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The bridge to knowledge

Voyager: Get to Know Cataloging

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Voyager

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Learn:

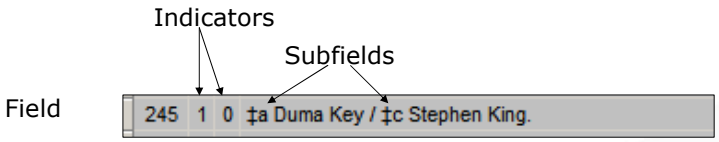
- what we use Cataloging for
- parts of a MARC record
- record types and their relationships
- basics of adding, editing and saving records
- how Cataloging interacts with other modules

About Cataloging

- Create, update and import records
- Records form catalog
- Catalog used to identify and locate materials
- MARC format: **Ma**chine-**R**eadable **C**oding

MARC records

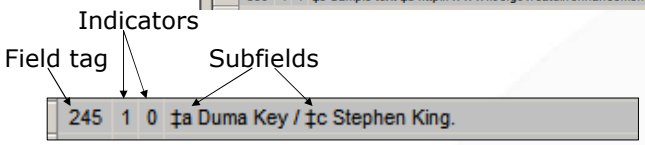
- Bibliographic, Holdings and Authority records in Voyager
- Records → Fields (indicators) → Subfields



MARC records – example

Record

Tag	I1	I2	Subfield Data
035			‡a 15013791
010			‡a 2007038941
020			‡a 9781416552512
020			‡a 1416552510
035			‡a (OCoLC)ocn154662628
035			‡a (OCoLC)154662628
040			‡a DLC ‡c DLC ‡d BTCTA ‡d BAKER ‡d YDXCP ‡d JTE ‡d NPL ‡d C#P ‡d VP@ ‡d DLC
043			‡a n-us-fl
050	0	0	‡a PS3561.I483 ‡b D86 2008
082	0	0	‡a 813/.54 ‡2 22
100	1		‡a King, Stephen, ‡d 1947-
245	1	0	‡a Duma Key / ‡c Stephen King.
250			‡a 1st Scribner hardcover ed.
260			‡a New York : ‡b Scribner, ‡c 2008.
300			‡a 611 p. ; ‡c 25 cm.
650		0	‡a Accident victims ‡v Fiction.
650		0	‡a Supernatural ‡v Fiction.
651		0	‡a Florida Keys (Fla.) ‡v Fiction.
856	4	2	‡3 Publisher description ‡u http://www.loc.gov/catdir/enhancements/fy0805/2007038941-d.html
856	4	1	‡3 Sample text ‡u http://www.loc.gov/catdir/enhancements/fy0806/2007038941-s.html



Field

MARC records: fields

- Fields: define a piece of the record; identified with 3-digit number (tag)
  - Fixed fields – coded data, fixed length
  - Variable fields – descriptive information, like title, author, subject headings, etc.
- Adhere to published rules

245: title field

Field tag

245	1	0	‡a Duma Key / ‡c Stephen King.

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MARC records - example

MARC | System | History

Leader: 00493nam a22001811 45@0 — 006

005: — 007

008: 841009 s 1923 ____ enk a___ _ _ ___ _ 0 0 0 _ 0 _ eng _ _

Fixed fields

Tag	I1	I2	Subfield Data
010			‡a 24002656
035			‡a 24002656 //r84
040			‡a DLC/ICU ‡c ICU
049			‡a SHCM
050	0		‡a QA303 ‡b .B883
092			‡a 517 B75c
100	1		‡a Brewster, G. W. ‡q (George William)
245	1	0	‡a Commonsense of the calculus, ‡c by G.W. Brewster ...
260			‡a Oxford, ‡b The Clarendon press, ‡c 1923.
300			‡a 62 p. ‡b diagrs. ‡c 19 cm.
650		0	‡a Calculus.

Variable fields

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MARC records: indicators and subfields

- Indicators: 2 positions
  - Meaning specific to field
  - One, both or neither, depending on field
- Subfields: break field into smaller pieces
  - separated by delimiter: ‡ (F9 to insert)
  - alphabetic codes
  - at least one subfield in every field

Indicators

Subfields

245	1	0	‡a Duma Key / ‡c Stephen King.

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Bibliographic ("bib") records

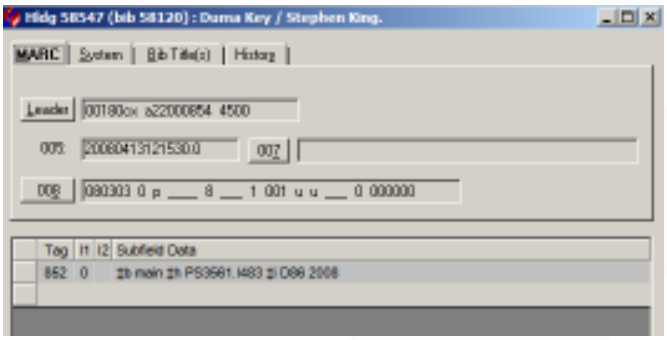
A Summary of Commonly Used MARC21 Fields: http://www.loc.gov/marc/umb/um07to10.html

Describe materials in the library

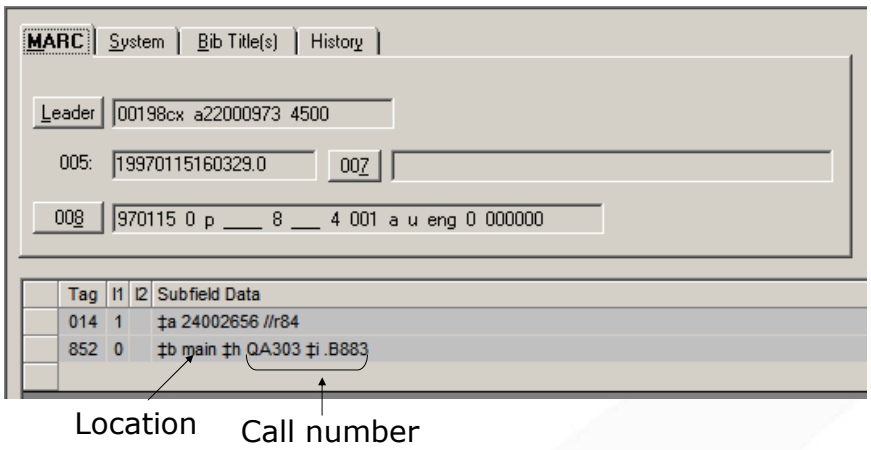
```
LC Call No.        050 00 $a GV943.25
                          $b .B74 1990
Dewey No.          082 00 $a 796.334/2
                          $2 20
ME:Pers Name       100 1# $a Brenner, Richard J.,
                          $d 1941-
Title              245 10 $a Make the team.
                          $p Soccer :
                          $b a heads up guide to super soccer! /
                          $c Richard J. Brenner.
Variant Title      246 30 $a Heads up guide to super soccer
Edition            250 ## $a 1st ed.
Publication        260 ## $a Boston :
                          $b Little, Brown,
                          $c c1990.
Phys Desc          300 ## $a 127 p. :
                          $b ill. ;
                          $c 19 cm.
Note: General      500 ## $a "A Sports illustrated for kids
                             book."
Note: Summary      520 ## $a Instructions for improving soccer
                             skills. Discusses dribbling, heading,
                             playmaking, defense, conditioning,
                             mental attitude, how to handle
                             problems with coaches, parents,
                             and other players, and the history
                             of soccer.
Subj: Topical      650 #0 $a Soccer
                          $v Juvenile literature.
Subj: Topical      650 #1 $a Soccer.
```

Holdings records (MFHDs)

- Where to find an item: Call number, location
- MFHD for every unique call number/location combo
- MFHDs attached to bibs – cannot have a MFHD without a bib



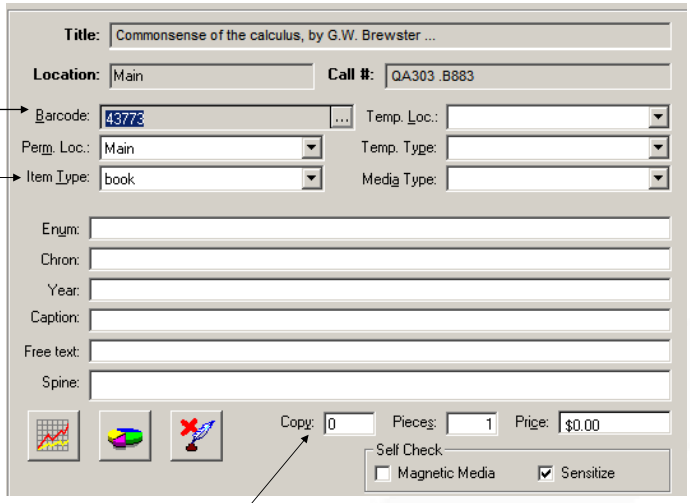
MFHD - example



Item records

- Voyager format, ***not*** MARC format
- Information specific to the physical item in hand:
  - Barcode
  - Copy number
  - Item type

Item record - example



Barcode

Item type

Copy number

Authority records

- **Not required**
- "Authorized" form of names, titles and subject headings
  - Variations map to authorized form
  - Keeps variant spellings, pseudonyms and synonyms collated in the catalog with See and See Also references

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Authority records - example

Tag	i1	i2	Subfield Data
010			‡z n 87125504
010			‡a n 79063767
035			‡a (OCoLC)oca00296711
040			‡a DLC ‡c DLC ‡d DLC ‡d OCI
053			‡a PS3561.I483
100	1	0	‡a King, Stephen, ‡d 1947-
400	1	0	‡a King, Stiven, ‡d 1947-
500	1	0	‡a Bachman, Richard
670			‡a His Carrie, 1974.
670			‡a Washington post, 4/9/85 ‡b (Stephen King has written 5 novels using the pseudonym Richard Bachman)
670			‡a Collings, M.R. The work of Stephen King, 1993: ‡b CIP galley (b. Stephen Edward King, 9/21/47, Portland, Me.)
670			‡a Langol□ery, 1993: ‡b t.p. (Stiven King)

100	1	0	‡a King, Stephen, ‡d 1947-
400	1	0	‡a King, Stiven, ‡d 1947-
500	1	0	‡a Bachman, Richard

- Search online catalog for name "Bachman, Richard" (pseudonym), will have See Also reference to King, Stephen, 1947-. Search "King, Stiven" (variant spelling), it will have See reference to King, Stephen, 1947- …

Bachman, Richard (0)

See Also: King, Stephen, 1947-

King, Stephen, 1947- (18)

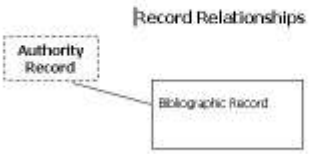
King, Stiven, 1947- (0)

See: King, Stephen, 1947-

More about MARC: Library of Congress

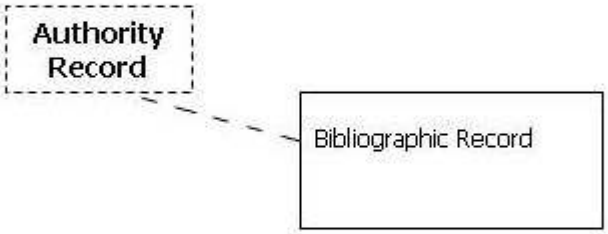
- http://www.loc.gov/marc/
- Full and abridged documentation for all MARC formats

Record Hierarchy



Record Hierarchy

- Authority & bib records can be linked, but not required.

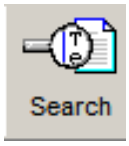


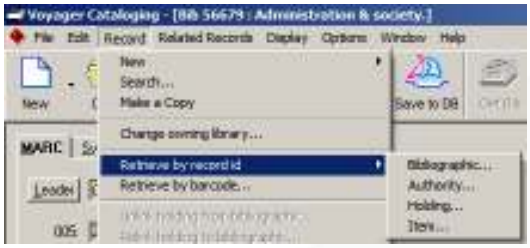
Add records

- Bibliographic and Authority
  - Record>New>[Bibliographic or Authority]
  - Click triangle next to New and select Bibliographic/Authority
- MFHDs and Items
  - Record>Create Holdings or Create Items
  - Click New Hldgs or New Items button

Finding and updating records

- Search for records – Search button
  - More on searching: "Voyager 7 Indexes for Searching and De-duping" in the LMS
  - Record>Retrieve by record id
  - In bib, can get associated Authority records by selecting Record>Retrieve authorities





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Finding and updating records

- Once you find the record you want, you can simply open and edit.

- Pick and Scan: "Voyager Pick and Scan" course available through the Learning Center

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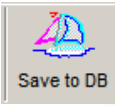
Import records

- MARC format bibliographic and authority records
  - Record>Import
  - Learn about Bulk Import in "Voyager 7 Cataloging Opportunities" course, available in the Learning Center.
- Cannot import MFHD or item records via Cataloging

Saving records

- To the Oracle database
  - Record is ready for catalog
  - Will be available to anyone searching catalog
  - Save to DB button (sailboat)
- To Work File
  - Record needs further edits or review
  - Records cannot be viewed by anyone searching the catalog
  - File>Save As



How Cataloging plays with the rest of Voyager's modules

- Circulation: item barcodes
- Acquisitions: line items to orders, create item records
- WebVoyáge: What (bibs) & where (MFHDs), links between bib and authority records
- Reporter: Authority & duplicate record reports
- SysAdmin: Bulk Import and duplicate records (see "Voyager 7 Cataloging Opportunities"), call number hierarchies

More information

- Learning Center (http://learn.exlibrisgroup.com/)
  - Voyager 7 Cataloging Opportunities
  - Voyager Cataloging Templates
  - Voyager Pick and Scan
  - Voyager 7 Indexes for Searching and De-duping
- Documentation Center (http://docs.exlibrisgroup.com/docportal)
  - Cataloging guide
    - Voyager --> User Guides --> Core Voyager Documentation
- eService (http://support.exlibrisgroup.com/)
  - Search the KnowledgeBase for How-Tos!

- This slide concludes this presentation on the basic functionality of Voyager Cataloging.

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Thank You!

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