Check to see that this data matches the book in hand. Correct minor discrepancies in pagination. For larger differences, circle the 300 field and place on the Tech. III shelf.
Add for CIP books if needed (see IV. G., above).

[ ] around a number indicates that the number has been supplied by the cataloger.

Oversize materials: see VI. E., below.

J. 5xx  Correct any misspelled words. Make sure that a contents note is tagged 505 and that a summary note is tagged 520. A note indicating the presence of a bibliography and index is tagged 504. Accompanying materials should be mentioned in a note; if your record lacks such a note, indicate as much on the printout and forward to the LAT III.

K. 6xx  Make sure that at least one 6xx field is present unless the book is a work of fiction.
If your record lacks a subject, indicate this on the printout and forward to the LAT III.

6XX’s with the second indicator of 0, 1, and 7 all index in the subject index. 650 with the second indicator 0 is preferred.

L. 740  We use this field to provide access by any varying forms of title. The first indicator should be 0 and the second blank. Use this field to provide access by any form of the title which you feel would be a likely point of entry. Be on the lookout especially for titles that begin with “a” or “an,” for which you will need to add 740 fields as follows:
245 10 A. E. Housman 740 0 E. Housman 740 0 A.E. Housman
245 14 The ABC's of writing across the curriculum
740 0 A. B. C.’s of writing across the curriculum
740 0 B. C.’s of writing across the curriculum

You can also use this field to provide access by the titles listed in the 505 field (contents note). In general, do not add more than three such 740 fields to a single record, and add them only in cases in which the user would be likely to search under this form of title. You do not need to add or correct a 740 title if it is already present in the 246 field.
M. 856 Check to see that the URL provided does work. If there is a URL to text listed in the book add it to the record with a 1st indicator 4 and a 2nd indicator 1 as in the example listed below. A subfield z is for a note.

856 41 |zOnline access from Wiley InterScience|uhttp://0-www3.interscience.wiley.com.library.uark.edu/cgi-bin/homepage/?isbn=047168659Xopac?punumber=3162

N. 945 add your initials here. Also, at this point, enter today’s date as the “Cat date.” and change the BCODE3 to “x.”

V. Authority Work
Follow the department’s established procedures.

General rule:
Even small typographical errors can affect retrieval in a computer environment. It is therefore very important to see that headings in 4xx fields match exactly the forms found on their corresponding authority records. Obvious misspellings in the 1xx, 240, and 7xx fields should also be corrected. In case of doubt, circle the data in question, add a ? And your initials and forward to the person responsible for authority work in these areas.

VI. Item Records

Definition: These secondary records never appear alone but are always attached to a bibliographic record in InfoLinks. They contain circulation data and copy- or volume-specific data, including the barcode. They may also include the call number. There is generally one item record for each item that may circulate as a unit.

If the book is a gift, there should already be an item record. Check the summary screen to locate the item record. If one is found, compare the fixed fields against the book and make changes as required.

To create an item record:

A. Hit a from the bibliographic record display to add a record. In MilCat click the Summary button to add a record

B. Select i for item record. In MilCat click Add Item Record.

C. Select New status="b"). You will need to select these default values just one time per session.

To change your preferred template:

Click on Admin
At drop down menu, click on Settings
Click on Templates tab
In window, change record type to Item
Then use the arrow to remove the catnew item template back to the template list
Then use the other arrow to move the catit template to the Preferred template
Click Save Settings and the click OK

D. Proceed through the fixed fields entering correct codes as needed. Often, the only change you will be making will be for location.

E. If your copy is other than 1, enter the appropriate number at the prompt.
F. The itype will be 0 for books

G. Most often, the item location will be “main,” but you can refer to the “Bibliographic and Item Record Location Codes” sheet for all the item-level codes. If the measurement of the book as given in the 300 field |c equals or exceeds 31 cm., refer to the “Oversize Table” to determine the appropriate item location.

H. The status will be “b” for “in process.”

I. If you do not have a volume(s), hit the enter key. If you have volume(s), type v. or pt., as appropriate, followed by the number. (e.g.: v.1 or pt.2 or v.3 pt5)

J. At barcode prompt, enter or scan in the barcode.

K. Indicate yes, you do want the system to check for duplicates.

L. Make a label.

M. More volumes? Enter “n” for “new” and enter the new volume and barcode data. From MilCat click the summary button then the add new item button.

N. To exit, hit s for record summary. From MilCat click save to save any changes.

O. Select a to add the file to the database. From MilCat click close.

P. Examine the record summary to make sure that bib., item, and order records for the same book all have the same location code. If there are lots of volumes in different locations, refer to the “Order of InfoLinks Item Records” sheet to ascertain the desired order of records. Use the “Z” command--“move record”--to get your records into their proper position.

Q. Pause a moment, then hit y to check the status box call number display. For multi locations be sure that the call number is matched with the correct location. If there are numerous locations with different call numbers, you may need to enter the call number in the item record in order to achieve the correct display.

R. Hit q to exit or enter next record.

Rev. 1/6/00 jck et al.
Rev. 7/04 mw
Rev. 5/06 pac, mw