

Guidelines for FastCat and LC Copycat:

Some General Rules:

1. If anything in the bib (or order) record looks strange, bring it to the attention of your supervisor.
2. If you find typos, please correct them, even if you are not going to catalog the item in hand. This will help your colleagues and our patrons to find the item in question.
3. Title page is the chief source of information.
4. Descriptive information must be in English.

For FastCat a Bib Record Must Have:

1. an 010 (LCCN)
2. "DLC" in the 040
3. a valid 050_00*
4. a 6XX_X0°
(LC subject heading)

The Following Fields Must Match the Book in Hand:

010	245
020	260
1XX	300
250	

and
440 or 490
(if part of a series)

Subject Headings:

Leave all LC and NLM headings (6XX_X0 and 6XX_X2)
Remove all others

* The following 050_00's cannot be treated as FastCat:

- call #s with no Cutters
- LAW call #s
- those with two+ 050_00's
- Z1200+ call #s (except for Alex)

° Works of fiction and drama DO NOT require an LC subject heading