

PREFACE TO THE SECOND EDITION

This is the third update, but the first complete revision of *Cataloging with AACR2R and USMARC* since its initial publication in 1998. Most of the revisions are to incorporate changes from the 1999, 2001, 2002, 2003, and 2004 amendments to AACR and the LCRI, CONSER, and to MARC21 updates from 1999-2003. However, all chapters have also been reviewed, revised, and in some cases, reorganized for clarity.

It is not possible to note every individual change that has been made for this new edition. However, major changes to rules, coding standards, and/or hints are indicated by the addition of the year in which the change was made.

It is our intent to provide update pages to this loose-leaf manual every 1-2 years, at least until we are given AACR3. Any suggestions, corrections, and/or contributions for the updates will be more than welcome.

This new edition would not have happened without the support of all the catalogers who purchased the first edition and its updates. The sales of that edition took everyone by surprise, especially me. Obviously, my publisher is hoping that you will make sales of this edition surpass its predecessor. I, of course, will just be happy if some of you continue to find it useful.

As with the first edition, I again want to thank my workshop attendees for their continuing support and questions. I am also most grateful to all the dedicated people who reviewed my drafts, especially: Eileen Jaffe (Pinal County Library District), Suzanne Schriar (Illinois State Library), Lynn Fields (Lewis & Clark Library System), Kathy Nystrom (Eden Theological Seminary and Webster University), Karen Anspach (Karen Anspach Consulting), and finally but most importantly, Richard Fritz, my husband, business partner, and constant support.

Deborah Fritz
The MARC of Quality
<http://www.marcofquality.com>
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PREFACE TO THE FIRST EDITION

Cataloging is like swimming, maybe you can do it if they throw you in at the deep end, but you will certainly do it better if they show you how it is done. Cataloging is like carpentry, you will build a better birdhouse if you have the right tools. And cataloging is like cricket, you will play a better game if they teach you the rules.

This book will teach you how to use the tools to learn the rules.

The purpose of this book is to bring together—in one place—information about the cataloging rules, various sources of rule interpretations, and the MARC coding standards. It cannot claim to be a completely comprehensive tool: it is limited in scope to five types of material only; it is not meant to replace the rules or interpretations or coding manuals; and it does not include every rule or MARC tag.

But this work will give the cataloger facing a MARC record on a computer screen, or a blank template/workform, a place to start. There is a pattern to this elegant process that we call cataloging. In fact, there are many patterns in the web of information that we have been trying to weave into coherence long before the days of www. This work is an attempt to reveal some of those wonderful patterns to those of us who enjoy this kind of thing.

It is the outcome of more than eight years of workshops on the topic of cataloging in the MARC format. These workshops began as a one-day session on cataloging books. Over the years, that one day became two, then three, and now is four, just for books and basics. In each case, growth was a result of attendee-demand. They always have more questions than I have time.

Along the way, two days for serials were added, then two for videos, and two for sound recordings and two more for computer files.

The documentation for these workshops grew accordingly. This manual began as a skinny 20-page handout. When it hit 200 pages I knew it was getting out of hand as a handout and had to become a book. I also knew that unless I published it, I would never stop fiddling with it for every workshop. So, in self defense, I have finally made myself call a halt, and here is the result.

Picture this: you are sitting at a nearly blank computer screen. “Catalog” they said. “Here’s OCLC or BiblioFile or SuperCat or Follett or whatever. Make records for these books or videos or serials or whatever.”

Are you looking for a Rumpelstilskin to help you spin gold out of straw? Well this book can’t do magic, but it will teach you how to turn AACR2R rules into USMARC records, and so weave that wonderful, complex web mentioned above out of the many and varied works in your library’s collection.

First you will describe those works: what are they called, i.e., what are their titles; who wrote them, sung them, directed, illustrated, edited them; are they first editions, 4th editions, 6th, revised editions; where do they come from: who published them, where and when; what are they: if books, how many pages, are they illustrated, how tall are they; if videos, are they cassettes or discs, how many of them are there, do they have sound, are they in color black-and-white or both,

what size of tape are they on; whatever type of material they are, are they in a special series that people might remember; is there something else about them that a patron might find interesting or useful, e.g., is a book indexed, does it have bibliographies, is it in more than one language, or a translation, is it based on another work; who stars in that video; what orchestra plays that piece; is that film based on a novel, or those songs based on someone's poetry?

Then, once you have supplied all of that interesting description, you will link it together with other works with the same authors, same subjects, etc. You will provide the access points, the authors, titles, series, added names, added titles and subjects that will let the people find your carefully cataloged works.

How do you do all of that, you ask? Use this book regularly and you will find it easier than you think.