PaILS Cataloging Procedures

Is it already in SPARK?

When a new item is received at your library and is ready to be cataloged, catalogers should first search for the title across the entire SPARK catalog.

1. Go to Search Catalog in the staff client.

2. Select Numeric Search and select ISBN as the search field. Some libraries may also opt to supplement this by searching for Author / Title under Advanced.

3. From the Search Library filter, select SPARK Library System. This will ensure that you are searching all libraries in the system and will help eliminate duplicate records.

4. Scan or type in the ISBN and click Search. (If you are searching for a DVD title, search by ISBN if one exists. Otherwise, go back to Advanced Search and perform a Keyword search by UPC.) If no matches are found, try a Title Search under Advanced Search. If still no matches are found, proceed to instructions below for importing records. If possible matches are found, proceed to Step 5.

5. Examine the search results to find an existing record in the catalog that most closely resembles the item in hand. You can do this by going into View MARC.

020 Verify the ISBN.

245 Verify title and sub-title.

250 Verify the edition statement (e.g.; Abridged or unabridged for audiobooks, full screen or widescreen for videorecordings, large print ed. for large print books).

260 Verify the place of publication, publisher, and publication date.

300 Check pagination, dimensions etc.

6. If the record matches, go to Step #7. If it does not and you cannot find another qualified record in SPARK, go to the instructions below for importing records.

7. Go to Actions for this Record / Holdings Maintenance and follow local instructions for adding volumes and copies.

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Importing Records if the title is not in SPARK and you use Z39.50

1. Go to Cataloging / Import Record from Z39.50.

2. Under Service and Credentials, select Local Catalog and at least one other service. NOTE: See the SPARK web site for a list of favorite databases selected by other SPARK catalogers.

3. Under Query, search by ISBN first. If no matches are found, search by author and title. (If you are searching for a DVD, search by Author / Title.

4. Click Search. The search results will appear on the bottom of the screen.

5. Choose a result from the bottom of the screen. If you want to view more results, click Fetch

6. Choose a result and examine the MARC record by clicking on MARC.

7. Things to look for…

Fixed Fields:

If the item is a Children's Book, make sure that Audn in the Fixed fields is set to j.

If the item is a Large Print, make sure that Form in the fixed fields is set to d and that 250 specified the Large Print edition.

Marc Tags:

020 Verify ISBN.

245 Verify title and sub-title.

250 Verify the edition statement (e.g.; Abridged or unabridged for audiobooks, full screen or widescreen for videorecordings, large print ed. for large print books).

260 Verify the place of publication, publisher, and publication date.

300 Check pagination, dimensions etc. and add if they are not there.

500 Verify if there is an index present

504 Verify if there are any bibliographical references and /or index. *

505 If a content note is present, verify that it is correct

700 Verify if additional authors/editors/illustrators are present and verify the name authority using LC Authorities

710 Verify corporate names etc. and verify the name authorities.

856 Delete the 856 unless it points to good information that can be accessed by all SPARK libraries.

8. When you are ready to import a record, check the box next to MARC Editor and click Import.

9. The MARC Editor will open in a new tab. Make any changes to the record that you wish to make.

10. Click Import Record.

11. You will now see the record in the catalog. Go to Actions for this Record / Holdings Maintenance and follow local instructions for adding volumes and copies.

Importing Records if the title is not in SPARK and you do NOT use Z39.50

1. Log into your favorite cataloging source and search for the title.

2. Things to look for…

Fixed Fields:

If the item is a Children's Book, make sure that Audn in the Fixed fields is set to j.
If the item is a Large Print, make sure that Form in the fixed fields is set to d and that 250 specified the Large Print edition.

Marc Tags:
020 Verify ISBN.

245 Verify title and sub-title.

250 Verify the edition statement (e.g.; Abridged or unabridged for audiobooks, full screen or widescreen for videorecordings, large print ed. for large print books).

260 Verify the place of publication, publisher, and publication date.

300 Check pagination, dimensions etc.

500 Verify if there is an index present

504 Verify if there are any bibliographical references and /or index. *

505 If a content note is present, verify that it is correct

700 Verify if additional authors/editors/illustrators are present and verify the name authority using LC Authorities

710 Verify corporate names, etc. and verify the name authorities.

856 Delete the 856 unless it points to good information that can be accessed by all SPARK libraries.

3. Export the record.

4. Import into Evergreen using March Batch Import / Export.

5. You will now see the record in the catalog. Go to Actions for this Record / Holdings Maintenance and follow local instructions for adding volumes and copies.

Out of Luck?

If you do not find a matching record in SPARK or from another source, here are your options in order of preference.

- Wait….Another SPARK library may decide to catalog it.
- Ask for help on the SPARK Users listserv.
- If you are in a System or District, ask your system headquarters or your DLC for help cataloging it.
- Circulate it as a non-cataloged item.