

DALNET DATA ANALYSIS PROJECT SURVEY

**PART I - BIBLIOGRAPHIC RECORDS
(INCLUDING PROVISIONAL FIELDS)**

9/30/97

PLEASE COMPLETE THE FOLLOWING:

INSTITUTION TAKING SURVEY: _____

SURVEY COMPLETED BY (INDICATE DEPT./TEAM TITLES OR INDIVIDUAL'S TITLES):

Explanation: Questions about many fields and tags verified as USMARC are included because they relate to those fields used specifically for local information, or are regarding fields that may reveal differences in cataloging practices at DALNET libraries. Non-USMARC fields indicated with asterisk (*).

**PLEASE USE SEPARATE SHEET FOR ANSWERS, IF MORE SPACE IS NEEDED.
PROVIDE PRINTOUTS OF SAMPLE RECORDS WHENEVER POSSIBLE.**

A. Questions proposed regarding Leaders/Fixed Fields

D/S*

1. Does your institution have suppressed records in the database? Circle one.

Yes
No

2. If yes, why are these records suppressed? Describe characteristics of records involved and provide printouts of sample records.

B. Questions proposed regarding the variable fields (010-899)

035

3. Please indicate ALL of the utilities, vendors, or sources from which your institution has obtained cataloging copy.

OCLC GPO
BRODART OTHER? _____
BLACKWELL DALNET (Deriving)
MARCIVE

4. Does your library ever delete 035 information from bib records?

Yes
No

5. If yes, please explain when and why the 035 fields are deleted.

039*

6. Does or has your library ever used the 039 field, Level of Bib Control and Coding Detail, as a local field? Circle one.

Yes
No

7. If yes, under what circumstance(s) and how? Describe as fully as possible.

049*

8. If your institution has included or does include local call numbers, locations, or other information in the 049 field, such as "[REF]" or "[c.1]," please describe what type of information is included. This includes records that have been tapeloaded.

9. Do you have any information in the 049 field that is not provided elsewhere in the bib, copy holdings, item or MARC records?

Yes, (explain) _____

No

069*

10. Does or has your library ever used the 069 field, Level of Bib Control and Coding Detail, as a local field? Circle one.

Yes
No

11. If yes, under what circumstance(s)? Describe as fully as possible.

098

12. Does or has your library ever used the 098 field, Other Classification

Schemes, as a local informational field? Circle one.

Yes
No

13. If yes, what types of classification schemes have been used? *(Include copies of local classification schemes, if this is practical.)*

099

14. Does or has your library ever used the 099 tag, Local Free-Text Call Number, as a local informational field? Circle one.

Yes
No

15. If yes, what types of call numbers are used and under what special circumstances, if any? *(Provide copies of local call number schemes, if practical.)*

16. If yes, is there any information in this field that is not provided elsewhere in the bib, copy holdings, MARC and item records?

Yes, (explain) _____

No

130/730

17. The use of these uniform title fields vary according to catalogers' judgement. Does your institution have any practices or procedures related to the use of the 130 or 730 fields (e.g. deleting or adding 130s to manipulate the indexing of records)? Circle one.

Yes
No

18. If yes, what types of material or circumstances are involved to indicate the use of the 130 or 730 field at your institution? Please provide detailed information. *(Include copies of related procedures, if practical.)*

245

19. Does your institution use the 245 field for any thing *other than* the usual title statements, such as in the case of archival materials?

Yes
No

20. If yes, please provide sample printouts of records (or NOTIS control numbers) where the 245 field has been used to hold non-title information.

4XX

21. As a rule, does your institution follow LC/DALNET practice in terms of series treatment? Circle one.

- a. Always follow as a rule
- b. Usually follow, but depends upon circumstances
- c. Don't follow as a rule

22. If *b* or *c* circled, describe the circumstances involved when your institution's treatment of series differs from LC/DALNET practice.

500

23. This field is normally used to include general information about material, but may also contain information that is local-specific. Does or has your institution used the 500 field to include local information? Circle one.

Yes
No

24. If yes, what local information is included in the 500 field by your institution? Please provide detailed information. (*Include copies of related procedures, if practical.*)

505

25. As a rule, does your institution use 505 fields to provide contents notes, even when other institutions have not?

Yes
No

26. If yes, what types of material or circumstances are present when your institution inputs 505 fields not normally present in cataloging copy?

27. If yes, are 740 fields also input for contents listed in the 505 fields?
Circle one.

Always input
Sometimes input, depending upon circumstances
Never input

590

28. Does your institution use the 590 field to include local notes on bib records? Circle one.

Yes
No

29. If yes, what types of notes are included? Please provide detailed information, including any procedures that standardize the contents of the field at your institution.

650

30. Does your institution use any subject heading systems *other than* those entered in 650 fields, second indicators 0, 1, or 2? Circle one.

Yes
No

31. If yes, what other subject heading systems are used in the 650 field?

69X

32. Does your institution use, or has it ever used, any local subject heading system in the 690, 691, or 692 fields? Circle one.

Yes
No

33. If yes, please provide detailed information about the local subject headings used, including whether or not the local system is used regularly or only in special instances. (*If practical, include descriptions of the system or printouts of sample records.*)

740

34. Has your institution ever used the 740 field to include any information *other than* the usual added entries-uncontrolled related/analytical titles, such as in the case of special collection titles or the like? Circle one.

Yes
No

35. If yes, what local information has been or is included in the 740 field by your institution? Please provide detailed information and/or printouts of sample records.

75X

36. Has your institution ever used the 75X fields to provide local access points? Circle one.

Yes
No

37. If yes, what local access points have been or are included in the 75X fields by your institution? Please provide detailed information.

856

38. How complete (e.g. to what level of specificity) are the URL addresses input into this field by your library? (If your institution has standards dictating the level of URL addresses entered, please attach copies.)

C. Questions proposed regarding the provisional fields (9XX)

9XX*

39. Please indicate ALL of the instances wherein your institution will create provisional bib records.

- a. Order records, before full bibliographic data is available
- b. Temporary cataloging for rush and/or gift items or _____
- c. Billing records for standing orders
- d. Billing records for payments
- e. Other _____

40. If your institution creates provisional bib records, what variable fields do you *regularly* input for most, if not all, items when appropriate? Circle as many as applicable.

901	911	928	946
902	912	930	947
903	913	931	948
904	923	932	949
905	924	934	970
907	925	935	971
908	926	940	972
910	927	945	973

41. If your institution creates provisional bib records, what variable fields do you input only under special circumstances? Circle all that apply.

901	911	928	946
902	912	930	947
903	913	931	948
904	923	932	949
905	924	934	970
907	925	935	971
908	926	940	972
910	927	945	973

42. If any items are circled in Item #37 above, describe the special circumstances involved when these fields are used.

43. At what point in the ordering or cataloging process are your institution's provisional records upgraded to full bibliographic records? Please describe in detail.

44. As a rule, does your institution verify headings (i.e. make sure headings conform to established headings) when it creates provisional records?

Yes
No

45. Does your institution retain any 9XX fields in full bibliographic records?

Yes
No

46. If yes, list the fields and under what circumstances are the 9XX fields retained.

D. Questions about the 9XX fields used as local processing fields

47. If your institution has used the 945-949 fields for retrocon or other local processing, does it normally retain these fields in the bib record?

Yes

No

AIL/

DALNET DATA ANALYSIS PROJECT SURVEY
PART IV - LINKED AND UNLINKED ITEM RECORDS

9/30/97

PLEASE COMPLETE THE FOLLOWING:
INSTITUTION TAKING SURVEY: _____
SURVEY COMPLETED BY (INDICATE DEPT./TEAM TITLES OR INDIVIDUAL'S TITLES): _____ _____ _____

**PLEASE USE SEPARATE SHEET FOR ANSWERS, IF MORE SPACE IS NEEDED.
ATTACH PRINTOUTS OF SAMPLE RECORDS WHENEVER POSSIBLE.**

A. Questions regarding use of Linked Item Records

1. Has your institution ever used linked item records for any thing *other than* cataloged items in your collection, such as, for example, barcoded media equipment attached to dummy bib records?

Yes
No

2. If yes, under what circumstance(s) are these linked records used? Describe all types of instances as fully as possible.

3. Does your library create additional subrecords for Linked Item Records, for anything *other than* Course Reserves?

Yes
No

4. If yes, under what circumstances are these subrecords created?

B. Questions regarding the variable fields in Linked Item Records

Note: No questions are asked about "protected" fields, system-supplied fields, or fields that contain codes already defined within the system, such as "location codes."

ENUM/CHRON

5. Does your institution consistently use the ENUM/CRON field whenever applicable?

Yes
No

6. If yes, do you have a uniform way that volume, part, number, and year data are entered? (Include information about how colons, semicolons, and spaces are used regularly to separate data segments.)

MIDSPINE

7. When does your institution use the "midspine" field?

Only if the ENUM/CHRON field is full
Always for second-level numbering for multi-part items
Sometimes used for second-level numbering
Never used

DEPT LOCATN

8. Does your institution use the DEPT LOCATN field?

Yes
No

TEMP LOCATN

9. Does your institution use the TEMP LOCATN field?

Yes
No

10. If yes to #9, under what circumstances is the TEMP LOCATN field used? Please list all instances as fully as possible.

ITEM ID

11. Has your library ever used more than one Item ID on one item record?

Yes
No

12. If yes, please describe the circumstances or types of materials involved when more than one Item ID is used. (For example, if you consistently barcode both the jacket and the piece for certain types of books, describe the types of books involved.)

STATUS

13. Does your library consistently use "W" in this field to indicate that the item has been withdrawn?

Yes
No

VALUE

14. Does your library use the VALUE field on a regular basis?

Yes
No

15. If yes, what types of material are involved?

NOTE

16. If your institution uses the NOTE field, what types of notes are included? (Please describe as fully as possible.)

17. Has your institution ever used NOTES for circulation information (e.g. patron's name), instead of checking items out?

Yes
No

**COURSE
RESERVE
FIELDS**

18. Does your library use COURSE NO, INSTRUCTOR and other Course Reserve fields on a regular basis?

Yes
No

19. If yes, please describe or attach copies of procedures used to input the the information (e.g. Instructor's last name first, course name and number in free-text "course no." field, etc.) at your institution.

C. Questions regarding use of Unlinked Item Records

20. Has your institution ever used unlinked item records for any thing *other than* the usual circulating materials in your collection (e.g. barcoded media equipment, software, etc.)?

Yes
No

21. If yes, under what circumstance(s) are these unlinked records used? List all examples and provide printouts of sample records.

22. Does your institution ever re-use unlinked item records? (An example might include using barcoded bookmarks over and over again in stored materials to circulate the material.)

Yes
No

23. If yes, describe the circumstances involved when are these unlinked item records are re-used.

24. Do you use unlinked item records for materials that are NOT a permanent part of your collection?

Yes
No

25. If yes, list the type of materials involved.

D. Questions regarding the variable fields in Unlinked Item Records

AUTHOR

26. Please describe how your institution enters author information into this field, including where the information is usually taken from and the way it is entered (e.g. taken from book pocket, last name only or taken from title page, last and first name in that order, etc.) Attach your library's procedures, if that is practical.

TITLE

27. Please describe how your institution enters title information in this field, including where the information is usually taken from and the way it is entered (e.g. always off title page, no articles but first three words of title only, etc.)

COPY NBR

28. If your institution uses this field when applicable, how is the information input usually (e.g. volume and number, no spaces, etc.)?

CLASS TYPE

29. If "O" (Other) is ever used, what types of classification does this indicate at your library?

Used for: _____

Never Used

CALL NUMBER

30. Does your institution adhere to a uniform way that call numbers are entered, such as, for example, complete number input with spaces to indicate line breaks, etc.

AIL/