ASERL WPA COE Cataloging procedures

Contents

Cataloging and identification of held WPA COE materials

Cataloging Procedures

This document describes the procedures followed while cataloging our FW or Y 3.W 89/2 COE collection.

Useful links:

GPO cataloging guidelines

http://www.fdlp.gov/cataloging/287-gpo-cataloging-guidelines

Monthly catalog of US government Publications, 1895-1976

http://monthlycatalog.chadwyck.com/home.do

Cataloging and processing guidelines:
All catalog records will observe national and local standards for cataloging.
All call numbers will be verified in either the online *Monthly catalog of US government publications, 1895-1976* or in print volumes of the *Cumulative title index to United States public documents, 1789-1976* shelved in Ready Reference at Z1223.Z9 C850. For materials that are part of a series: if there is an established pattern you may accept the SuDoc call number and supply the volume or issue number, **but do not supply any cutter.**

Caution: Government Documents can have extremely subtle differences. Yet, entries in Monthly catalog and Cumulative title index have the habit of dropping articles and "unessential words." Check and recheck again.

If SuDoc number is verified in SuDoc stems other than FW or Y 3.W 89/2, place on shelf labeled
    <u>SuDoc verified but not WPA.</u> These will be reviewed by the Federal Docs Librarian.
If SuDoc number is verified but it is not what is on the piece, print out online Monthly catalog
    page or Voyager bib record and insert in book, write "call number was [call number on piece]".
    Correct the call number on the piece. Federal Docs Librarian will collect these at the end of the
    project to correct the shelf list cards.
If SuDoc number is verified but there is no OCLC record, look for extremely close match, and if
    found, derive new record. If not, place on shelf labeled <u>Original cataloging needed</u>.
If SuDoc number is verified but there is no OCLC record or close match, place on shelf labeled
    <u>Original cataloging needed</u> for cataloger.
If SuDoc number is <u>not</u> verified, place on shelf labeled <u>SuDoc NOT verified</u>. A second search will
    be done, if it is still unverified, it will be classed in LC collection.

For any problems or questions, <u>do not guess or assume</u> but place on <u>Problems</u> shelf with
    question for Fed Docs Librarian to answer.

Add to each Bib record in OCLC
086 with SuDoc classification number as found in *Monthly catalog* or *Cumulative Title Index*
583 as needed [See **MARC 583 Preservation and Digitization Actions** and Conservation Librarian's Terminology for 583]
Examples:
583 1 |a housed |c 2009 |i envelope |2 pda |5 KyU
583 1 |3 front cover |a condition reviewed |c 2009 |l torn |2 pda |5 KyU
We are assuming brittle condition for all WPA materials, so only note conditions in the 583 field which merit preservation.
Add to each Bib record in Voyager

909 |a ASERLWPA

590 |a UK holds archival copy for ASERL Collaborative Federal Depository Program libraries.

Add to each Holdings record in Voyager, using location "annx,sd"   **(wpahold template)**

Verify that 852 first indicator is 3 to indicate SuDoc Classification

SuDoc number is entered as found in Monthly catalog or Cumulative title index.

To 852 add note "|x UK holds archival copy for ASERL Collaborative Federal Depository Program libraries."

Item records in Voyager

Barcode each volume, maintaining horizontal placement. Attempt to avoid covering any text on cover. If materials are placed in envelopes or enclosures, attach duplicate barcodes to front of any enclosures.

If an item needs immediate preservation attention, consult Conservation Librarian. We will not be able to re-bind any of these WPA materials due to their highly acidic, brittle paper.

Identifying additional WPA COE records in LC collection

After cataloging the bulk of the collection, recurring headings and series titles were identified in the collection to come up with a list of 67 keywords. An Access report searching on these keywords in any heading field in any record in our catalog was run (see below). The additional items identified were retrieved from our stacks. If they proved to be WPA materials, we edited the records by adding 590 and 909 fields, as well as 583 fields where appropriate. Some of the materials were transferred back into the WPA collection classed in SuDoc (when SuDoc classification was available). If SuDoc classification was not available, those pieces were retained in our LC collection.

WPA Keywords

SQL query

WPA
Inventory of the state archives of*
Inventory of the church archives of*
Works Progress Administration
Work Projects Administration
Transcriptions of the municipal archives of*
American imprints inventory*
Wisconsin territorial papers
W.P.A.
                (table "WPA keywords")

SELECT DISTINCT LOCATION.LOCATION_CODE, MFHD_MASTER.NORMALIZED_CALL_NO, BIB_HEADING.BIB_ID, BIB_TEXT.BIB_FORMAT, BIB_TEXT.AUTHOR, BIB_TEXT.UNIFORM_TITLE, BIB_TEXT.TITLE, BIB_TEXT.SERIES, BIB_TEXT.IMPRINT, BIB_TEXT.LANGUAGE, BIB_TEXT.PLACE_CODE, HEADING.INDEX_TYPE, HEADING.HEADING_TYPE, HEADING.NORMAL_HEADING, [WPA Keywords].[kw wpa]
FROM [WPA Keywords], ((BIB_MFHD INNER JOIN ((BIB_HEADING INNER JOIN HEADING ON BIB_HEADING.HEADING_ID = HEADING.HEADING_ID) INNER JOIN BIB_TEXT ON BIB_HEADING.BIB_ID = BIB_TEXT.BIB_ID) ON BIB_MFHD.BIB_ID = BIB_TEXT.BIB_ID) INNER JOIN MFHD_MASTER ON BIB_MFHD.MFHD_ID = MFHD_MASTER.MFHD_ID) INNER JOIN LOCATION ON MFHD_MASTER.LOCATION_ID = LOCATION.LOCATION_ID
WHERE (((HEADING.NORMAL_HEADING) Like [kw wpa]));

Export MARC records and customize for ASERL COE database

All identified WPA records in the catalog have a 909 keyword searchable field containing "ASERLWPA." These records can be collected using a single query, allowing us to create a list of Voyager Bibliographic ID numbers of records for export using either a program created by our IT department or directly from our OPAC.

MarcEdit

We customize the records for the ASERL COE database using the freeware program **MarcEdit** created by Terry Reese, downloadable from http://marcedit.reeset.net/downloads

"Break" MARC into editable format

The MARC file from Voyager (*.bib) should be processed through MarcEdit's MarcBreaker so that it can be edited by MarcEditor. MarcEdit refers to this conversion of MARC to a text file as "breaking the file", saved for this program as a .mrk file.

Customize records of held COE materials for ASERL COE database

The display conventions used in MarcEditor include the following:

- MARC fields begin with "="
- There are two spaces between the field tag and the indicator positions
- Blank indicators display as backslashes, "\"
- Delimiters for subfields display as "$"
- There are no spaces between the field contents and the subfield delimiters

Perform the following edits to each MARC record in the file (see screenshots below for more details):

001 should have the OCLC number, if available. The field should contain only the number, without any leading zeros (i.e., remove "(OCoLC)ocm" or "(OCoLC)ocn")
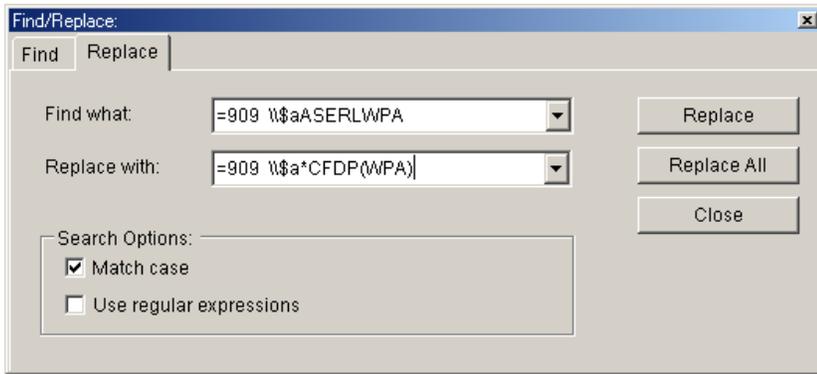
049 $aKUK

902 $a*CFDPhttp://infokat.uky.edu/vwebv/holdingsinfo?&bibId=[bib ID] [This adds the link to the bibliographic record in the public display of our catalog]

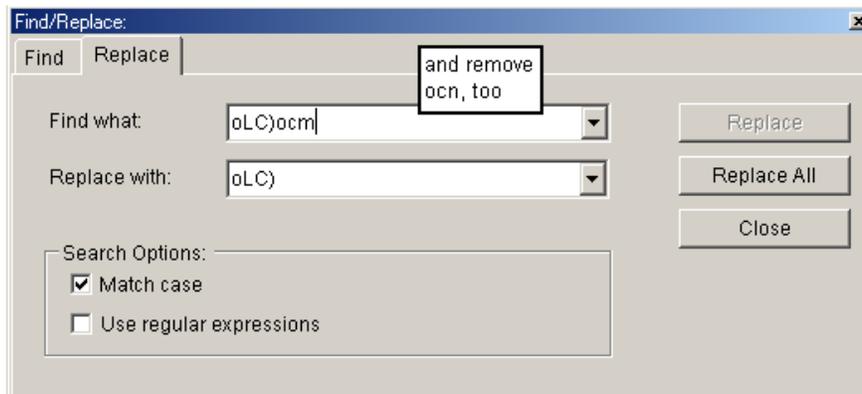**909** $a*CFDP(WPA)

Here are more detailed instructions, including screen shots:

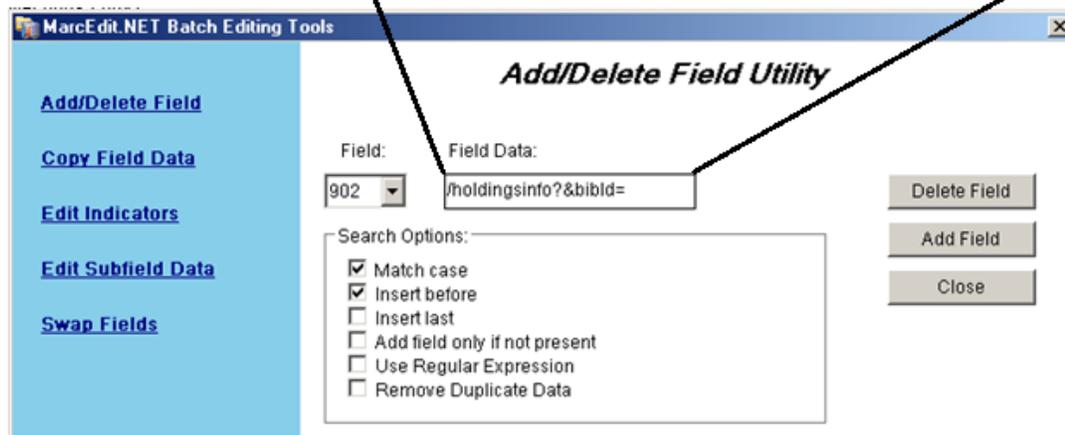1) Edit 909 field per ASERL COE database instructions:

2) Delete all 049 fields using Tools / Add/Delete field, then add 049 with "$aKUK" to all records
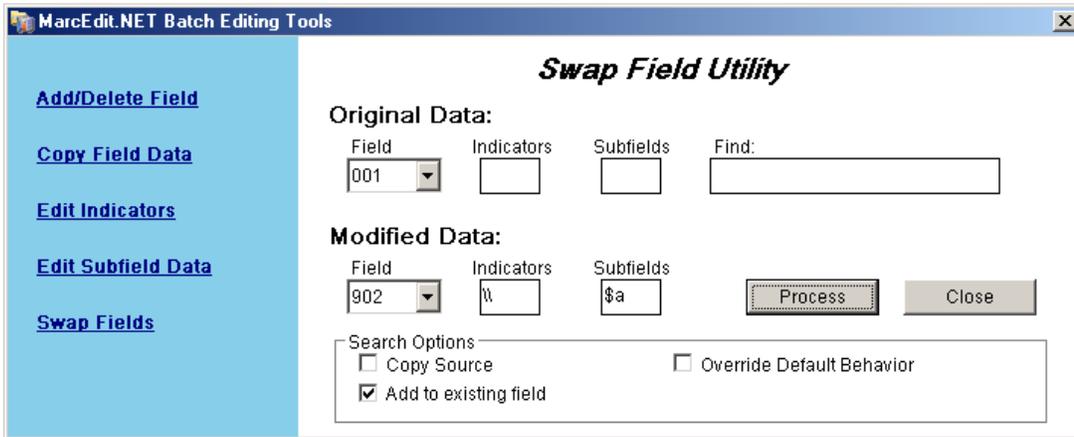3) Delete the "ocm" and "ocn" suffixes on the (OCoLC) coding:

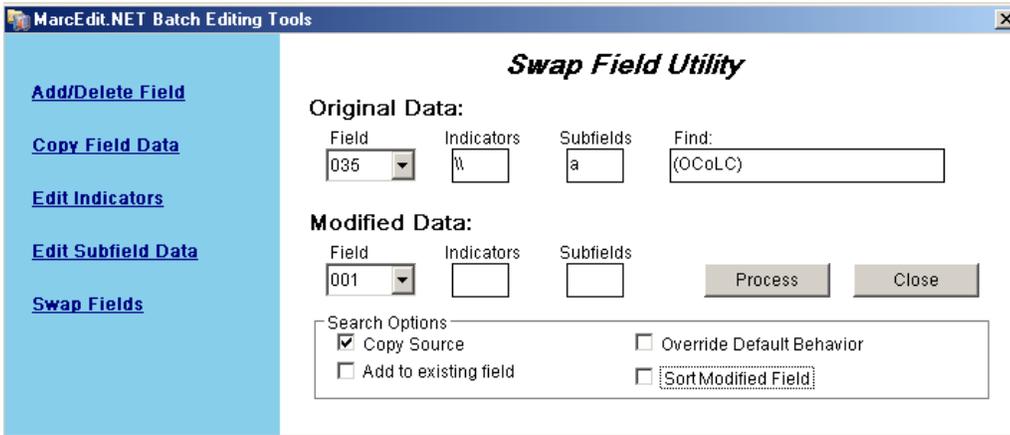4) Add the 902 field with appropriate link to public catalog display:

5) Move the data in the 001 field to the 902 $a:

6) Remove 001 field using Tools / Add/Delete field
7) Remove any occurrences of "aa" from the 902 field (so the link contains "…bibID=nnnn" not "…bibID=$a$annnn")
8) Move the data in the 035 fields that contain OCLC numbers to the 001 field:

9) Remove the "(OCoLC)" from the 001, as well as any leading zeroes:
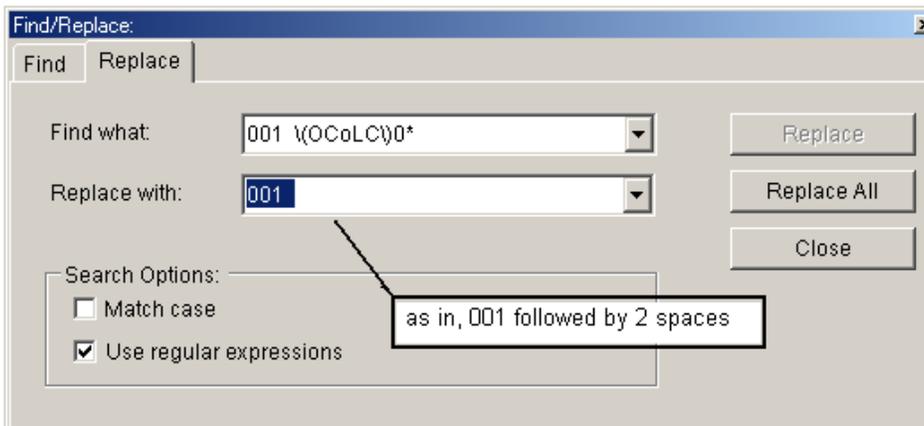
(or Delete Field / 001 / ☑ remove duplicate data)

10) Remove duplicate 001s and 035s by using Tools \ Add/Delete Field and checking "Remove duplicate data"

11) Sort all fields (Ctrl+F11)

Sample record for a held COE item, after performing the above edits:

```
=LDR  01617cam  2200349Ia 4500
=001  35162591
=005  20131017082544.0
=008  960730s1941\\\\pau\\\\\\\\\\f000\0\eng\d
=035  \\$a(OCoLC)35162591
=035  \\$a3113373
=040  \\$aQQR$cQQR$dOCLCQ$dKUK
=043  \\$an-us---$an-us-pa
=049  \\$aKUK
=086  0\$aFW 4.14:F 317/ser.4/no.37
=090  \\$aCD3384$b.S81 1941
=110  2\$aSurvey of Federal Archives (U.S.).$bPennsylvania.
=245  10$aInventory of federal archives in the states.$nSeries IV,$pThe Department of War,$nNo.
37,$pPennsylvania /$cprepared by the Survey of Federal Archives, Division of Community Services
Programs, Work Projects Administration.
=260  \\$aPhiladelphia :$bHistorical Records Survey,$c1941.
=300  \\$a2 v. ;$c28 cm.
=500  \\$aMimeographed.
=583  1\$3pt.1$acondition reviewed$c2009$lloose$2pda$5KyU
=583  1\$3pt.1$ahoused$c2009$ienvelope$2pda$5KyU
=583  1\$3pt.2 access copy$acondition reviewed$c2013$xbroken inner joints$2pda$5KyU
=583  1\$3pt.2 archival copy$acondition reviewed$c2013$xbroken inner joints$2pda$5KyU
=590  \\$aUK holds archival copy for ASERL Collaborative Federal Depository Program libraries.
=610  10$aUnited States.$bWar Department$vArchives.
=650  \0$aArchives$zPennsylvania$vCatalogs.
=651  \0$aPennsylvania$xHistory$vArchives.
=710  1\$aUnited States.$bWork Projects Administration.$bDivision of Community Service Programs.
=710  2\$aPennsylvania Historical Records Survey Project.
=902  \\$a*CFDPhttp://infokat.uky.edu/vwebv/holdingsInfo?&bibId=3113373
=909  \\$a*CFDP(WPA)
=994  \\$aC0$bKUK
```

Compile to .mrc file ("Make") for loading

After the edits have been performed in MarcEditor, the file should be compiled to MARC format through MarcEdit's MarcMaker for loading into the ASERL COE database. MarcEdit refers to this as "making the file" and yields a .mrc file. When making this file, select the option to translate it to MARC-8, and limit the file size to 4 MB.

Load file of held COE records into ASERL COE database

Using the provided Google account, log into the ASERL COE database at http://apps.uflib.ufl.edu/CFDP/ Click Browse to find and select the file you wish to upload and click on "Import File."

The import software will report the number of records successfully imported, and if any errors occur, it will display the records that contain those errors.

Identification of materials not held for COE agency (aka "Known not owned" or "Gap" Records)

Document known, not owned records in an Excel file

Records for "known, not owned" materials, also called "gaps" in our holdings for our COE agency are created and submitted to the ASERL COE database. These records may be very brief with minimal information or may be more complete.

As the known, not owned materials were identified (the process used to identify these materials is described elsewhere) information about these items was added to an Excel spreadsheet. This spreadsheet has a column for every MARC tag and subfield that could or should be included in these records, including the OCLC number, when it was available. (The spreadsheet in the figure below only shows a few of these columns, as an example.) The ASERL COE database requires each of these

records to have a unique identification number in a 901 field, and so a column was added to the spreadsheet for this field in the format "*CFDP(KUK)[unique number]".

035 a	050 a	050 b	086 a	245 a	260 c	490 a	901 a
192174915				Directory of churches and religious organi	1940		*CFDP(KUK)10300
214291256			Y 3.W89/2: 14/1-3	Guide to eligibility of W.P.A. projects			*CFDP(KUK)10301
320224788			Y 3.W 89/2:38/4	Suggested references useful to children's	1938	Nebraska research and rec	*CFDP(KUK)10304
495708403			FW 1.5:L 48/943	Annual and sick leave laws and regulation	1943		*CFDP(KUK)10305
496020678			FW 2.13:G 29/943/sh.1-8	Georgia transportation map: highways, ra	1943	WPA Technical series. Edu	*CFDP(KUK)10306
860359	Z1309	.H67	Y 3.W89/2:43 Am 3/2/no.7	Check list of Nevada imprints, 1859-1890.	1939		*CFDP(KUK)10310
			FW 3.2:Sl 7/sh. 1-4	640,000 persons will be rehoused, who pa	1942		*CFDP(KUK)10308
			FW 4.14:G 296	Inventory of the church archives of Georgia: Hebrew Congregations			*CFDP(KUK)10329
			FW 2.13:M 58/sh.1-10	Michigan transportation map : highways,	1940		*CFDP(KUK)10330

This file was saved in a comma separated value (.csv) format for processing in MarcEdit.
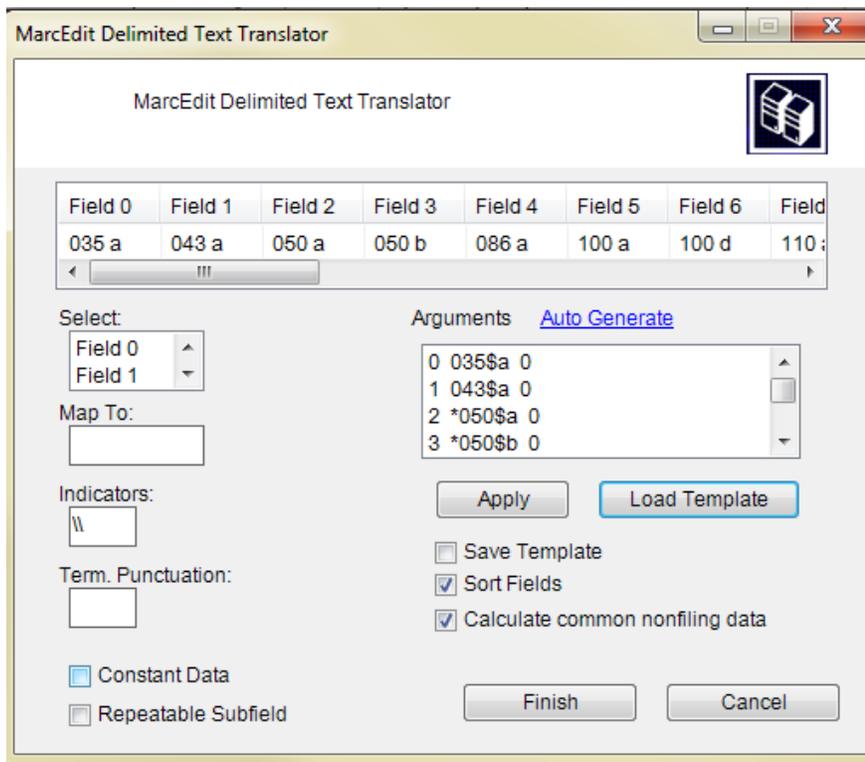
MarcEdit

Process Excel file through MarcEdit's Delimited Text Translator

MarcEdit contains a Delimited Text Translator utility which converts text from .csv files into MARC by mapping each column of data to a specific subfield using a user-created template. A YouTube video describing the process to use the Delimited Text Translator from the creator of MarcEdit is available here: http://www.youtube.com/watch?v=Kp_N3ncjS7Q

Create a template in the Delimited Text Translator that maps each column of the .csv file to its MARC subfield. This file will be saved as a .mrd file.

Select the .csv file you are wanting to make into MARC in the Delimited Text Translator utility, selecting "Comma" as the delimiter, as well as the "UTF-8 Encoded" selection and click "Next." Load the template you created into the Delimited Text Translator, as shown here:

Click "Finish" and open the file in MarcEditor.

Customize records of known, not owned COE materials for ASERL COE database

If some of the fields in your records contain unnecessary quotation marks, it may be because of punctuation marks in those fields in the Excel file.

Perform the following edits or ensure these fields exist in each MARC record in the file (see screenshots from pp.4-7 of this document for step-by-step instructions):

001 should have the OCLC number, if available. The field should contain only the number, without any leading zeros (i.e., remove "(OCoLC)ocm" or "(OCoLC)ocn") If an OCLC number is not available, the 001 field should be omitted.

049 $a****

901 $a*CFDP(KUK)nnnnn   [This is for unique identification number, described above]

909 $a*CFDP(WPA)

Sample record of a known, not owned COE record, after performing the above edits:

        =LDR 00336nam 2200109Ia 45e0
        =001 2488259
        =008 100528s9999\\\\xx\\\\\\\\\\\\\000\0\eng\d
        =049 \\$a****
        =086 0\$aFW 4.14:M 582 c/6

=245 00$aInventory of the church archives of Michigan. $b Presbyterian church in U.S.A., Presbytery of Detroit.
=260 \\$a[S.l.:$cs.n.],$c1941.
=901 \\$a*CFDP(KUK)10015
=909 \\$a*CFDP(WPA)

If an item described by one of our known, not owned records is acquired, we catalog that as a held COE item according to the instructions on pp. 1-9 of this document. When the fuller "held" record is customized to add to the ASERL COE database, the 901 field that was included in the known, not owned record should be included, along with the new 902 field. This will overlay the original known, not owned record and indicate that the material is held by your institution.

Compile to .mrc file ("Make") for loading

After the edits to the known, not owned records have been performed in MarcEditor, the file should be compiled to MARC format through MarcEdit's MarcMaker for loading into the ASERL COE database. MarcEdit refers to this as "making the file" and yields a .mrc file. When making this file, select the option to translate it to MARC-8, and limit the file size to 4 MB.

Load file of known, not owned COE records into ASERL COE database

Using the provided Google account, log into the ASERL COE database at http://apps.uflib.ufl.edu/CFDP/
Click Browse to find and select the file you wish to upload and click on "Import File."

The import software will report the number of records successfully imported, and if any errors occur, it will display the records that contain those errors.