



SPRING CLEANING THE CATALOG AND OTHER TASKS: WFH PROJECTS FOR CATALOGERS

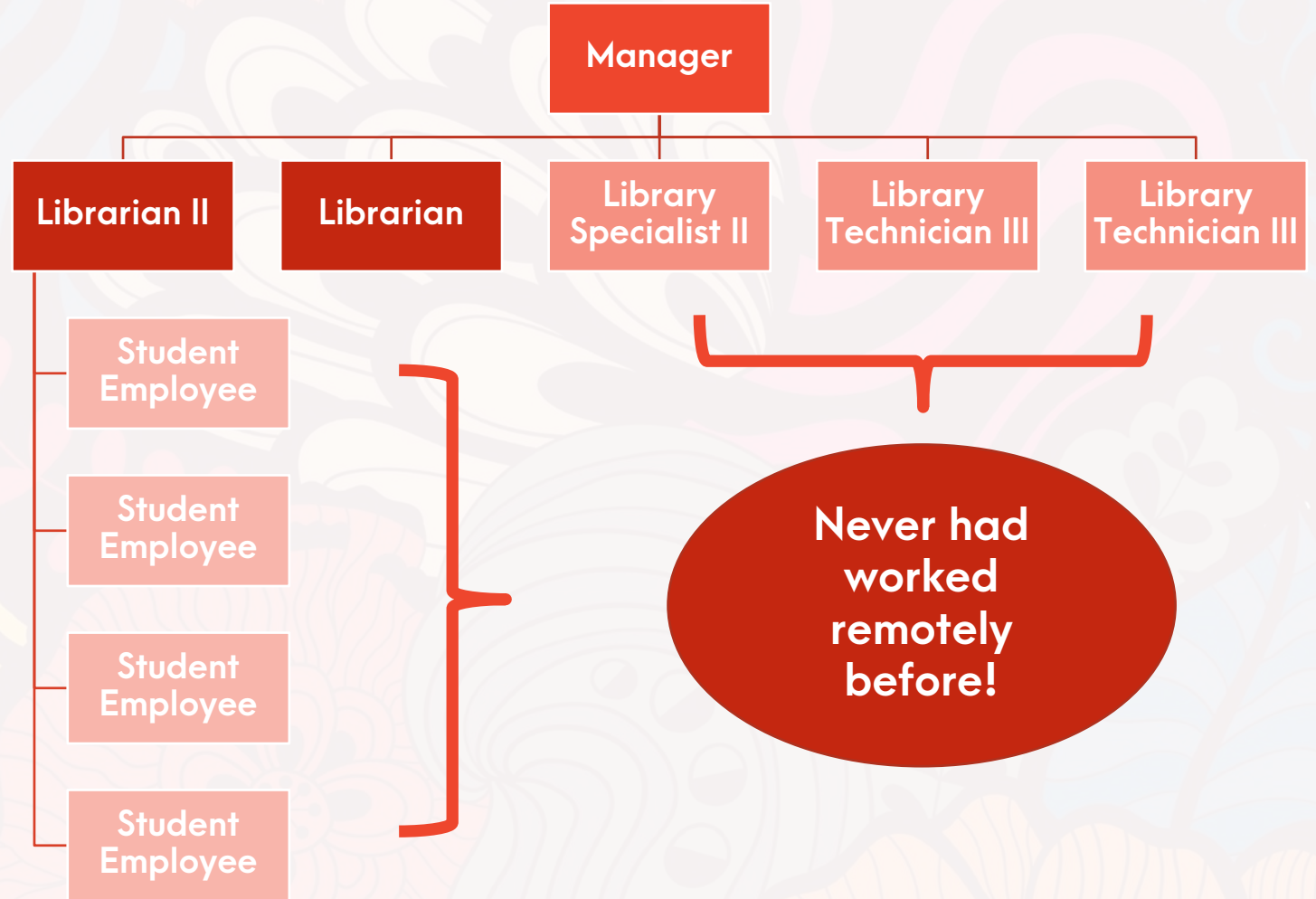
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Metadata & Cataloging @ UCO





What can copy catalogers work on if they do not have actual, physical materials* to catalog?

****UCO copy catalogers do not work with eResources***

How can they use their skills of proofing existing metadata and working with records in both WorldCat and our catalog?

What kinds of projects can they do that are more than just "busy work" and benefit the Central community?

Bad Diacritics or Characters

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Problem

Records have the following:

- <Uffff>
- Unicode replacement symbol ❖
- Incorrect delimiter

```
246 1   $i At head of map: $a Rocky Knob Campground
255     $a Scale not given $c (W 80<U+ffff>20<U+ffff>40<U+ffff>/N 36<U+ffff>49<U+ffff>53<U+ffff>).
264 1   $a [Washington, D.C.] : $b U.S. Department of the Interior, National Park Service, $c [2015?]

710 2   $a National Gallery of Art (U.S.)
776 0 8   $i Online version: $a Prelinger, Elizabeth. $t Käthe Kollwitz. $d Washington : National
880 1 0   $6 245-00 $a K❖athe Kollwitz / $c Elizabeth Prelinger ; with essays by Alessandra Co
880 1 0   $6 600-00 $a Kollwitz, K❖athe, $d 1867-1945 $x Exhibitions.
```

```
$a Jago, Carol, $d 1951-
0 $a Literature & composition : $b reading, writing, thinking / $c Carol J
1 $a Literature and composition : $b reading, writing, thinking
1 $a Boston : $b Bedford/St. Martin's ; $c [2011]
```

UCO uses Alma, which has built in processes to configure easy identification of records, YMMV in finding records

Seriously, do not use the Connexion web browser—it cannot be configured to match record characteristics

Tools

- Report of records with bad diacritics or characters
- Connexion client - *Do not use web browser*

Bad Diacritics or Characters

UCO Process

1. Manager creates set of records with bad diacritics/characters with Alma indication rules
2. Copy cataloger reviews each record in set to determine why the record was flagged
3. Copy cataloger either
 1. Overlays record from OCLC
 2. Edits record manually

Benefits

- Corrected text is searchable again – particularly for access points!
- Legibility of bibliographic description is improved

Language of cataloging not 'eng'

Problem

040 \$b = Language of bibliographic description
008 pos. 35-37 = Language of item being described

AKA cataloger's bad judgment

Records are not coded 'eng' in 040 \$b with either of the following being the reason why:

- Cataloger misunderstood the difference between 040 \$b and 008 position 35-37
- Record is in different language than English and was incorrectly chosen to be exported into system

Tools

- Ability to search catalog and/or get report of records not coded 'eng'
- Access to Connexion (client preferable, but not necessarily required)

Language of cataloging not 'eng'

UCO Process

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1. Each copy cataloger received a set of records based on language (spa, fre, ger)
2. Copy cataloger looks title up in Connexion, determines if a 'eng' record exists OR if record was corrected
3. Copy cataloger overlays Alma record with WorldCat record

Benefits

- Bibliographic description is in the predominant language spoken by the community
- Increases accuracy of collection reports by language

Thinking Creatively: Cataloging Recitals in Excel

- Library Specialist II took home university recitals due to extensive transcription for table of contents—we usually create original records one by one based off of constant data, but Connexion has been notoriously clunky over the past several weeks

We're willing to risk program freezing and losing work with copy; not so much with original

UCO Process

1. LSII has been inputting recital data from printed programs that accompany item into spreadsheet
2. Spreadsheet will be converted to .mrc file (her boss is very good with MarcEdit 😊)
3. We will review .mrc file and make tweaks as needed before uploading records to WorldCat via OCLC API
4. We will download records with OCLC numbers and export to Alma where LSII will barcode and add items to catalog

Other tasks...

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- Link checking (**student workers**)
- Finding and adding missing abstracts (**advanced student workers**)
- Authority work (**professional catalogers**)
- Remediating theses data (**professional catalogers**)
- Professional development (**all**)



Questions?

- **Connexion delimiter**
- **The delimiter in Connexion is a different character than the delimiter in most ILSs. These errors are usually human error by copying and pasting content from a record in Connexion.**

- **<U+fffd> errors**
- **These are a result of incorrect record characteristic settings in the Connexion client. Double-check that your record characteristics are correct by going to Tools->Options->Export->Record Characteristics. Ensure that the bibliographic record character set is set to UTF-8 Unicode**

- **Replacement character ❖**
- **The replacement character ❖ indicates problems when a system is unable to render a stream of data to a correct symbol. It is usually seen when the data is invalid and does not match any character. These usually occur when there is a UTF-8 mismatch in records originating from MarcEdit or Connexion.**

- **How to Prevent Bad Diacritics**
- **If you copy and paste content from Connexion into your ILS, you must change the delimiter symbol. The delimiter symbol is not the same in these systems**
- **Ensure your record set characteristics are consistent – if your ILS is UTF-8, your Connexion export settings need to be UTF-8, or when editing a record in MarcEdit that the .mrc file is converted to UTF-8 when turning the file from .mrc into .mrk for editing**
- **Do not use the Connexion browser (the web version) to export records. Only the client (desktop) can be configured for record set characteristics.**

Presentation notes for bad diacritics slides

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to slide

- **UCO-specific instructions to copy cats (feel free to modify and adjust accordingly!)**
- **From the spreadsheet provided, copy the OCLC number and paste it into a search box in Connexion with the index set to 'OCLC number (no:).'**
- **Review the record in WorldCat and determine how the language of cataloging is coded by reviewing 040 \$b**
- **If the record is already coded eng in WorldCat and not eng in Alma, export the WC record to overlay the Alma record**
- **If coded different language in WorldCat, search WorldCat for an English language record and select record**
 - **For the WC record selected, copy the OCLC number.**
 - **Go into Alma and replace the OCLC number in the 035 with the number you just copied**
 - **Export WC record and overlay Alma record**
- **How to Prevent Incorrect Lang of Cataloging**
- **The key is understanding the difference between the language coded in 008 and language coded in 040. In Connexion, you can set your search parameters to be limited by language but you must be sure you're using the right search index. Click 'apply language of cataloging limiter' for your results to return only records in English.**
- **.**

Presentation notes for language of cataloging not 'eng'

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- For authority work:
- Oklahoma "Tornado" NACO Funnel:
<https://www.loc.gov/aba/pcc/naco/funnels.html>
 - Contact Jay Shorten at jshorten@ou.edu
- Training generally involves 5 days worth of training for creating authority records for personal, corporate, title, and geographic names using materials provided by Library of Congress. Note that training does not have to happen all at once (UCO, for example, spread the days out over Summer 2017).
- Benefits include gaining advanced cataloging experience, contributing names—especially those of local interest and/or related to Oklahoma history—to the Name Authority File, which is used by libraries everywhere. Joining a funnel means that a institution doesn't have to submit the minimum number of required records for independent members.

Presentation notes for other tasks

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