



Cataloging Committee documentation

Should I use an existing record or import a new one?

1. Search on ISBN. If you get ISBN matches and the format is the same (ebook vs audio vs book), go ahead and add your item to that record! If a record has ISBNs for multiple or incorrect formats, please notify the cataloging committee.
2. Can't find the ISBN? (OR the item doesn't have an ISBN). Search on Title and Author: and evaluate matches:
 - a. does the date match? (OCLC: Dates: Date 1 and Date 2 (All)A difference in element alone does not justify a new record. For monographs, compare field 260 subfield #c, field 264, field 500, field 533 subfield #d, etc., for actual differences in dates.)
 - b. do the physical characteristics match? examine MARC field 300 to see if the pages/size/etc match. Minor differences do not constitute a need for a new record. See <https://www.oclc.org/bibformats/en/input.html> for details.
 - c. if there is an edition statement in field 250, see if it differs from your copy. See <https://www.oclc.org/bibformats/en/input.html> for details.

If these items all match, add your item to the existing record. If not, import a record via z.39.50 or originally catalog the item.