STREAMLINING MUSIC CATALOGING

BRINGING TOGETHER PROCEDURES AND CORRESPONDING MACROS

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PROCEDURES- WHAT ARE THEY?

• Provide consistent direction
• Record institutional knowledge
• Saves time
• An effective training tool
• Demonstrate how the unit is upholding institutional policies

Helps you to avoid situations where you feel like this
FORMATTING OPTIONS
MACROS

• Script that automatically executes tasks
• In coding language- OCLC Macro Language (OML)
• Saves time
• Provides consistency
• Standard set come with the Connexion Client
• More can be found online

No, you and your staff will not become robots from using macros
PLACES TO FIND MACROS

• OCLC Website: https://oclc.org/support/services/connexion/macros.en.html

• “Better Living Through MACROS” by John Hahn
  http://www.hahnlibrary.net/libraries/oml/index.html

• Walt Nickeson’s MACROS:
  https://docushare.lib.rochester.edu/docushare/dsweb/View/Collection-2556
TIP 1: RESEARCH

• Find out what’s out there
• OCLC survey regarding MACRO use
• Try creating your own!
  • My macros:
    • AACR2-RDA ebooks
    • AACR2-RDA DVDs
TIP 2: ORGANIZE

• Create a central location for your local macro books and procedures

• Include the macro that can be used within a procedure.
  • Example:
    • Add the 3xx fields
    • Enhance the 505
### Hybridizing AACR2 Records

#### RDA Copy Cataloging Checklist For Books – in Workflow Order (7/9/2014)

<table>
<thead>
<tr>
<th>Field</th>
<th>Things to check</th>
<th>Example edits</th>
</tr>
</thead>
<tbody>
<tr>
<td>020</td>
<td>✓ ISBN (Ss only) ✓ Remove ISBNs for other formats</td>
<td></td>
</tr>
<tr>
<td>245</td>
<td>✓ Title ✓ Indicators ✓ Statement of responsibility</td>
<td>245 00 A woman who loves cats / $c by Rita Lesemann.  “Change to” 245 12 A woman who loves cats / $c by Rita Lesemann.</td>
</tr>
<tr>
<td>246</td>
<td>✓ Provide helpful alternate titles</td>
<td></td>
</tr>
<tr>
<td>1XX, 7XX</td>
<td>✓ Use authorized forms ✓ Add MARC relator terms as appropriate</td>
<td>100 <em>1</em> Rose, Mary.  “Change to” 100 <em>1</em> Rose, Mary Zuehlke, $d 1966- $e author.</td>
</tr>
<tr>
<td>7XX</td>
<td>✓ Provide necessary access points with MARC relator terms</td>
<td></td>
</tr>
<tr>
<td>250</td>
<td>✓ Edition statement</td>
<td></td>
</tr>
<tr>
<td>264</td>
<td>✓ Publisher and date ✓ Change 260 field to 264 field(s) ✓ Indicators</td>
<td>260 Edwardsville, IL; $b SIUE Press, $c 2013, ©2012.  “Change It” 264 <em>1</em> Edwardsville, IL; $b SIUE Press, $c 2013. 264 <em>4</em> $c ©2012</td>
</tr>
<tr>
<td>300</td>
<td>✓ Pagination</td>
<td>300 x, 319 pages : $b illustrations ; $c 24 cm</td>
</tr>
<tr>
<td>33X</td>
<td>✓ Check for 336, 337, 338; add if missing; blank indicators</td>
<td>[Add33X]</td>
</tr>
<tr>
<td>Series</td>
<td>✓ Change 440 to 450 &amp; 80X</td>
<td>440 <em>0</em> Korean vampires  “Change to” 490 <em>1</em> Korean vampires 630 <em>0</em> Korean vampires.</td>
</tr>
<tr>
<td>6XX</td>
<td>✓ Remove non-English &amp; non-LCSH/non-MESH/non-FAST ✓ Revise misleading subjects</td>
<td></td>
</tr>
<tr>
<td>Call number</td>
<td>✓ LC class &amp; Cutter numbers match previous edition if applicable ✓ Search LC class number (portion before author/title Cutter) o Does subject match other books in this class? ✓ Search LC class + Cutter numbers o Is the call number unique?</td>
<td>630 QA303.2 $b JSS 2010 245 10 Go Cards! / $c by Lynnette Fields and Jill Gerbs.  “Search QA303.2”  • Titles are Calculus lifesaver; Calculus wars; etc.  • Give to Melissa to correct</td>
</tr>
<tr>
<td>505</td>
<td>✓ If an existing 505 lists titles and authors but is not enhanced, then enhance the field (add $l and $r as appropriate). If the 505 is not present, do not add it. If the 505 only lists titles, do not enhance it.</td>
<td>505 00 How to make brownies / $c Cathie Banks – Crossword solving secrets / $c Debbie Thien.  “Change to” 505 00 $t How to make brownies / $r Cathie Banks – $t Crossword solving secrets / $r Debbie Thien. [505Enhance]</td>
</tr>
<tr>
<td>dates</td>
<td>✓ Dates match in call number, 264 $c, and 008 fixed field Date 1</td>
<td></td>
</tr>
<tr>
<td>Lang</td>
<td>✓ Language fixed field (eng) in 008</td>
<td></td>
</tr>
<tr>
<td>Lit Form</td>
<td>✓ Literary form (0 for nonfiction, 1 for fiction) in 008</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>✓ Type of record in Leader</td>
<td></td>
</tr>
</tbody>
</table>
TIP 3: USEFUL PAIRINGS

• Pair useful macros with the person doing that type of cataloging.
  
  • Example: DVD Materials
    
    • Add3xx (inserts the 3xx fields, created by OCLC)
    • Generate007 (inserts a set 007 field, created by Joel Hahn)
    • Generate700 (converts the entries from the 508 and 511 into 700s, created by Joel Hahn)
FINAL THOUGHTS

• A macro is not a substitution for a procedures manual or training
• Slow introductions to creating procedures and using macros
RESOURCES REGARDING PROCEDURES


RESOURCES REGARDING MACROS


• Hahn, Harvey E. OML and Innopac. OCLC Systems and Services, 15(3), 132-141.


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