

Access PA Cat Admin: Finding a Matching record

When you search the Access PA SHAREit database or any other catalog for MARC records, you must examine the resulting records to verify that you have found an exact match before you add your holdings to the record or select a record for download. Compare the information on the piece in hand with the information in the record. Use the matching standards below for deciding which record to select.

If you find more than one record that matches, use the following guidelines to select a single record:

- In the Access PA SHAREit database, prefer records with a higher number in the Quality field.
- Prefer longer records to shorter records. Longer records generally include more descriptive fields and a greater number of access points.
- Prefer records with many holdings to records with few holdings. A higher number of holdings may indicate that more librarians have chosen one record over the other.
- Prefer OCLC records to non-OCLC records. In the MARC display, the 003 will contain the code "OCoLC" for records that originated from OCLC.

Matching Standards

Format or Type of Material

- The physical format of the item must match the record. Examples include: book, DVD, CD, etc.
- Other physical characteristics that determine a match are found in the 008 position 23, Form (large print, Braille, microform) and the 300 \$a.

Where to look:

Control fields: 006 - Fixed-Length Data Elements - Additional Material Characteristics; **007** - Physical Description Fixed Field

3xx Physical Description

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Leader: cgm li
Quality: 8000
003  **  COntAG
005  **  20150603112125.0
007  **  vd cvaizs
008  **  150331s2015 vau360 vlang d
300  **  a 3 videodiscs (approximately 360 minutes) : b sound, color ; c 4 3/4 in.
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Standard Numbers

Compare the Library of Congress Control Number (LCCN), the International Standard Book Number (ISBN), or International Standard Serial Number (ISSN) in the piece in hand to the information in the record. These numbers are a good indication of a match, but other fields must be checked before confirming a match and adding holdings. If all other elements match, and the number does not, consider the record a match.

Where to look:

LCCN 010 \$a LCCN:

ISBN 020 \$a ISBN:

ISSN 022 \$a ISSN:

010	**	a 86045686 //r89
020	**	a 0060970790 (pbk.) : c \$7.95
022	0*	a 0730-1626 z 0022-4170

Author

Compare the author's name in the record with the author information on the item being cataloged. The name in the author field should appear somewhere on the piece in hand, but does not have to appear in the same form in both places. For example, the title page of a book may have Ann Coulter as the author, and the name in the record might be Ann H. Coulter. Author names may be in the main entry (100, 110, 111) or added entry (700, 710, 711) positions.

Where to look:

Person's name 100/700 Author or Co-author

100	1*	a Cusk, Rachel, d 1967-
700	1*	a Rylance, Mark, e actor.

Corporate name 110/710 Author or Co-author

110	2*	a Geological Survey (U.S.)
710	2*	a British Broadcasting Corporation, e production company.

Conference name 111/711 Author or Co-author

111	2*	a EU-U.S. Transportation Research Symposium n (1st : d 2013 : c Washington, D.C.)
711	2*	a International Conference on Performance Measurement n (4th : d 2011 : c Irvine, Calif.)

Title

The title proper must match.

Where to look:

245 \$a Title

245	00	a Performance measurement of transportation systems :
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Edition

The edition statement, when available, must match, except in the following cases:

- presence or absence of 1st edition if other elements match
- certain foreign imprints where edition statements may actually represent printings
- Book Club editions can be matched to non-Book Club edition records, and vice-versa
- printings, example 22a ed.

Where to look:

250 \$a Edition statement

250	**	a First American edition.
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Publisher

The publisher must match. Keep the following guidelines in mind

- There may be more than one publisher present on the work or in the record.
- Publishers that are subsidiaries, divisions, or imprints of other publishers may match.
- For videocassettes and DVDs, if the publisher matches but the distributor does not, **and** if other elements match, consider it a match.
- Check title page verso for other publisher names that may match the record.

Where to look:

26x \$b Name of producer, publisher, distributor, manufacturer

260	**	a New York, N.Y. : b Metropolitan Books, c 2010.
260	**	a New York : b Macmillan Audio, Metropolitan Books, H. Holt, c c2009.
264	*1	a Waterville, Maine : b Thorndike Press, a part of Gale, Cengage Learning, c 2015.

Publication Date

The publication date must match. Keep the following guidelines in mind:

- The publication date may vary by 2-3 years if all other elements match.
- The publication date may actually represent a printing date. Look at copyright dates
- Ignore copyright renewal dates for works issued prior to 1977.
- If no record matches your title page date, but a record matches your copyright date and edition dates, **and** if other elements match, attach your holdings.

Where to look:

26x \$c Date of production, publication, distribution, manufacture, or copyright notice

260	**	a New York : b HarperCollins, c 2013.
264	*1	a [Toronto, Ontario] : b Doubleday Canada, c [2014]
264	*4	c ©2014

Extent of Item / Pagination

Information pertaining to physical characteristics, graphic representation, physical arrangement, publication frequency, and security information. For digital items, fields are provided for recording reference and coordinate data.

The number of pages or volumes must match. Keep the following guidelines in mind:

- Variations of up to 5 pages in main numbered sequence are acceptable.
- If there are bracketed or unnumbered pages, an exact match is not required.
- Cataloging-in-Publication (CIP) records often omit all physical description elements. Use them if other elements match.

Where to look:

3xx \$a Extent (Number of physical pages, volumes, discs, total playing time, etc., of each type of unit)

300	**	a 249 pages ; c 22 cm
300	**	a 3 videodiscs (approximately 360 minutes) : b sound, color ; c 4 3/4 in.
336	**	a two-dimensional moving image b tdi 2 rdacontent
337	**	a video b v 2 rdamedia
338	**	a videodisc b vd 2 rdacarrier
340	**	b 4 3/4 in. 2 rda
344	**	a digital b optical g stereo h Dolby Digital 2.0 2 rda
345	**	a widescreen b 24 fps 2 rda
346	**	b NTSC 2 rda
347	**	a video file b DVD video e Region 1 2 rda

Multi-volume Sets

Multi-volume sets may be cataloged as either:

- a set, with all volumes represented on one bibliographic record
- individually, with each volume cataloged separately under the volume title

From a cataloging perspective, the most appropriate method depends on how the set was published (e.g. what is most prominent? single, overall title or individual titles?) Follow your library's policies in regard to handling multi-volume sets.

EXAMPLE: Tolkien's Lord of the Rings is a trilogy with each volume titled separately in addition to the collective title for the set. If you own the complete set, you may add your holdings to the collective record for the set or to the separate records for the individual titles, according to your library's policy.