

CATALOGING PROCEDURES

Version 4, 7/2001

- 1.0 Databases
 - 1.1 NASA GALAXIE
 - 1.2 OCLC
 - 2.0 Cataloging Rules
 - 2.1 Descriptive Cataloging
 - 2.2 Subject Cataloging
 - 2.3 Authority Control
 - 2.4 Series and Serials
 - 3.0 Incoming Materials
 - 4.0 Copy Cataloging
 - 4.1 Editing Records in OCLC
 - 4.2 Editing Records in NASA GALAXIE
 - 4.3 Adding copies to HQ records in NASA GALAXIE
 - 4.4 Adding Volumes to HQ records in NASA GALAXIE
 - 4.5 Creating/Editing Serial Holdings Record
 - 5.0 Original cataloging
 - 6.0 Loading Records from OCLC
 - 6.1 Exporting & Importing
 - 6.2 Bibload Report
 - 7.0 Book Processing
 - 7.0 Final Check
 - 8.0 Catalog Maintenance
 - 8.1 Duplicate Records in NASA GALAXIE
 - 8.2 Combining records (Transfer item function)
 - 8.3 Removing Records in NASA GALAXIE
 - 8.4 Updating Periodicals (Journals /Newsletters/Newspapers)
 - 9.0 Monthly Statistics
 - Appendix A Cataloging Work Flow
 - Appendix B Cataloging Statistics Sheet
 - Appendix C Bibload Report Parameters
 - Supplement 1: Cataloging Bound-with Materials
-

CATALOGING PROCEDURES

6/2005

1.0 Databases

1.1 NASA GALAXIE

- An integrated library system which includes the Webcat, online catalog and all its modules used by the Library. Workflows is the staff interface for NASA GALAXIE.
- The override in NASA GALAXIE is: **xxx**
- NASA GALAXIE contains the records and holdings of all 16 NASA Center libraries, although some of the libraries also maintain separate systems.
- NHQ Library enters records for all of its books, serials, and audio–visual materials and some electronic resources.
- Many records were converted from partial MARC or non-MARC sources.
- Many records were cataloged as documents under COSATI or other rules.
- NASA GALAXIE should be first choice for copy cataloging because there is no charge for using records.
- Records are organized in a hierarchy: title, call number, copy.
- Instructions for using NASA GALAXIE can be found at:
<http://library-www.larc.nasa.gov/catguidelines.html>
<http://library-www.larc.nasa.gov/Galaxie/docs/Training/CatlgWF.pdf>

1.3 OCLC

- Largest database available with over 45 million bibliographic records.
- Many are full AACR II records, however some were entered under earlier cataloging rules.
- NHQ Library is a full cataloging member of OCLC.
- There is a charge for using records for copy cataloging.
- NHQ Library is credited with every record upgraded or original catalog record added to OCLC.
- All NHQ Library holdings must be entered in OCLC.

2.0 Cataloging Rules

- Use the following rules and tools to catalog all materials: AACR II (1998 Rev.), LC Subject Headings and LC Classification (Classification Web), LC Subject Cataloging Manual, LC Rule Interpretations, OCLC Bibliographic Formats and Standards, USMARC.
- Enter all information in GALAXIE in a professional, consistent and uniform manner. NASA GALAXIE records display to patrons at all NASA centers.
- Make alterations, additions, and spelling corrections necessary to upgrade or improve the record in copy cataloging.
- When editing both NASA Galaxie and OCLC records, do markups on the printed records in colored ink for visibility.

2.1 Descriptive Cataloging

- Use AACR II, rev. (1.0D2) second level description for all materials:

Title proper [general material designation] = Parallel title: other title information / first statement of responsibility ; each subsequent statement of responsibility. — Edition statement / first statement of responsibility relating to edition. — Material (or type of publication) specific details. — First place of publication, etc. : first publisher, etc., date of publication, etc. - Extent of item : other physical details ; dimensions. — (Title proper of series / statement of responsibility relating series, ISSN of series ; numbering within the series. Title of subseries, ISSN of subseries ; numbering within subseries). — Note(s). — Standard number.

- All items input to OCLC must be I level records. See *Bibliographic Formats and Standards* or *Concise Input Standards* for the requirements for I level records.
- Upgrade all level M and K records and other minimal records used to level I.
- Use ALL CAPS only for your Center Library's name and NASA thesaurus terms.
- NHQ Library uses the 974 tag for local notes that can display to the public. Formats for common notes are listed in **4.2 Editing Records in NASA GALAXIE**.
- If a Local Note/field 9XX is an exact duplicate of a General Note/5XX field, delete the Local Note.

2.2 Subject Cataloging

- Use a total of 3-5 LC Subject Headings and NASA Thesaurus Terms on every title.
- Prefer NASA Thesaurus Terms for the names of space missions and programs.
- Do not enter NASA Thesaurus terms that repeat a Library of Congress subject heading unless one adds more specific information.

Example: Use only the NASA Term

LC	Project Gemini (U.S.)
NASA	GEMINI PROJECT

Example: Use both terms

LC	Space shuttles--United States--History--Chronology.
NASA	SPACE SHUTTLE MISSIONS.

- HQ library adds the year to a call number. However, there are some multi-volume sets that do not include the date, merely the volume number. Check the record for the precedent that has been set. For conferences, the year of the conference and not the publication date is used. Make sure to browse HQ's call number list before assigning one to avoid duplication.
- When adding NASA thesaurus terms use the following format:
650 _7 AEROSPACE ENGINEERING. |2nasat

- Use the following call numbers for these subjects.

TOPIC	CALL NUMBER
All software manuals	QA76
Hubble Space Telescope	QB500.268
Astronomy research, exploration of outer space	QB500.262
International Geophysical Year	QC879
Earth Observing System (EOS), Mission to Planet Earth (MTPE), and satellites from these programs, Earth Science Enterprise Program	G70.4
Artificial satellites in telecommunications	TK5104
Specific telecommunication satellites	TK5104.2
Space Shuttle	TL795.5
Space Stations, International Space Station (ISS), Space Station Alpha, Space Station Freedom, Skylab, Spacelab, MIR	TL797
Apollo-Soyuz	TL788.4
Apollo	TL789.8 .U6 A5
Mercury	TL789.8 .U6 M4
Gemini	TL789.8 .U6 G4
Mariner	TL789.8 .U6 M3
Pathfinder	TL789.8.U6 P3
Pioneer	TL789.8.U6 P5
Ranger	TL789.8 .U6 R3
Surveyor	TL789.8 .U6 S9
Viking	TL789.8.U6 V5
Voyager	TL789.8.U6 V6
X-15	TL789.8 .U6 X5
All Astronaut & cosmonaut biographies and autobiographies regardless of mission	TL789.85
Foreign space programs	TL789.8
Congressional hearings	Under specific mission and topic, not in KF
All Bibliographies regardless of topic	Z
NASA general history, center reports, strategic plans, management, policy, budgets, etc.	TL521.3 (serials and sets) TL521.312 (monographs)
Space law	KZD
Flights to individual planets-general info (if program goes to several planets use call no. for program, if to one planet, call no. under planet ex. TL789.8.U6 xx or TL799.xx	

Jupiter	TL799.J8
Mars	TL799.M3
Moon	TL799.M6
Sun	TL799.S86
Venus	TL799.V45
History Office	
SPs (check catalog for other examples- do not use SP-2005-615 instead SP-615)	Ex. TL521.3 SP-376 1976
EPs	Ex. TL521.3 EP-9 1988
MAHs	Ex. TL521.3 MAH-67 2000
NPs	Ex. TL521.3 NP-4378 1990
Collection guides	Ex. Z5064.H48 Archive-(next sequential number-check shelflist) 2004
Manuscripts (use author surname for 2 nd cutter	Ex. Z692.M28 H45 2003

- For books on space missions that fall under several topics, we tend to use the following hierarchy: 1. Program, 2. National program, 3. Specific topic.

Example:

- If the book is about technology transfer from NASA's Mariner program, file under Mariner.
- If the book is about technology transfer at NASA or from several NASA programs, file under NASA.
- If the book is only about technology transfer, file under technology transfer.

2.3 Authority Control

- Verify all personal names, conferences, corporate names and series in OCLC/LC authority files.
- If/when the authority module for NASA GALAXIE is implemented, enter authority records for verified headings.
- Update all edited records to LC authority control. This includes the 1XX, 4XX, 6XX, 7XX or 8XX fields.
- All description and authenticated entries must be verified for accuracy.

2.4 Series and Serials

- Use series for NASA documents as established in NASA GALAXIE regardless of LC practice.
- When a serial title changes, notify other centers with holdings of the change so they may move their holdings to the new record.

3.0 Incoming Materials

1. For the cataloging work flow, see **Appendix A**.
2. All new materials go to acquisitions before cataloging.

3. Depending on the workload, materials can be searched by either the librarian or the technician.
4. Search all materials first in NASA Galaxie under ALL Libraries. Searches in NASA GALAXIE must be thorough to avoid entering duplicate records.
5. When searching monographs, the author, title, edition, publisher and Roman pagination must agree with the piece in hand for a match.
6. If there is more than one record that exactly matches the edition in hand, select the one with the most complete cataloging (usually the longer one).
7. Print the matched record, attach it to the item and go to **4.2 Editing Records in NASA GALAXIE**.
8. If no record or only close editions were found in NASA GALAXIE, print the close matches and then search for the item in OCLC.
9. When searching in OCLC, the record must exactly match the item in hand. If there is more than one record, use the following criteria to pick one:
 - DLC (Library of Congress) record.
 - Most complete cataloging.
 - Longest record.
 - Most holdings attached.
 - Has an 042 field (if a serial).
 - AACR2r format.
10. Print the best record(s), attach them to the item, and go to **4.1 Editing Records in OCLC**.
11. If no records exactly match the item in hand, print those closest (if any) and put item on cataloger's shelf for original cataloging or go to **5.0 Original Cataloging**.

4.0 Copy Cataloging

- Copy cataloging consists of the following steps:
 1. If the record is in NASA GALAXIE, skip to step 5.
 2. If the record is not in NASA GALAXIE, but is in OCLC and it has errors or is not Level I, upgrade/edit the master record (See **4.1**).
 3. Then make our local changes and export the record to NASA GALAXIE (See **4.2**).
 4. Add local notes after importing the record to NASA GALAXIE (See **6.0**).
 5. If the record is in NASA GALAXIE and it has errors or is not Level I, upgrade/edit it. Also, add local notes (See **4.2**).
 6. Add copies or volumes in NASA GALAXIE (See **4.3** and **4.4**).

7. If the item is a serial, edit the holdings record (See **4.5**).
 8. Label and stamp the item (See **7.0**).
 9. Keep the printed records of all items that you copy catalog for statistics.
- You may also need to follow these procedures for editing records of items already in the NHQ Library collection. Keep a monthly tally on the cataloging statistics sheet (**Appendix B**) of all corrective edits separate from copy cataloging.

4.1 Editing Records in OCLC

1. If the record is Level M or K, lock the record and upgrade/edit it.
2. Add the following fields as necessary and replace the master record:

Tag	Name
090 (Add only)	Local call no.
650	LCSH & NASA thesaurus terms
856	URLs

3. AFTER replacing the master record, delete these MARC tags:

Tag	Name
012	Local terminal
082	Dewey call number
1xx, 7xx	#e Relator
890	Local LC Hold

4. If you are editing a Level I record, add the tags in **4.2 #2** and delete those in **4.2 #3** as necessary in addition to any other enhancements
5. Apply a barcode to the upper right hand corner of the outside back cover of the item.
6. Add the 949 tag with barcode and holding code (Ex: **|c1|i3178000211078|hcir,mainhq**). Use only these holding codes:

Description	Location	Holding Code
World atlases, road atlases and oversized 'space' atlases	ATLASSTAND	atl,stndhq
All audio cassette tapes	AUDIO-COLL	res,audhq
Regular circulating books and documents	BOOKSTACKS	cir,mainhq
Resumes, job interviews, job markets, KSAs, Federal Employee information, retirement,	CAREER	circ,careerh

entrepreneurship		
Career reference books	CAREER-REF	ref,careerhq
Materials held in the History Office	HQ-HISTORY	HQ-HISTORY
Magazines and periodicals	JOURNALS	jour,mainhq
Old non-circulating NASA, NACA and other reports in the back of the library	NACASTACKS	ref,nacahq
Books or journals that HQ has only through the internet	ONLINE	
Management, human resources, quality control, systems engineering, leadership	PPM-STACKS	pm,mainhq
Management videos	PPM-STACKS (videos)	pm,vidhq
Current reference materials	READY-REF	ref,readhq
CD-ROMs and computer diskettes	REF-DESK	ref,dskhq
Older and less used reference materials	REF-STACKS	ref,mainhq
Library literature used by the Reference staff. Also used for restricted materials kept in restricted drawers.	REF-STAFF	staf,collhq
Cataloging manuals and resources	TECH-SERV	tech,servhq
All video cassette tapes except Career videos	VIDEO-COLL	res,vidhq
Engineering Training collection (all type materials)	ENG-TRAIN	hqengtrain
HQ Law Library collection (all type materials)	HQ-LAW	hq-law
HQ Archive collection (no longer in use)	HQ-ARCHIVE	hq-archive
HQ Orders (not in use)	HQ-ORDER	hq-order

7. When you are done editing the record in OCLC, enter the Connexion commands **update ;export** to add our holdings and export the record.
8. Records should only be exported on the cataloger's workstation.
9. After exporting at the end of the records all the records must be imported to NASA GALAXIE. See **6.0 Loading Records from OCLC**.
10. Go to **4.2 Editing Records in NASA GALAXIE** for adding local information.

4.2 Editing Records in NASA GALAXIE

- Upgrade all master bibliographic records to meet the Cataloging Rules in 2.0 above and guidelines established by the NASA GALAXIE Cataloging Committee.
- Also edit records to add URLs, NASA Thesaurus terms, title change notes, holding codes, and local notes.

1. Click on Maintaining Existing Title icon (single book with eraser).
2. Bring up the bibliographic record using Search or Current Title options.
3. Make edits according to Cataloging Rules.
4. NHQ Library uses the following Item types:

ITEM TYPE	Use for:
AUDIO	Audio cassette tapes
BOOK	All printed books, series, atlases, and documents that are given LC call numbers
CDROM	CD-ROMs that are cataloged separate from books
COMPU.FILE	Items that we have only as online computer files
DISKETTE	3 1/4 diskettes
DOC	All documents with the location NACASTACKS
JOURNAL	All newspapers, newsletters, periodicals, and magazines
VIDEO	Video cassette tapes

5. To add new MARC tags, highlight the numerically closest MARC tag. Click on the first or second icons in upper right hand corner of edit screen to put the new MARC tag before or after the highlighted tag. Enter data in the blank line that displays.
6. To delete a MARC tag line, highlight tag, click on the third icon (Delete). To undelete any information that has been removed click on fourth icon (Restore). This must be done before clicking OK.
7. The fifth icon (Eraser) will delete all the information in the record. Use delete key to delete only highlighted sections.
8. Add local notes in the 974. Use these standard messages:
 - Keep current edition only.
 - Keep all issues.
 - Not available for Inter-library loan.
 - Only available to NASA HQ civil servants and contractors.
 - Only for use by NASA HQ civil servants.
 - Photocopy.
 - Autographed copy.
 - Retain 5 years.
 - HQ copy in bound volume with barcode no. 31780000247429

9. Use the local note "Not available for Inter-library loan" for the following types of items:
 - Pre-1975 NASA publications on Apollo, Skylab, Gemini, and Mercury.
 - Loose-leaf publications.
 - Items deemed rare or valuable by the Library Manager.
 - Restricted materials.
10. For local notes you do not want to display to the public, use the 590 tag. Ex. enter 'software library' for books purchased by the software library. This note is also used for bound-with items.
11. Add a Call number record for NHQ Library.
12. If the item does not already have a barcode, apply one to the upper right hand corner of the outside back cover of the item and add it to the record in NASA GALAXIE.
13. After editing is complete, Click OK. If the item is a serial go to **4.5 Creating/Editing Serial Holdings Record**. If the item is a monograph, go to **7.0 Book Processing**.

4.3 Adding copies to HQ records in NASA GALAXIE

1. NHQ Library generally keeps no more than 2 copies of any item. Check with the Library Manager for any exceptions.
2. If a second copy is to be added to an HQ call number record, only a copy item record needs to be created.
3. Put a barcode in the upper right hand corner of back cover of item. (**Note: it is recommended that each barcode on a each new sheet be checked in Galaxie before being applied to materials. Traditionally there have been 6-7 barcodes per sheet that are duplicates.**)
4. To create a new item Click on Add copies icon (2 identical open books).
5. Search for bibliographic record using Search options or Current Title option. Click OK.
6. 'New Copy' tab appears. Wand in barcode of new item and edit record item as appropriate. Click OK.
7. 'Add Copy: Complete' screen appears. Click on Title box to review new copies.
8. On the NASA GALAXIE print-out note number of items added (ex. +3, +5) and date processed. Retain print-out for statistics.

4.4 Adding Volumes to HQ records in NASA GALAXIE

1. For yearbooks, annuals and updates in Reference or Ready Reference, check the HQ holdings records and retention instructions in the 974 MARC tag.
2. Since call numbers reflect volumes, a call number record has to be created for each new volume.
3. Put a barcode in the upper right hand corner of back cover of item.
4. Click on Add Volumes and Call Numbers icon (Upright books with pencil)
5. 'Add Volume: Modify New Call Number' screen appears. Edit call number as appropriate (Usually changing the year or vol. no.) and enter barcode for new item.
6. Edit rest of item record as appropriate. Click OK.
7. 'Add Volume: Complete' appears. Review new call number and copy by clicking on title box.
8. Follow instructions in 974 tag for removing superceded items or moving items to Main Reference or Bookstacks.
9. If superceded items are transferred to another collection, remove and update location stickers and security tags.
10. On the NASA GALAXIE print-out, note number of items added, removed, and edited and date processed. Retain print-out for statistics.
11. Go to **4.5 Creating/Editing Serial Holdings Record**.

4.5 Creating/Editing Serial Holdings Record

- Serials, Journals, and monographs in series have holdings records attached to the master or bibliographic record in NASA GALAXIE. The holdings records show what issues the library has.
 - When new issues of serials or monographs in series arrive, the holdings record must be edited to reflect the new acquisition.
 - When issues are withdrawn from the collection the holdings record must be edited to reflect the change.
1. After locating the appropriate HQ record and adding or deleting items as necessary, Click on Maintaining Existing Title icon (single book with eraser).
 2. The Modify Title: Modify Title screen appears. Find the item, then click on Modify Item.
 3. Select the MARC Holdings tab.
 4. Click on an HQ location. If there are several you can only modify one at a time.

5. Modify Title:Modify Selected MARC Holding Record appears. Edit the holdings to reflect the addition/deletion/transfer of volumes. Use the red arrows in the upper right hand corner to add fields. Click OK and edit the other HQ locations.
6. To Create new holdings locations, Click Add Holdings.
7. Modify Title: Creating a MARC Holding Record appears. Select HQ and click OK.
8. Enter the 852 Location tag in this format:
|cJOURNALS OR |cBOOKSTACKS
9. Enter the 866 Holdings Data tag following these examples:
|80|av.11-13; 15; 21 |80|aCurrent year + 2
10. Click on Create Holdings Record. Go to **7.0 Book Processing**.

5.0 Original cataloging

1. All original cataloging should be done in OCLC.
2. Follow **2.0 Cataloging Rules** and **4.1 Editing Records in OCLC** above.
3. Cataloger may add access points even if unable to verify them in the OCLC authority file. The headings must be from the chief source of information and set up in accordance with using AACR2 (1998 rev.).
4. Keep record printouts of all original cataloging for statistics.
5. Go to **6.0 Loading Records from OCLC**.
6. After exporting/importing the records to NASA GALAXIE, go to **4.2 Editing Records in NASA GALAXIE** for adding local information.

6.0 Loading Records from OCLC

Exporting/importing occurs in three steps:

1. Export individual records from OCLC.
2. Import a file containing all of the day's records into NASA GALAXIE.
3. The bibload report automatically runs at night and finishes the load into NASA GALAXIE.

6.1 Exporting & Importing

1. All copy and original cataloging records in OCLC Connexion must be exported.
2. All exporting must be done from the cataloger's workstation.

3. If you are exporting the first record of the day, make sure the old **hqexport.dat2** file was deleted.
4. To export a record after editing in OCLC Connexion, enter the commands **update ;export**.
5. Exported records are downloaded into the directory **C:\oclcapps** in the file **hqexport.dat2**.
6. At the end of the workday, click on the **MarcImport Utility** icon under the Cataloging Group in WorkFlows.
7. Select **Bibliographic Data**, and click on **Import**.
8. Select **Other**.
9. Click on the Gadget for **Source** and find the file **C:\oclcapps\hqexport.dat2**.
10. The other fields should have the following information:
 - Catalog Format - MARC
 - Authority Format - LCSH
 - Destination - hqimport
 - Select Media - pcdiskette
11. Click **OK**. When asked if diskette is ready, click **Yes**.
12. If the bug hasn't been fixed, you will receive an error message. Click on **OK**.
13. You may review the records by clicking on **View** and **MARC**.

6.2 Bibload Report

1. The bibload report finishes loading the exported/imported records into NASA GALAXIE.
2. There are two copies of the report. Both have the name HQbibload. One is scheduled to never run (it is saved as a template). The other runs automatically on Tuesday, Wednesday, Thursday, and Friday at 22:30.
3. Because the report runs automatically, you should not have to alter it. The current criteria are listed in **Appendix C**.
4. The results of the report are emailed to the cataloger.
5. When you receive the email, review it to verify that all the exported/imported records were loaded and were loaded correctly.
6. The report results are also saved in NASA GALAXIE under the Finished Reports. These must be periodically deleted.
7. After verifying that the records were correctly loaded, DELETE the old **hqexport.dat2** file in the directory **C:\oclcapps**.

8. Go to **4.2 Editing Records in NASA GALAXIE.**

7.0 Book Processing

1. Begin book processing after the call number is assigned and cataloging is complete.
2. Use the "**update**" command to ensure our holdings are in OCLC.
3. HQ uses **SL6 labels**. On OCLC Connexion toolbar click View then click Label then click Print if label is satisfactory. May have to adjust the label font size if call no. is too large. May also from time to time have to adjust parameters of label if the paper label size changes due to misordering. (See OCLC manual for details).
4. Affix the spine label to the spine or lower left-hand side of the front cover of the book if the spine is too narrow.
5. Place one of the wide labels on the inside back cover of the book.
6. Place a white security tag on the inside back cover of the book. However, do not use security tags with a red dot since they are defective. Apply security tags according to the collection:

"Date due"	"For reference"
Bookstacks	Main-Ref
Career	Ready-Ref
PPM-stacks	Career-Ref
Video-Coll	Journals
Audio-Coll	NACAstacks
Staff-Coll	Atlasstand
Ref-Desk	HQ-History
	Ref-Staff

7. Stamp the title page and inside back cover with the "NASA HQ Library" stamp. The "NASA HISTORICAL ARCHIVES" stamp is used for History Office materials. For the NASA HQ Law Library, the materials will be stamped by the Law Librarian. Do not apply security tags or spine labels to law library materials.
8. Do not cover text, tables, maps or other illustrations. Shift the positions of the security tags, stamps and labels if necessary.
9. If item has been velobound, affix security tags, labels and tags to inside of velobinding back cover.
10. If necessary colored dots are used to distinguish some collections.

Yellow (ink in the letter J) --- Career collection (placed next to barcode on back cover.

Blue (ink in the letter H)—History Office (place dot above spine label)

Green (ink in Eng-Train)—Engineering Training Collection (place dot above spine label)

PM label—Project Management collection (place label above spine label)

Ready Reference label—Ready Reference collection (place label above spine label or where appropriate)

Reference label—Reference Stacks collection (place label above spine label or where appropriate)

7.0 Final Check

1. Verify OCLC accurately reflects NHQ Library holdings.
2. If original cataloging, verify record uploaded into NASA GALAXIE from OCLC.
3. Confirm record completely describes item.
4. Confirm cataloging rules and NHQ Library local practices were followed.
5. Confirm MARC coding is correct.
6. Check for spelling mistakes.
7. Verify barcode on item matches record.
8. Verify location is correct.
9. Verify call number on item is correctly formatted, matches record, and does not duplicate an existing call number in NASA GALAXIE.
10. Verify all labels and stamps have been applied correctly.
11. Confirm paperwork has the date the item was processed, and the number of volumes added if more than one. If it is a series record, add date and number of items added and/or deleted.
12. Keep paperwork for statistics reporting.
13. Send item to circulation to be shelved.

8.0 Catalog Maintenance

Part of the cataloging team's responsibility is maintaining a clean database. This section covers some of the problems that occur and how to correct them. Keep a tally of all corrective edits on the cataloging statistics sheet (**Appendix B**).

8.1 Duplicate Records in NASA GALAXIE

Because NASA GALAXIE is a union catalog involving 15 libraries, duplicate records are a chronic problem.

1. If both records are not in MARC format, do not combine the records.
2. If a duplicate MARC record is found, verify that the record is indeed a duplicate by checking the 245, 260 and 300 fields.
3. If HQ is the only library with holdings on one of the records, move HQ's holdings to the other record and delete the first. If the second record is inferior, upgrade it.
4. If HQ's holdings are on the record with the fewest holdings, move HQ's holdings to the record with the most holdings. Notify the catalogers at any other libraries that should consider moving their holdings. If you do not receive a response to your request within three weeks, then transfer their holdings to the second record and delete the first. If the second record is inferior, upgrade it.

8.2 Combining records (Transfer item function)

1. Search duplicate record titles.
2. Make a note of either the item ID, call number or title key of the record to which the item will be transferred. Make sure the destination information is unique.
3. Click on Transfer Item.
4. Transfer Item screen appears. Chose one option from Copy, Volume/Call or Title.
5. Enter unique destination information. Click OK.
6. Transfer Item with Volume transferred message appears. Close.
7. View record to confirm successful transfer.

8.3 Removing Records in NASA GALAXIE

1. Click on Remove Title, Call Number, Copies icon (Book with red X).
2. In Override box type in password ("wfhqtech"). Click OK.
3. Remove Item: Item Lookup screen appears. Search for item to remove.

4. Click on View. Verify item by checking barcode.
5. Print item record.
6. Click on Remove all copies or Remove selected copies radio button.
7. If selecting Remove selected copies, click on box next to each item for removal.
8. Click on Remove.
9. If you are removing the last item for a title, you will receive a warning that the title will also be removed. Click on Remove Title.
10. Remove Item: Complete screen appears. Click on Close.
11. Place removed items on shelf at Circulation Desk labeled United States Book Exchange (USBE).
12. If the item removed was the last for HQ, update holdings in OCLC.
13. Write date processed on printed item record and number of items removed. Retain the print-out for monthly statistics.

8.4 Updating Periodicals (Journals /Newsletters/Newspapers)

1. The serials check-in staff will notify Cataloging when the library receives a new journal or if an existing one has a title change.
2. If the journal is a new title, go to Incoming Materials above.
3. If the journal has a title change, update the record in OCLC and import it to NASA GALAXIE.
4. If the library's holdings have changed for a title, update the record in NASA GALAXIE.
5. If the library has removed the title, remove the library's holdings in NASA GALAXIE and OCLC.
6. After processing return issues to the serials check-in staff.

9.0 Monthly Statistics

1. Throughout the month you should be keeping a tally of all corrective edits on the cataloging statistics sheet (**Appendix B**). You should also be keeping record printouts of all items cataloged and copy cataloged.

2. The cataloger will compile the statistics from the cataloging statistics sheet and from the printed records and report them in:
U:\code_cf\code_cfs\JOB-2\Library\statforms\cat.xls
3. Keep printed records for only the current and previous months.

Appendix C

NASABIBLOAD REPORT Basic Information

This report is set up to produce:
Load bibliographic records into catalog.

The finished report will be titled as follows:

- * Title : Catalog Record Load
- * Footer :

NASABIBLOAD REPORT Load Selection Criteria

- * Default Record Format : MARC
- * Title Control Key : op
- * Default Holding Code : HCIRC,MAIN
- * Copy Processing : s949
- * Strip Unwanted Entries : YES
- * Remove MeSH Entries : YES
- * Load Mode : Create
- * Call Number Rules : LC,090,All Subfields,First/LC,050,All Subfields,First/LC,949,Subfields: av,First
- * Date Cataloged : TODAY
- * Update Item Number : YES
- * Update MARC Record : NO
- * Update Price : NO
- * Update Publication Year : YES
- * Set Item Type from GMDs : NO
- * Cataloging Library : HQ
- * File to Load : hqimport
- * Load File Format : MARC
- * Preprocessing Method : NONE
- * Load Error Records for Review : NO
- * Immediate Indexing : YES
- * Compare All Qualified Title Control Key Fields : YES
- * Use Default Format : NO

NASABIBLOAD REPORT Output Options

- * Print Loaded Title : YES

NASABIBLOAD REPORT

Output Options

- * Print OCR Call Number Labels : NO
- * Left Margin : 0
- * Top Margin : 0
- * # Copies : 1
- * Label Precedes by a Plus Sign : NO

NASABIBLOAD REPORT

Output Options

- * Print Spine Label : NO
- * Width of Spine Labels : 20
- * Spine Label Left Indent : 1
- * Spine Label Top Margin : 1
- * Length of Spine Label : 10
- * Print Location at Top of Spine Label : NO
- * Print Copy Number on Spine Label : NO
- * Print Pocket Labels : NO
- * Width of Pocket Labels : 40
- * Print Library and Location on Pocket Label : NO
- * Print Item ID at Top of Pocket Label : NO
- * Pocket Label Line Wrap at Word Break : NO
- * Call Number on Pocket Label : NO
- * Print Library Preceding Call Number : NO
