

Guidelines for Editing Accepted Copy  
**The guideline is to make the minimum number of changes!**

**GUIDELINES FOR EDITING ACCEPTED COPY**  
**Revised, September 9, 2004**

The following guidelines cover the editing of accepted copy for print monographs in IRIS. Apply these guidelines when you have the item in hand. When converting print (or other) cataloging to MARC in IRIS, or when cataloging from surrogates, follow the spirit of the guidelines to the extent possible. These guidelines do not cover original cataloging, which is done fully and according to the latest editions of AACR2, LCRIs and MARC21. These guidelines also do not fully cover cataloging of non-book formats. Additional guidelines for non-book formats will be developed in the appropriate units.

**The purpose of these guidelines is to encourage catalogers to make the minimum number of changes to matching records found on OCLC or RLIN.** Catalogers should make additions and corrections that will benefit the user of the catalog, taking into account the various and unpredictable needs of users (and other catalogers), and the possibilities for system manipulation and indexing of data in the record. Therefore, the use of cataloger's judgment is expected and encouraged.

Questions regarding a complex rule interpretation, or a lengthy, time-consuming problem should be directed to the cataloger's immediate supervisor.

**Library of Congress records**

Check the following fields on Library of Congress records (records with 010 and 050, 2<sup>nd</sup> indicator 0), editing if necessary.

**245 \$a\$b\$c**

Must be transcribed accurately with respect to substance (e.g. spelling) but not necessarily style (e.g. punctuation). 2<sup>nd</sup> indicator for nonfiling characters must be coded correctly

**250**

Edition number must match. Do not change for style (e.g., "3. ed." and "3e ed." are both acceptable). Add if necessary

**260 \$b\$c**

Match any form of the publisher name. Date must match. Do not change for style (e.g., "[1996]" and "1996." are both acceptable). If you change the date, make a corresponding change to the Date1/Date2 fixed field(s).

**300 \$a\$c**

Main pagination must match. Check size if book is approaching "folio" size (usually around 30 cm.)

Guidelines for Editing Accepted Copy  
**The guideline is to make the minimum number of changes!**

**4xx/8xx**

Follow local series checking procedures  
[http://www.libraries.rutgers.edu/rul/staff/cataloging/procedures.shtml#desc\\_cat](http://www.libraries.rutgers.edu/rul/staff/cataloging/procedures.shtml#desc_cat)

**978**

Required. See Cataloger's Initials  
[http://www.libraries.rutgers.edu/rul/staff/cataloging/procedures/catalogers\\_initials.shtml](http://www.libraries.rutgers.edu/rul/staff/cataloging/procedures/catalogers_initials.shtml)

**Non-Library of Congress Records**

**FIXED FIELDS**

Check for, and supply, the correct values in the following fixed field elements:

|           |                                 |
|-----------|---------------------------------|
| Rec Type: | Type of record                  |
| Bib lvl:  | Bibliographic level             |
| Dat tp:   | Type of date/Publication status |
| Date1:    |                                 |
| Date2:    |                                 |
| Lang:     | Language                        |
| Repr:     | Form of item (reproduction)     |
| GovtPub:  | Government publication          |
| Enc lvl:  | Encoding level                  |

For the following fixed fields, supply at least a value of 0 (zero):

|           |                        |
|-----------|------------------------|
| ConfPub:  | Conference publication |
| Festschr: | Festschrift            |
| Indx:     | Index                  |
| Fiction:  | Literary Form          |

**VARIABLE FIELDS 010-090**

**020 ( ISBN)**

Update/verify for item in hand

**035 (System control number)**

Delete other libraries' local 035 numbers  
Delete the "MRQ" 035 number when upgrading a brief MRQ record  
Keep the "tmp" 035 number that appears on Marcive SLS (Shipping List Service) records  
This number is needed to match to the GPO fully cataloged record that we will subsequently receive from Marcive

Guidelines for Editing Accepted Copy  
**The guideline is to make the minimum number of changes!**

Keep the 035 number for the OCLC record on which the catalog record is based  
Supply OCLC record number when appropriate in the form of (OCoLC)ocm00099999,  
supplying leading zero's to create an 8-digit number

**040 (Cataloging source)**

Add \$dNjR if you make changes to the bibliographic record in fields 1XX-8XX

**042 (Authentication code)**

Delete if any changes to the bibliographic record are made  
Delete if the value in \$a is "pcc"

**050 4 (Local LC call number)**

Should contain only the Rutgers call number formulated by Rutgers guidelines. Delete all others <http://www.libraries.rutgers.edu/rul/staff/cataloging/procedures/d-tag050.htm>

**090, 950 (Locally defined fields for LC-type call numbers)**

Delete

**Call numbers from other sources and classification systems (i.e. 055 call # assigned in Canada, 060 National Library of Medicine, 070 National Library of Agriculture, 074 Item number, 082 Dewey decimal number, 086 SuDoc number, etc.)**

Leave in

**VARIABLE FIELDS 1XX-8XX**

**Main entry**

Make no changes to the choice of main entry

**1xx (Personal, corporate, or conference name main entry)**

Make no changes, do not add, do not delete

**245 \$a\$b\$c (Title and statement of responsibility)**

Must be transcribed accurately with respect to substance (e.g., spelling) but not necessarily style (e.g., punctuation). 2<sup>nd</sup> indicator for nonfiling characters must be coded correctly

**250 (Edition)**

Edition number must match. Do not change for style (e.g., "3. ed." and "3e ed." are both acceptable). Add if necessary

**260 \$b\$c (Publication area)**

Guidelines for Editing Accepted Copy  
**The guideline is to make the minimum number of changes!**

Match any form of the publisher name. Date must match. Do not change for style (e.g., "[1996]" and "1996." are both acceptable). If you change the date, make a corresponding change to the Date1/Date2 fixed field(s).

**260 \$g (Manufacturer)**

Delete from record

**300 \$a\$c (Physical description)**

Main pagination must match. Check size if book is approaching "folio" size (usually around 30 cm.)

**300 \$e (Accompanying material)**

Make no changes unless egregiously misleading. If local copy lacks accompanying material add a note to the Staff Extended Information field on the Unicorn item record

**4xx/8xx (Series transcription and/or tracing)**

Follow local series checking procedures

[http://www.libraries.rutgers.edu/rul/staff/cataloging/procedures.shtml#desc\\_cat](http://www.libraries.rutgers.edu/rul/staff/cataloging/procedures.shtml#desc_cat)

**5xx (Notes)**

Use judgment with regard to adding or changing notes on the bibliographic record. **Make the minimum number of changes.** Do not edit existing notes for style or fullness.

**530, 533 (Additional physical form available note; Reproduction note)**

Add or delete if required for additional modes of access or reproductions. Do not edit for style or fullness.

**6XX (600, 610, 611, 630, 650, 651) (Subject headings)**

Bibliographic record must contain at least one LC subject heading except for *belles lettres*

**\*\*Catalogers should use judgment in determining if existing subject headings are adequate and appropriate. Add or delete as necessary\*\***

In general, do not delete subject fields.

Issues related to specific subject fields:

**650, etc.**

Keep the following if they occur in a 6XX field:

- Delimiter v: Fiction [*v*Fiction]
- Non-English subject headings
- MeSH headings
- Indicator 4--Locally assigned subject headings

Guidelines for Editing Accepted Copy  
**The guideline is to make the minimum number of changes!**

**653-658**

Keep these various subject terms. Tags 655, 656, 657, and 658 are indexed in IRIS

**653 (Uncontrolled index term)**

Keep an Uncontrolled Index Term. It appears most often on British Library records and contains index terms, usually title keywords, which are not derived from a controlled subject heading thesaurus

**655 (Genre/form index term)**

Keep genre, form and/or physical characteristics or material terms

Genre terms for textual materials designate specific kinds of material, distinguished by the style or technique of their intellectual content, for example biographies, catechisms, essays, hymns or reviews. Form and physical characteristic terms designate historically and functionally specific kinds of material distinguished by an examination of their physical characteristics, subject of their intellectual content or the order of the information within them, for example daybooks, diaries, directories, journals, memoranda, questionnaires, syllabi and timesheets.

**69X (Local subject heading)**

Do not delete from local records. Delete from accepted copy. Add only for Library: MEDIA.

**7XX (Added entries)**

Add names or uniform titles that are necessary for access. If you add a heading, first check the authority file on IRIS. If it is not in the IRIS authority file, check the authority file on OCLC.

**856 (Electronic location and access)**

Follow local procedures for providing electronic access.  
<http://www.libraries.rutgers.edu/rul/staff/cataloging/procedures.shtml#eresources>

**950 (Locally defined call number field)**

Delete

**978 (Locally defined field: Cataloger's initials)**

Required. See Cataloger's Initials  
[http://www.libraries.rutgers.edu/rul/staff/cataloging/procedures/catalogers\\_initials.shtml](http://www.libraries.rutgers.edu/rul/staff/cataloging/procedures/catalogers_initials.shtml)