



Glossary of Cataloging Terms

This document is for in-house use at OU Libraries.

AACR2R Anglo-American Cataloging Rules 2nd edition, 1988 revision.

Access Point Those portions of a bibliographic record under which a user can search for an item in that catalog. Within an automated system, virtually any portion of a library catalog record can conceivably be used as an access point, or search term.

Added Entry An entry, additional to the **main entry**, by which an item is represented in a catalog. (e.g. name added entry, title added entry).

Analytics Bibliographic records that describe part of parts of a larger item.

ANSI American National Standards Institute; the overall organization for voluntary standards in the U.S. and the U.S. member of the International Organization for Standardization. The library related standards generally come from the National Information Standards Organization.

ASCII American Standard Code for Information Interchange. Computers store characters as a combination of bits. ASCII assigns standard meanings to those combinations so that information can be interchanged.

Authority Control Maintenance of established headings, both within an **authority file** and within bibliographic files including card catalogs. Basically consists of establishing one standard form of a name or word under which library patrons should search within a catalog. Also involves the creation of cross-reference names or terms.

Authority File A list of authorized headings, documentation, and cross references.

Authority Record Includes the established form of a name or word that is used as an access point in a library catalog, as well as cross-references from other names or terms.

Bibliographic Control The process of managing library materials by recording identifying data for each item and organizing it for retrieval in a desired manner (usually grouped by authors, titles, and subjects).

Bibliographic Utilities Common term for OCLC, RLIN, and WLN, the three major shared technical processing systems.

Caption Title A title given at the beginning of the first page of the text.

Cataloging Source Source of cataloging information, represented in **USMARC** record by field 008, position 39, and field 040, which gives **NUC codes** for the cataloging agency, transcribing agency, and any agencies that modify the record.

Chief Source of Information The source of bibliographic data to be given preference as the source from which a bibliographic description is prepared (e.g. the title page is the chief source of information for the 245 field).

CIP Cataloging in Publication, a program of the Library of Congress to make partial cataloging information available for items before they are published.



CJK Chinese, Japanese, and Korean. The brief name for the RLG project to enable cataloging of these language items.

Colophon A statement at the end of an item giving information about one or more of the following: title, author, publisher, printer, date of publication or printing.

Component Part Something that is physically part of a larger item (called the host item), and can be described by an **analytic** entry.

CONSER Conversion of serials. A nationwide cooperative retrospective and prospective conversion project, based on **OCLC** and managed by **OCLC** for most of its life, building a large database of serials records and, more recently, adding abstracting and indexing information to those records.

Content Designation USMARC designates content through tags, indicators, and subfield codes.

Copy Cataloging Cataloging by copying entirely or editing an existing record from a bibliographic utility's database, and incorporating it into one's own catalog.

Copy Holdings A copy holdings record is linked to each bibliographic record. In it is listed each copy owned, in process, or on order. Also in the copy holdings records is an item's location, call number, linkages to order and circulation records, date of cataloging, and type of cataloging.

Copy-Specific Information Information that pertains only to a single copy of an item, as opposed to bibliographic data (normally applicable to all copies of an edition).

Delimiter Within the MARC formats, delimiters are used to identify and differentiate between separate elements within a field. The delimiter sign is used with a MARC subfield code in front of each data element to identify subfields within MARC fields.

Edition All copies produced from essentially the same type image and issued by the same entity.

Enumeration Numbering, as in serial volume and issue numbering.

Field A MARC field is one or more elements of data that are identified by a MARC tag. Typically, data elements are grouped together within fields according to groupings used within traditional catalog records. For example, the place of publication, the publisher name, and the date of publication are all included as part of the MARC field tagged 260.

Finish Up OU's term for proofreading a copy cataloger's work. Includes writing the call number on the item and stamping the location for a branch of special collection.

Fixed Field Within the MARC formats, there are several fields which are a fixed number of characters in length. These fields run along the top of the bibliographic record.

Format Integration A set of changes that aligns the individual bibliographic formats (such as books, serials, scores, etc.) and combines them into a single **USMARC** format for bibliographic data.



GTO Generic Transfer and Overlay - used to transfer records into the NOTIS database from **OCLC** and **RLIN**.

Half Title A title of a publication appearing on a leaf preceding the title page.

Holdings Data Information in regard to the number of copies or volumes of a bibliographic item that a library holds, as well as other information regarding the location and condition of the item (see **copy holdings** and **MARC format for holdings**).

Host Item An item that contains component parts.

Impression All copies of an edition of a book, etc. printed at one time.

Imprint The 260 field of a MARC record. Contains information on place of publication, publisher, and date of publication.

Indicator A character at the beginning of a variable data field containing codes that provide information to the computer or give further information about the contents of a field within a MARC record. Each **USMARC** variable data field contains two indicators. One or both may be blank.

ISBD International Standard Bibliographic Description. Best known in terms of ISBD punctuation, the distinctive punctuation pattern used in almost all American cataloging since 1974.

ISBN International Standard Book Number, carried in field 020 of the MARC record.

ISSN International Standard Serial Number, carried in field 022 of the MARC record, in subfield delimiter x of 76x-78x fields, and sometimes in field 4xx.

Joint Author A person who collaborates with one or more other persons to produce a work.

LC MARC Another name for MARC II. All **LC MARC** records are **USMARC**, but most **USMARC** records are not **LC MARC**: that is other **USMARC** records outnumber MARC records generated by the Library of Congress.

LCCN Library of Congress Control Number. Appears in field 010 of the MARC record.

LCSH Library of Congress Subject Headings.

Leaf Each leaf consists of two pages of a book, one on each side, either or both of which may be blank.

Main Entry The entry chosen for a bibliographic record, whether it be a personal or corporate name, or the title of a composite work, a collection, an anonymous work, a periodical or serial, or a uniform title.

MARC Machine-Readable Cataloging. A general term covering many different formats in many countries.

MARC Format for Holdings Format to record holdings patterns and actual holdings for all forms of material (although it is concentrated on serials).



Monograph A nonserial item (i.e. an item complete in either one part, or in a finite number of separate parts).

NACO Name Authority Cooperative Project. A cooperative cataloging project established by the Library of Congress. Participants contribute name, series, and uniform title authority records to the **NAF**.

NAF National Authority File, a list of authoritative headings for persons and corporate bodies produced by the Library of Congress and **NACO** libraries.

Name-Title Added Entry An added entry consisting of the name of a person or corporate body and the title of an item.

NISO National Information Standards Organization. The accredited voluntary technical standards organization concerned with libraries, publishing, and information science.

NUC Code Code identifying a library in the National Union Catalog and, later, in MARC records. This code appears in field 040.

OCLC Online Computer Library Center, the largest shared cataloging service in the U.S.

OCR Optical Character Recognition. Used for automated circulation of an item. At OU the OCR label is placed near the top of the first page of each book.

OLUC Online Union Catalog, OCLC's database of bibliographic records.

OPR Order/pay/receipt record - used to record the receipt of material.

Parallel Title The title proper in another language and/or script recorded in the title and **statement of responsibility** area (245 field).

Personal Author The person chiefly responsible for the creation of the intellectual or artistic content of a work.

Plate A leaf containing illustrative matter, with or without text, that is not numbered consecutively with the main leaves or pages of the book.

Preliminaries The title page, verso of the title page, any pages preceding the title page, and the cover.

Provisional Record Brief record created at the time of order if a full record is not found on **OCLC** or **RLIN**. It may contain author, title, imprint, edition and series.

Quick Edit OU's term for **copy cataloging**.

Reprint 1. A new printing of an item made from the original type image. The reprint may reproduce the original exactly, or it may contain minor, but well-defined variations. 2. A new edition with substantially unchanged text.

Retrospective Conversion The process of converting bibliographic information from card or book records to computerized records for materials already held in collections before computer cataloging began. Also known as Retrocon, Recon, Retro, etc.

RLIN The Research Libraries Information Network. The computer support for RLG and a large shared cataloging service.

Running Title A title that is repeated at the head or foot of each page.

Serial A publication in any medium issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals, etc.

Series A group of separate items related to one another by the fact that each bears, in addition to its own title, a collective title applying to the group as a whole. The series may be numbered or unnumbered.

Series Title Page An added title page bearing the series title and usually includes other information about the series (statement of responsibility, publisher, numbering, etc.).

Sine Loco (s.l.) Place of publication is unknown. This would appear in the 260 (imprint) field.

Sine nomine (s.n.) Publisher is unknown. This would appear in the 260 (**imprint**) field.

Standard Number The **ISSN**, **ISBN**, ISN, or any other internationally agreed upon number that identifies an item uniquely.

Statement of Responsibility Subfield c of the 245 field which identifies the persons or corporate bodies responsible for the intellectual or artistic content of the item.

Subfield Code Within the MARC format, subfield codes are one-character codes that identify individual elements of information within a MARC field. Subfield codes are immediately preceded by a delimiter sign and they are placed in front of the information that they identify.

Supplied Title A title provided by the cataloger for an item that has no title proper.

Tag Each variable field in a **USMARC** record is identified by a three-character tag from 001 to 999.

Tattle Tape A magnetic strip placed in each item for security purposes.

Temp. Circ. Record Same as **unlinked item record**.

Title Page A page at the beginning of the item bearing the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication.

Title Proper The chief name of an item, including any alternative title, but excluding parallel titles and other title information.

Uniform Title A collective title used to collocate publications of an author, composer, or corporate body.

Unlinked Item Record Usually created to permit use of NOTIS circulation functions for items that are not linked to a **bibliographic** or **copy holdings** record.

USMARC The machine-readable cataloging format used in the U.S. Formerly known as **LC MARC**, MARC II, and MARC.

Verso The left-hand page of a book, usually bearing an even page number. The side of a printed sheet intended to be read second.



Sources

Anglo-American Cataloguing Rules. 2nd ed., 1988 rev. Chicago: American Library Association, 1988.

Wynar, Bohdan S. Introduction to Cataloging and Classification. 7th ed., by Arlene G. Taylor. Littleton, Colo.: Libraries Unlimited, 1985.

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