Sources of bibliographic records: guideline and procedure

Date of approval 14 November 2013

History

This procedure replaces *Guidelines for sourcing copy bibliographic records*, version 1.1, dated 20 July 2012

Purpose

To provide the procedure for sourcing of bibliographic records for resources in all languages required by the Library through outlining sources that are preferred for use for ordering and cataloguing.

Guideline

Background

Records are used to order material, provide an inventory of materials owned or accessed by ANU and to provide access for users through catalogue records searchable in the ANU Library catalogue, Summon and services such as Trove and OCLC Worldcat, which include records from the Library.

The Library uses data from preferred sources of descriptive information taking into account the following principles:

- Records are from relevant and trusted sources
- Duplication in library work is minimized – records are reused rather than created
- Efficient workflows can be obtained.

The criteria for selection of sources include subject relevancy (i.e. the source has records that are likely to be used by the Library), convenience and efficiency.

This procedure applies across all Library branches.

Record sources

The Library has identified highly preferred and preferred sources. Highly preferred sources are used in preference to preferred sources. If records are not available from these sources they may be sourced from elsewhere or created.

Highly Preferred sources

Source	Notes	
Australian National Bibliographic Database (ANBD)	National service for Australia, contains CiP records for Australian material and records from many sources including the holdings of all Australian universities.	http://librariesaustralia.nla.gov.au/
OCLC WorldCat	Largest international service for bibliographic records – very strong in Asian, Latin American and central American resources as well as English language material	http://www.oclc.org/worldcat.en.html

Preferred - these records may not have an ANBD or Worldcat control number

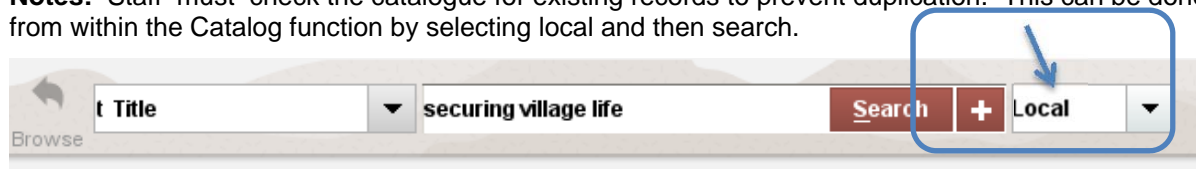| Library of Congress catalog	Contains records of the collection of the Library of Congress	http://catalog.loc.gov/
University libraries	Particularly for specialist collections	E.g. University of Hong Kong, Waseda University, Yale University Law School
National libraries	Particularly for specialist collections	
Major research libraries	Particularly for specialist collections	E.g. CSIRO
Vendors	Particularly for specialist collections	E.g. Cambeiro, YBP, Serials Solutions.

Procedure

Records are sourced by preference through Z39.50 via the Integrated Library Management System (Sierra).
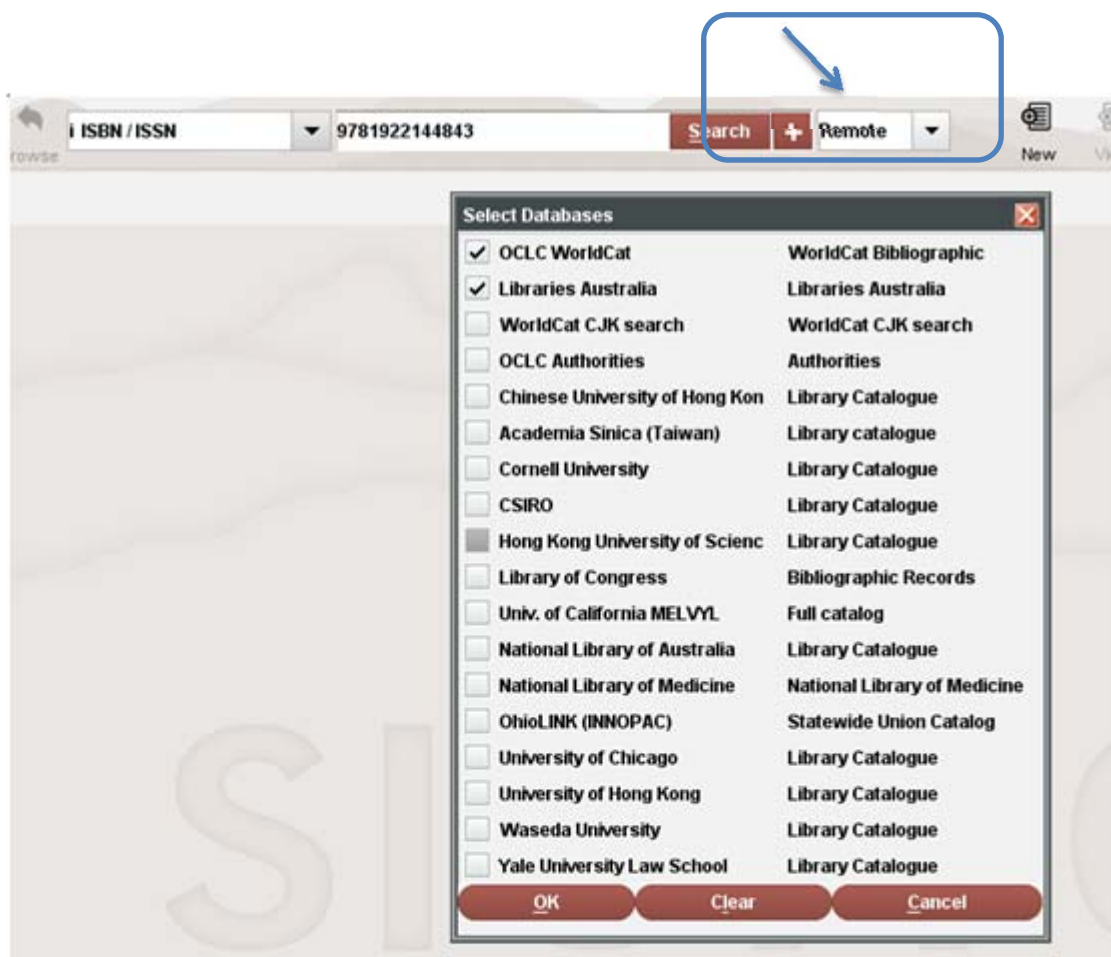
Any staff member can identify and recommend the inclusion of a catalogue record source in Sierra.

Suggestions for the addition of targets should be made to the Metadata Services Coordinator, who will check the source can have a Z39.50 connection and meet the principles listed above.

Notes: Staff must check the catalogue for existing records to prevent duplication. This can be done from within the Catalog function by selecting local and then search.

If a new record is required or a brief acquisitions record exists but needs to be upgraded, search for a record from another source, select remote instead of local. This will bring up a list of targets from which to choose. Highly preferred sources are to be used before preferred sources.

To select the record and click on close to display the retrieved records

Click to see the full record, select either save for a new record or overlay to upgrade a brief record from the menu to import the record into Sierra

When adding, editing or upgrading a record ensure that fields are recorded as per the Guideline *List of required bibliographic fields.*

The Library's policy is to copy records wherever possible, not to originally catalogue material that records can be acquired for.

Related Documents

Record Standard Guideline
Placing an order Procedure
Copy Cataloguing Procedure
Original Cataloguing Procedure
Thesis Cataloguing Procedure
Electronic Resources Cataloguing Procedure
Cataloguing of CDs and DVDs Procedure

Review date

This procedure will be reviewed 2 years after authorization.

Date   14 November 2013

Authorised by   University Librarian

Attachment List of z39.50 targets configured in Sierra as at 1 August 2013

01 > OCLC WorldCat
02 > Libraries Australia
03 > WorldCat CJK search
04 > OCLC Authorities
05 > Chinese University of Hong Kong
06 > Academia Sinica (Taiwan)
07 > Cornell University
08 > CSIRO
09 > Hong Kong University of Science & Technology
10 > Library of Congress
11 > Univ. of California MELVYL
12 > National Library of Australia
13 > National Library of Medicine
14 > OhioLINK (INNOPAC)
15 > University of Chicago
16 > University of Hong Kong
17 > Waseda University
18 > Yale University Law School