**Training Webinar for
New BIBCO Members**

Welcome remarks and self-introduction.

PCC Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

Course Summary

- This course is designed to provide new BIBCO institutions with an overview of the program. The course will also prepare catalogers to contribute BIBCO Standard Records (BSR) using the PCC RDA BSR guideline.

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PCC Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

Learning Objectives

At the end of the course, participants will be able to:

- Learn of membership benefits
- Understand BIBCO parameters
- Identify the BIBCO documentations
- Identify the characteristics of the BIBCO Standard Record (BSR)
- Understand policy and practices of creating new BSR and modifying existing non-BIBCO and BIBCO records
- Apply the Metadata Application Profile (MAP) to provide required elements in BSR records
- Learn about record review process

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PCC Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

Agenda

- Overview of the BIBCO Program
- PCC Membership Benefits
- BIBCO Program Parameters
- Documentations
- Reporting Statistics
- Characteristics of BSRs
- Workflow: Creating New BSR and Modifying Existing BIBCO and non-BIBCO records
- BIBCO Review
- ECIP Cataloging Partnership Program

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Overview of BIBCO

PCC Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

- BIBCO – Monographic Bibliographic Record Program
- Governed by representatives of the member libraries
- No centralized database among participating utilities to redistribute bibliographic records automatically
- Participants contribute new or edit existing bibliographic records using shared databases (e.g., OCLC, SkyRiver, etc.)
- No centralized database among participating utilities to redistribute bibliographic records automatically
- The PCC encourages BIBCO participants and utilities to maximize availability of BIBCO records

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- BIBCO is the Monographic Bibliographic Record Program of the Program for Cooperative Cataloging (PCC). The PCC is governed by representatives of the member libraries.
- BIBCO's primary mission is to increase the timely availability of high-quality catalog records for monographic and integrating resources.
- BIBCO participants contribute new bibliographic records or edit existing records using shared databases (e.g., OCLC, SkyRiver, or other participating utilities) following the utility's input standards and BIBCO Program standards.
- The BIBCO program does not have an agreement among participating utilities to redistribute bibliographic records automatically from a centralized database, unlike the CONSER and NACO programs. Libraries may choose to contribute their BIBCO records to more than one major database to facilitate greater record sharing. The PCC encourages BIBCO participants and utilities to maximize availability of BIBCO records.

PCC Membership Benefits

- Participating in programs that are shaping the future of cataloging practice
- Reducing the cost of cataloging operations
- Increasing the number of cataloging records that can be used with little editing
- Receiving training by experienced PCC trainers

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PCC Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

BIBCO Program Parameters: Membership Requirements

- Proficiency in creating bibliographic records for monographic and integrating resources using Resource Description Access (RDA) as description standard, and applying accepted cataloging standards for subject analysis and classification of monographic materials

- Achieve and Maintain independence for contributing authority records in NACO

- Acquire OCLC Enhance National (ENN) authorization or appropriate authorization from other utilities

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PCC · Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

BIBCO Program Parameters: Membership Requirements

- Undergo "Training Webinar for New BIBCO Members"
- Undergo review of records to reach independence
- Local BIBCO liaison coordinates local program activities, ensures quality contribution, and communicates with PCC BIBCO Coordinator and other BIBCO contacts

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BIBCO Program Parameters: PCC Governance

- Directors of BIBCO institutions vote annually for BIBCO representatives to the PCC Policy Committee
- Those in policy level positions are eligible for nomination to serve as BIBCO representative to the PCC Policy Committee
- BIBCO Contacts may attend the annual PCC Operations Committee
- Members from BIBCO libraries may serve on committee and task groups, become trainers or reviewers

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- Directors vote annually for BIBCO representatives to the PCC Policy Committee
- Those in policy level positions in a BIBCO member institution are eligible for nomination to serve a three-year term as a BIBCO representative to the PCC Policy Committee (meets early November at Library of Congress)
- BIBCO Contacts may attend the annual PCC Operations Committee (meets early May at Library of Congress)
- BIBCO members may serve on PCC committee and task groups, and some may become trainers or reviewers for other PCC members

Support for attendance at PCC OpCo document:
http://www.loc.gov/aba/pcc/about/pcc-org.html

PCC Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

BIBCO Program Parameters:
BSR Contribution Requirements

- Contribute a minimum of 100 bibliographic records annually
- Designate BIBCO records with MARC field "042 pcc" and "Leader/17 Encoding level = #"
- Support controlled access points with authority records
- Assign at least one or two subject headings from an established thesaurus
- Assign a classification number from an established classification system
- Follow instructions in DCM Z1 for series treatment

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To meet BIBCO Record Contribution Requirements, member institutions:
•Contribute a minimum of 100 bibliographic records annually
•Designate their BIBCO records with MARC field "042 pcc"
•Support controlled access points on BIBCO records with authority records (See E5 Authority Control and headings)
•Assign at least one or two subject headings (at the appropriate level of specificity) from an established thesaurus or subject heading system recognized by the *MARC 21 Bibliographic Format* on BIBCO records (e.g., *AAT, MeSH, LCSH*)
•Assign a classification number from an established classification system supported by the MARC 21 Bibliographic Format (e.g., Dewey, LC Classification) as specified by BIBCO Standard Record models for various types of materials
•Follow instructions in *LC Descriptive Cataloging Manual Z1(DCM Z1)* for series statements or series authority control, depending on local policy on tracing series
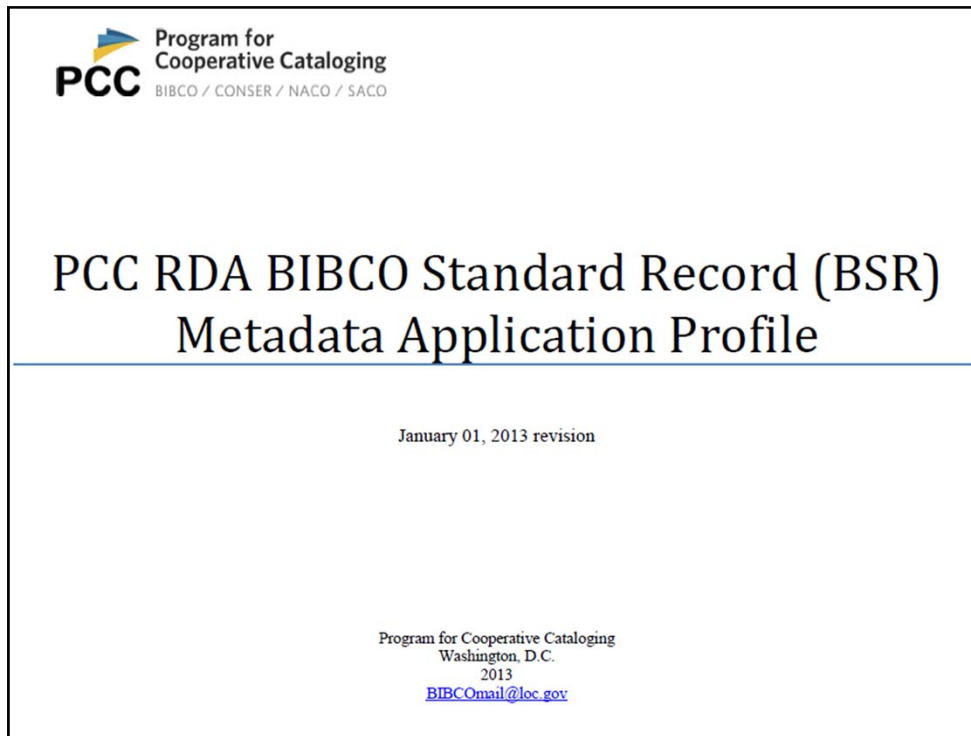
PCC Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

BIBCO Program Parameters: General Documentations

- BIBCO Participants' Manual found on the PCC homepage
- RDA, in conjunction with LC/PCC Policy Statements
- PCC RDA BIBCO Standard Record (BSR) Metadata Application Profile
- PCC Provider-Neutral Guidelines
- Integrating Resources Manual (revised RDA version to be available in Jan. 2014)
- Post RDA Implementation Guidelines and Standards
- Descriptive Cataloging Manual Z1 (DCM Z1)
- SHM: Subject Headings Manual, or other established thesauri or subject heading systems
- CSM : Calssification and Shelflisting Manual

General cataloging documentations:
•RDA: Resource Description and Access as found in the RDA Toolkit, and used in connection with Library of Congress Policy Statements (LCPS)
•PCC RDA BIBCO Standard Record (BSR) Metadata Application Profile (these are tables displaying the set of required elements to be included in BSRs for various types of materials, arranged along a baseline for RDA elements. Elements not required in the BSR may be added as desired by the cataloging institution.
•PCC Provider-Neutral Guidelines
Provider-Neutral E-Resource MARC Record Guide: P-N/RDA Combined version (Word, 44 KB) (January 2013)
Provider-Neutral E-Resource MARC Record Guide: P-N/RDA, Serials and Integrating Resources version (Word, 40 KB
•Library of Congress Descriptive Cataloging Manual Z1 (DCM Z1)
•Library of Congress *SHM: Subject Headings Manual*, or other established thesauri or subject heading systems
•Library of Congress *CSM: Classification and Shelflisting Manual*
(Note: Other established subject and classification systems recognized by MARC are valid for use in BIBCO records, and are available from other agencies.)

Program for Cooperative Cataloging

PCC BIBCO / CONSER / NACO / SACO

PCC RDA BIBCO Standard Record (BSR) Metadata Application Profile

January 01, 2013 revision

Program for Cooperative Cataloging
Washington, D.C.
2013
BIBCOmail@loc.gov

This RDA BSR can be used by the PCC community for BIBCO-coded records, effective January 01, 2013. As the PCC evaluates the effectiveness of the RDA BSRs there are modifications to *Resource Description & Access*, and as other RDA-related policies are developed within the PCC (e.g., the use of RDA relationship designators in BIBCO records) and other communities (e.g., development of various *DCRM* standards for rare materials), the guidelines and requirements within the BSR itself will evolve.

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RDA BIBCO Standard Record
January 01, 2013 revision

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The BIBCO Standard Record (BSR) is a combination of RDA "Core," RDA "Core if," "PCC Core," and "PCC Recommended" elements applicable to archival materials, audio recordings, cartographic resources, electronic resources (if cataloged in the computer file format), graphic materials, moving images, notated music, rare materials, and textual monographs. The RDA BSR also incorporates supplemental requirements for these resource types when presented in digital formats, and it can be used to describe digital reproductions. Instructions in the RDA BSR should be read in conjunction with the LC-PCC Policy Statements (LC-PCC-PSs) that are integrated into the RDA Toolkit. When describing online resources, catalogers may also consult the PCC RDA Provider-Neutral guidelines. When describing continuing resources, catalogers should consult the CONSER RDA core elements.

The Post RDA Implementation Guidelines and Standards page on the PCC website provides some of the latest information on the general guidelines on PCC RDA Name Authority and PCC RDA Bibliographic Description. The page should be constantly consulted together with the announcements on the pcclist, and other PCC documentations.

BIBCO Program Parameters: General Documentations

- MARC 21 Format for Bibliographic Data
- ALA-LC Romanization tables
- PCC Guidelines for Creating Bibliographic Records in Multiple Character sets
- PCC web site

Note: These documents appear in various locations in the PCC, Cataloger's Desktop, and other web sites

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Note: These documents appear in various locations in the PCC and other web sites. Cataloger's Desktop, an online subscription product includes many of these documents.

PCC Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

Guidelines for Reporting Statistics

- Program members track their record contributions internally
- One reporter from a BIBCO institution completes a survey
- Categories for report: original BIBCO Standard Record and any modification of an existing non-BIBCO record to make it a BSR

Note: BIBCO libraries may upgrade own institution's previously coded non-BIBCO records to BSR

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Guidelines for Reporting Statistics

- Statistics gathered for BIBCO twice a year – early April and early October
- PCC Secretariat send SurveyMonkey link for members to report data
- Statistical report on the PCC web site
- Questions, contact bibcomail@loc.gov using the appropriate subject line

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General Guidelines for BIBCO and CONSER Statistics
- Statistics gathering for these programs is a joint effort between program members and the LC Cooperative Programs Section staff performing this PCC Secretariat function.
- Program members track their record contributions internally using whatever method and schedule suit their local needs.
- LC staff send SurveyMonkey links for members to report data in the categories listed below.
- One reporter from a BIBCO member institution completes a survey twice a year.
- One reporter from a CONSER member institution completes a survey four times a year.
- LC staff report CONSER transactions on a quarterly basis to OCLC.
- LC staff post statistical reports on the PCC website PCC Statistics page

PCC BIBCO Standard Records (BSR)

- Definition of the BSR
- Background of the BSR
- Characteristics of the BSR
- Processing and distribution
- Creating BSRs
- Updating existing records (non-BIBCO, BIBCO)

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We have taken care of some administrative business. Now let's spend sometime on BIBCO records

•Definition of BIBCO records
•Background of BIBCO Standard Records (BSR)

•Characteristics of the BSR

•Processing and distribution
•Creating BSR
•Updating existing records (non-BIBCO, BIBCO)

PCC Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

Definition of the BSR

- The BSR is a bibliographic record for a monographic or integrating resource that has been authenticated by a participant in the BIBCO Program.

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The BSR is a bibliographic record for a monographic or integrating resource that has been authenticated by a participant in the BIBCO Program.

What Does "Authenticate" Mean?

- Non-BIBCO record

> Leader/17 Encoding level = (may be any value)
> Leader/18 Descriptive cataloging form = "a", "I" or others
> 008/39 Cataloging source = d
> 040 Cataloging source/Language of catalog $a BP1 $b eng $e rda $c BP1

- Authenticated by BIBCO library - UCSD

> Leader/17 Encoding level = #
> Leader/18 Descriptive cataloging form = "i"
> 008/39 Cataloging source = c
> 040 Cataloging source/Language of catalog $a BP1 $b eng $e rda $c BP1 $d CUS
> 042 Authentication code $a pcc

When a BIBCO institution modifies an unauthenticated record, and authenticates it with appropriate coding, it becomes a BIBCO record. The modifying library's institutional symbol should be inserted into the 040 $d. The 042 field with the code "pcc" and the corresponding data elements in character position (byte) 17 of the Leader (Encoding Level) and byte 39 of the 008 (cataloging source) were added.

OCLC symbol: BP1 MARC code: ICA (Art Institute of Chicago)
OCLC symbol: CUS MARC code: CU-S (UCSD)

Background of the BSR

- Single-encoding level BIBCO Standard Record (BSR) implemented in 2010.
- PCC RDA BIBCO Standard Record (BSR) Metadata Application Profile under RDA was added in 2012.

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In 2010, while still using AACR2 as its descriptive cataloging standard, the PCC implemented the single-encoding level BIBCO Standard Record (BSR) as a replacement for the earlier dual encoding levels used in BIBCO, Full and Core. The PCC added guidelines for BSRs under RDA in 2012. Catalogers may add other MARC fields and elements according to general cataloging instructions to meet local institutional needs.

Characteristics of the BSR

- BSR is a "Floor" description that emphasizes access point over extensive descriptive data
- Inclusion of essential data that supports user tasks to find, identify, select, and obtain needed resources
- Additional elements may be added if determined to be important for identification or access
- Entities for names, subject, and/or series must be supported by authority records established through NACO and SACO
- Using defined element set in the BSR
- BSR content is supported through use of MARC21 Format for Bibliographic Data

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The BSR is a "floor" record that promotes an essential set of elements to serve user needs. Emphasis is given to

access points, not to extensive descriptive data. The BSR supports the importance of controlled subject and name

access points.

Characteristics of the BSR

- The BSR element set includes:
  - ➢ Elements labeled "core" and "core if" that are required in RDA
  - ➢ Elements labeled "PCC core" that are defined by PCC as additional elements

- PCC RDA BSR Metadata Application Profiles – guide for BIBCO-coded records

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The BSR element set includes those elements that are required in the descriptive cataloging standard RDA, labeled

"core" and "core if," as well as additional elements that are defined by PCC as "BSR core." The BSR element set uses

those elements in a way that avoids unessential and redundant elements. Essential elements support user tasks to

find, identify, select, and obtain needed resources.

Processing and Distribution

- Contributing BIBCO records via participating utilities
- Contributing BIBCO records via batchloading
- BIBCO ECIP partners send ECIP records via ECIP program software
- No centralized database among participating utilities

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•BIBCO participants contribute new bibliographic records or edit existing records using shared databases (e.g., OCLC, SkyRiver, or other participating utilities) following the utility's input standards and BIBCO Program standards.

•BIBCO participants may contribute new BIBCO bibliographic records via the batchloading options of their participating utilities. BIBCO participants should discuss this with their utility.

•BIBCO partners send their ECIP records via the ECIP program software, and LC distributes the completed records to participating utilities.

•The BIBCO program does not have an agreement among participating utilities to redistribute bibliographic records automatically from a centralized database, unlike the CONSER and NACO programs. Libraries may choose to contribute their BIBCO records to more than one major database to facilitate greater record sharing. The PCC encourages BIBCO participants and utilities to maximize availability of BIBCO records.

•OCLC and SkyRiver--as BIBCO-participating utilities, receive BSR records through direct input by members, and by batch load from sources such as the Library of Congress.

Utility Input Guidelines

PCC Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

- Follow bibliographic input standards of utilities (OCLC, SkyRiver, etc.) in addition to meeting PCC standards
- OCLC:
  - Bibliographic Formats and Standards
  - Guidelines for National Level Enhance participants
- SkyRiver: to be developed.

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•BIBCO participants contribute new bibliographic records or edit existing records using shared databases (e.g., OCLC, SkyRiver, or other participating utilities) following the utility's input standards and BIBCO Program standards.

PCC Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

When to Create BSRs

- BIBCO libraries decide what and when to catalog a record as a BIBCO record
- Search home institution's utility to avoid duplication
- When local needs dictate a practice not supported by BIBCO documentation, BIBCO library may choose between 2 options:
  - Contribute a non-BIBCO record
  - Modify the content of the record for its local use only

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- BIBCO libraries decide what and when to catalog a record as a BIBCO record, or which portions of their collections they will catalog as BIBCO records.
- When a BIBCO cataloger creates a new BSR, the requirement is to search the home institution's utility to avoid duplication.

Creating New BSRs

- Policy and Practices
  - PCC Policy Committee (PoCo)'s latest decision on the deadline of December 31, 2014 being the last day BIBCO members can contribute BSR using AACR2
  - PCC RDA BSR Metadata Application Profiles – guide for BIBCO-coded records

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As the PCC evaluates the effectiveness of the RDA BSRs there are modifications to *Resource Description & Access*, and as other RDA-related policies are developed within the PCC (e.g., the use of RDA relationship designators in BIBCO records) and other communities (e.g. development of various *DCRM* standards for rare materials), the guidelines and requirements within the BSR itself will evolve.

Any comments or suggestions for improving the BSR should be submitted to BIBCOmail@loc.gov.

Authority Control in BSRs

PCC Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

- <u>Definition of Authority Control</u>:
  The practice of creating and maintaining index terms for bibliographic material
- The BSR emphasizes access points that all authorized access points in the BSR should be under authority control

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Authority control fulfills two important functions. First, it enables catalogers to disambiguate items with similar or identical headings. Second, authority control is used by catalogers to collocate materials that logically belong together, although they present themselves differently. For example, authority records are used to establish uniform titles, which can display all versions of a given work together even when they are issued under different titles.

PCC Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

Authority Control Programs: NACO and SACO

- NACO is a prerequisite to BIBCO membership
- Authority control applies to subject and classification elements, although SACO membership is not a BIBCO prerequisite

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•As a prerequisite to BIBCO membership, libraries must be active NACO members

•Authority control in BIBCO records applies to subject and classification elements as well. A library that wishes to propose new or changed subjects to LCSH or new or changed numbers to LC Classification would do so through SACO, the Subject Authority Cooperative component of the PCC. SACO membership is not a BIBCO pre-requisite.

Authority Control Program: NACO

- **Post RDA Implementation Guidelines and Standards**
- Personal, corporate, conference names, family names, and place names
- Preferred titles/Conventional Collective Titles
- Series tracing
- DCM Z1
- Reporting BFM on LC bibliographic records

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Post-RDA Implementation Guidelines and Standards address the use of RDA and AACR2 headings and authorized access points in BIBCO records including:

•Changes to the LC/NACO Authority File: What LC-PCC RDA Catalogers need to know

•Post RDA Test Guidelines (Updates to Existing Records, Exceptions for Treaties, Conference headings and access points, Undifferentiated personal name authority records, Changes taking place in the NACO/NACO Authority File, 7xx RDA fields in A2 authority records)

•For CCT, follow PCC policy when constructing an AAP for CCT (DCM Z1, Introduction)

•BIBCO libraries may choose whether or not to trace series and keep the names of monographic series under authority control (DCM Z1).

•Either use the authorized form of name in the BSR or submit a new NAR following NACO practice. Make sure to report BFM when NAR is not in sync with headings on LC bib records. Write to naco@loc.gov.

Authority Control Program: SACO

- Subject, Genre, and/or Form Headings
- No requirement to use one particular subject thesaurus, genre/form thesaurus or classification scheme
- Newly-proposed subject headings through SACO may be entered in bibliographic records coded "pcc"
- Assign at least one or two headings to represent the primary subject and/or form of the work

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- BIBCO participants may utilize any subject heading scheme assigned a code within the MARC 21 format. The format identifies the thesauri in two places:

- Newly-proposed subject headings that have been submitted as SACO proposals for inclusion in the *Library of Congress Subject Headings (LCSH)* may be entered on bibliographic records coded as BIBCO. Proposed headings are considered to be pre-approved in the absence of other communication from the LC Cooperative Programs Section. If the Library of Congress rejects or modifies the proposed subject heading, the inputting library agrees to modify the bibliographic record in the database(s) to reflect the approved, established *LCSH* heading.

- Assign at least one or two headings. They are to assign headings to provide access to the essential subject focus of the work, which would normally correspond to the meaning of the assigned class number. A BIBCO library may provide additional headings to a record for secondary or tertiary subjects, even if they constitute less than 20% of an item (See H 180 sec. 1)

Authority Control: LCSH

- Apply Subject Headings Manual (SHM) instructions sheets
- H 170 "CONSER and BIBCO Standard Records"
- H 180 "Assigning and Constructing Subject Headings"
- H 181 Arabic and Persian subject headings
- H 182 Chinese, Japanese, and Korean subject headings
- Establish new headings for discrete topics and named entities as needed through SACO

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- H170 and 180 instruction sheets offer general guidelines for assigning subject headings to records for all types of materials.

- H181 and H182 provide guidelines for assigning subject headings to records for non-Latin script materials.

- The process for submitting new or changed LCSH proposals is documented online on the SACO Proposals & Documentation on the SACO web site, and in the *SACO Participants' Manual*.

Authority Control: Classification

- Not required to LC classification
- Only a classification number is required, supplying a full call number is an option
- If a classification number from another scheme appears in a record, retain the number during the upgrade for a BSR

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•A classification number is required in BIBCO Standard Records for textual monographs, cartographic materials, printed music, and electronic resources. Classification numbers are required if applicable on archival materials. Classification numbers are optional on records for graphic materials, moving image materials, rare books, and sound recordings (either music or non-music).

•It is not necessary to use LC classification in order to contribute BSRs. It is only necessary that a classification number from a scheme with a MARC 21-assigned code be included in the record when required by the BIBCO Standard Record for any type of material.

•Only a classification number is required. BIBCO libraries always have the option of supplying a full call number (including Cutter numbers relating to shelf location), but it is not a Program requirement.

Authority Control: Library of Congress Classification (LCC)

- Propose new LC Classification numbers if appropriate on topics not yet represented in the classification system by following the LC Classification and Shelflisting Manual (CSM), F 50
- BIBCO libraries are encouraged, but not required, to submit a literary author number that has not yet been established to LC by following the instruction on establishing literary author numbers

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•If a BIBCO library applying a PCC standard that calls for a classification number catalogs a work on a topic that is not yet represented in the classification system it uses, the PCC library may nevertheless designate the record a BSR even though it necessarily lacks the required classification number. Optionally, the library may input the local number it uses in a local call number field, or it may propose a new class number.

•A literary author number is composed of a classification and a Cutter number that identify an individual author; both are contained in the subfield $a. PCC catalogers may use LC's online shelflist available through the Web for purposes of formulating a LC classification number when requesting an 053 for inclusion in a name authority record. BIBCO catalogers who choose not to request verification of an 053 are encouraged to browse the LC online shelflist to assist in assigning an LCC to authenticated bibliographic records they create or update.

Authority Control: Library of Congress Classification (LCC)

- Be aware obsolete number in the LC shelflist
- Input convention:
- 050 Library of Congress call number
  - 1st indicator "blank" (no information provided)
  - 2nd indicator "4" (assigned by agency other than LC)
  - $a (required for BSR as the "classification number")
  - $b (optional as the "item number" or "book number")

| 050 | | 4 | classification number (required) ‡b book number (optional) |

- 082 #4 Dewey Decimal Classification

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•Libraries using LCC are expected to check the classification schedules and relevant tables to assure that an assigned classification number is current. BIBCO libraries *may* browse the LC online shelflist to assist in assigning an LC classification number to bibliographic records they create or update. Be aware, however, that by policy, LC does not routinely reclassify obsolete call numbers if the numbers were correct when originally assigned, so there are many obsolete numbers in the LC shelflist.

•Setting the first indicator to "blank" prevents the need to determine whether LC holds the item and improves the efficiency of supplying a classification number.

•Subfield $a is defined in the MARC 21 bibliographic format as the "classification number", an authoritative-agency data element. Such data may include topical Cutter numbers, work Cutter numbers, artist numbers, or geographic Cutter numbers, depending on the particular classification schedule.

•Subfield $b of the 050 is defined in the MARC 21 bibliographic format as an "item number" and refers to LC's *Classification and Shelflisting Manual* in which LC defines the elements that go into a subfield $b of the 050 as: "A book number: an alpha-numeric device appended to a class number to arrange material on the same subject in a specified order, usually alphabetically by author." The shelflisting manual also refers to the subfield $b as an "author number," which may be why catalogers sometimes get confused when discussing literary author numbers which are contained in the subfield $a.

BSRs: Non-Latin Materials

- PCC Guidelines for Creating Bibliographic Records in Multiple Character Sets
- Non-Latin Script Data in Name Authority Records
  - ➢ Authorized access points must be in romanized form
  - ➢ PCC allows the option of the addition of references with non-Latin characters to NARs in the LCNAF

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•BSRs are encoded in a basic complement of character sets referred to as the "Latin base" (ASCII, ANSEL, MARC 21 Greek, MARC 21 subscript, MARC 21 superscript). Optionally, BIBCO members may add non-Latin data encoded in other character sets to their MARC 21 records. Various instructions guide the optional addition of such data. The resulting records consist of data encoded in multiple character sets.

•Catalogers adding data in non-Latin scripts to records are encouraged to consider the future use and international implications of their records and to include as much of the original script data as necessary to facilitate the identification and location of this often scarce material and its component parts

BSRs: Special Formats

- **PCC RDA BIBCO Standard Record (BSR) Metadata Application Profile**
    - ➤ A combination of RDA "Core," RDA "Core if," "PCC Core," and "PCC Recommended" elements applicable to archival materials, audio recordings, cartographic resources, electronic resources (if cataloged in the computer file format), graphic materials, moving images, notated music, rare materials, and textual monographs
    - ➤ Includes elements required for a BSR for material in a special format

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•BIBCO Standard Record (BSR) is a combination of RDA "Core," RDA "Core if," "PCC Core," and "PCC Recommended" elements applicable to archival materials, audio recordings, cartographic resources, electronic resources (if cataloged in the computer file format), graphic materials, moving images, notated music, rare materials, and textual monographs. The RDA BSR also incorporates supplemental requirements for these resource types when presented in digital formats, and it can be used to describe digital reproductions. Instructions in the RDA BSR should be read in conjunction with the LC-PCC Policy Statements (LC-PCC-PSs) that are integrated into the RDA Toolkit.

PCC Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

BSRs: Electronic Resources

- Manuals serve both BIBCO and CONSER catalogers
  - ➢ PCC Provider-Neutral Guidelines
  - ➢ Integrating Resources Manual (revised RDA version to be available in Jan. 2014)

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Adaptation of Records From Another Utility

- Follow the MARC coding conventions
  - ➢040 $a original library's MARC code
    $c contributing library's symbol

| 040 | | | MiEM ǂb eng ǂe rda ǂc CUS |

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If a BIBCO cataloger wishes to adapt a BSR record or non-BIBCO record from another utility, database, or catalog, the contributing BIBCO library should follow the MARC coding conventions and use the original library's MARC code in the subfield $a of the 040 and its own symbol in the subfield $c of the 040. The resulting 040 for an RDA record would be:

040   $a [original library's code] $b eng $e rda $c [contributing library's code]

PCC Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

Updating an Existing Non-BIBCO Records

- Consult the utility's documentation and meet input standards of the utility when converting an existing record and authenticating it as a BIBCO record

  - 040 $a original library's symbol

    $c original library's symbol

    $d contributing library's symbol

040			DAD ǂb eng ǂe rda ǂc DAD ǂd CUS

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Updating an Existing Non-BIBCO Records: Use of 042 Field

- Add pcc to any existing code to show the history of the record
- Subfield $a of 042 is repeatable
  - ➤ 042 $a lcode $a pcc | 042 | | | lcode ‡a pcc |
  - ➤ 042 $a lccopycat $a pcc | 042 | | | lccopycat ‡a pcc |

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042 $a lcode (the encoding level 5 records without call number and LCSH from the LC field offices)

Modifying an Existing BSR

PCC Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

- Individuals with NACO authorizations are now able to edit and replace BIBCO records

- Creation of new BIBCO records and authentication of existing non-BIBCO records (i.e., adding 042 code "pcc") will continue to be restricted to BIBCO members

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In cooperation with the Program for Cooperative Cataloging (PCC), OCLC has expanded the capabilities of OCLC participants with NACO authorizations. Individuals with NACO authorizations, along with those with National Level CONSER and National Level Enhance authorizations, which already include NACO capabilities, are now able to edit and replace BIBCO records (non-serial records with 042 code "pcc"). Creation of new BIBCO records and authentication of existing non-BIBCO records (i.e., adding 042 code "pcc") will continue to be restricted to those with National Level Enhance authorizations in their specified formats.

BSRs created or updated by a national library or national bibliographic agency will have the Cataloging Source value "blank" for national bibliographic agency. If the Cataloging Source value of a record was "blank" when it was created or updated, it must remain "blank," even if modified by a library other than a national library. OCLC is programmed so that you can not produce a DLC (or other national bibliographic agency) based record if you have changed Source blank to Source c.

Record Maintenance

- To correct errors
  - ➢ Correct typographical errors and errors in content designation whenever they are encountered
  - ➢ Make sure to compare the information in the record to the piece(s) in hand

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Record maintenance is the process of ensuring the continued accuracy of a BIBCO record through additions, changes, or deletions and should be undertaken in the following circumstances:

Record Maintenance

- To reflect changes in the publication
    - Integrating resources: Modify the record as needed when using an existing BSR for an integrating resource (print or electronic) to ensure the accuracy of the description
    - Multipart monographs: Modify the existing record(s) to reflect the changes undergone over the course of the publication cycle

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•With the increase in the number of materials published electronically, monographic catalogers realize that bibliographic records can be dynamic entities, in need of periodic updating to reflect changes in the publication. When using an existing program record for an integrating resource (print or electronic), a BIBCO or CONSER cataloger should, in the course of cataloging, modify the record as needed so that it continues to describe and analyze the content of the publication accurately.

•Multipart monographs are not integrating resources, but they also may undergo changes over the course of their publication cycle. BIBCO participants should modify existing program records for multipart monographs as necessary to ensure that they remain accurate.

Record Maintenance

- To reflect changes to policies and practices used within BIBCO for bibliographic control
  - In general, an authenticated record should not be updated merely to reflect changes in cataloging codes or BIBCO practice, except:
  - Pre-AACR2 record
  - Change to subject headings
  - Changes to classification or content analysis

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•In general, an authenticated record should not be updated merely to reflect changes in cataloging codes or BIBCO practice. Usually, an authenticated record will continue to serve the purposes of BIBCO even though the rules and/or rule interpretations according to which it was constructed have been superseded. The instructions below address instances where this may not be the case.

•If a BIBCO library wishes to authenticate a pre-AACR2 record as BIBCO, it must change the description to BSR and verify that all access points meet current BSR cataloging standards.

•BIBCO members may make changes to subject analysis fields that clearly do not correlate with the subject matter of the publication.

•The cataloger adds, changes, or deletes subject headings to reflect vocabulary changes in standard subject heading lists as well as heading and subdivision assignment practices in such source documents as *Subject Headings Manual*, etc. Redundant, largely duplicative fields should be removed from a record.

•The cataloger adds, changes, or deletes classification fields to reflect additions and changes to standard classification schemes. An exception to this is a call number assigned by a national library. In this case, the national library's classification number should not be changed; rather, an updated classification number may be added to the record in a separate field.

Record Maintenance

- To reflect changes to authorized forms of access points
  - ➢ Make needed correction to a name authority record that has changed since a BIBCO record was contributed
  - ➢ Report BFM following NACO guideline if the change in the authorized access point involves a Library of Congress bibliographic record

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•If a name authority record for a heading has changed since a BIBCO record was contributed, the next BIBCO library to use the record may make the needed corrections without consulting with the originating library. If the change in heading involves a Library of Congress catalog record, the library making the heading change should follow the Guidelines for Reporting NACO BFM. The BIBCO program does not have a requirement to report bibliographic maintenance for changes to headings in the records of other libraries.

•Extra point: Retrospective Conversion

•Any library undertaking a retrospective conversion project may code those records as BIBCO only if they also upgrade the description to current PCC cataloging standards. In order to do that, they must also have the piece(s) in hand.

PCC Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

BIBCO Record Review

- Responsibilities of the PCC Secretariat:
  - ➢ Coordinate with the institution and its reviewer to arrange the record review process
  - ➢ Select reviewer that fits the institution's need, e.g., special format or subject area
  - ➢ Assist with communications as needed during the review
  - ➢ Send out independence letter to the library upon the recommendation of the reviewer that the reviewing institution has successfully completed the review process

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BIBCO Record Review

- Responsibilities of the institution under review:
  - Create BSR records in a timely manner after training
  - Review records locally if necessary before submitting for official review
  - Submit records in reasonable quantities to the reviewer each time, designate the OCLC symbol of the reviewer's institution
  - Revise records according to reviewer's comments before sending new ones
  - Have each cataloger send approximately 20 records
  - Build reviewing skills locally for sustained participation in the BIBCO program

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PCC Program for Cooperative Cataloging
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BIBCO Training for New Members
November 25, 2013

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PCC Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

BIBCO Record Review

- Responsibilities of the BIBCO reviewer:
  - ➢ Provided feedback within a week, if possible, to maintain local workflow and timely contribution of records to the shared database
  - ➢ Respond to library's questions promptly
  - ➢ Let the institution know if any interruptions from keeping the review going
  - ➢ Track progress of the institution under review
  - ➢ Consult with the library and the PCC Secretariat if additional questions arise
  - ➢ Report the independent status of the library to the PCC Secretariat

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BIBCO Record Review

- Evaluation criteria for independence:
  - ➢ The MARC 21 format is properly coded
  - ➢ All mandatory fixed and variable fields are present
  - ➢ All access points are represented in the appropriate authority files
  - ➢ Descriptive cataloging follows PCC policy and documentation
  - ➢ A standard classification number is present for formats which require one
  - ➢ Enhancements to existing records meet input standards of the utility
  - ➢ The institution has produced 80-100 records or a quantity sufficient to assure consistent high quality

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PCC Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

ECIP Opportunity for BIBCO Institutions

- Library of Congress ECIP Cataloging Partnership Program creates pre-publication records
- BIBCO ECIP partners serve as virtual cataloging teams for forthcoming titles from publishers
- LC distributes the completed ECIP records as PCC BIBCO records to OCLC
- BIBCO membership is a pre-requisite to join ECIP partner program
- Contact ECIP office

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PCC Program for Cooperative Cataloging
BIBCO: Monographic Bibliographic Record Cooperative Program

Questions or Comments on
BIBCO-related questions

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