

## UCSD Innopac Documentation

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### **Proposal:**

We recommend that catalogers follow LCAF series usage in all cases except those listed below under exceptions. This will:

- \* facilitate current copy cataloging which accounts for 80% of the titles cataloged by the Catalog Dept.;
- \* position us for more efficient "Prompt Cat" processing, and;
- \* expedite master record replacements and new inputs in cases where our series usage varies from LC. In these cases, we currently enter the series as instructed by the LCAF and after update, we change to InnoPac treatment.

### **Impact:**

Implementation of this proposal will require clean-up of existing authority and bib records as discrepancies in form, treatment, and/or volume designation are encountered. While this will initially generate an additional workload for catalogers and database management staff, the benefits of a more consistent database and less work for ongoing cataloging make adherence to LCAF practice desirable.

### **Exceptions:**

1. When bibliographer has requested variant form and/or treatment to improve access.
2. We vary in classification and/or analysis treatments, i.e., serial, analyzed serial, SAE, monographic set, or one issue of a serial cataloged as a monograph.
3. We have a conflict that LC doesn't yet know about, and we have had to qualify a series which they do not. This is expected to happen rarely.
4. Working papers cataloging. These should present no problems for catalogers as they are handled in a special OSM subunit.
5. When a series is being used for the first time and an older LCAF SNU authority record is found, we will establish as an SAE per current LC policy and make a note in the InnoPac authority record about the deviation. OCLC allows these series statements to be input as traced.
6. When a series is both numbered and unnumbered, LC creates two authority records, one qualified by numbering and the other qualified by the term "Unnumbered." We will continue to merge the two LCAF records in these cases and add a 641 note "and unnumbered" to the authority record for the numbered series. This will produce a series list with unnumbered items first, followed by numbered ones. (See example of annotated authority record attached). When enhancing or inputting master OCLC records, use the LC treatment and change to reflect UCSD treatment before export.

## **VERIFICATION PROCEDURE RECOMMENDATIONS:**

**NOTE:** The InnoPac series authority record will always be checked whether or not copy exists for the item in hand.

**Form (heading and qualifiers); Treatment (quoted note); Volume Designation (numbering itself, volume designation, and order of numbering and designation, e.g., 1 BD vs. BD 1)**

### **Copy:**

- \* Series heading matches InnoPac - Accept
- \* Series heading varies from Innopac:
  - a) DLC |c DLC - Find LCAF record and bring Innopac into conformity
  - b) Other member copy - change to match InnoPac

### **Master Record Replacement:**

- \* Series heading matches InnoPac - Accept
- \* Series heading varies from InnoPac - Check to see if LCAF precedent
  - a) If LCAF found and matches copy, bring InnoPac into conformity
  - b) If no LCAF precedent, leave form as is on copy (unless transcribed on copy incorrectly) and change to match InnoPac after replacement

### **New Inputs:**

Always search for LCAF and if form varies from InnoPac, bring InnoPac into conformity.

### **Publishers - Additional Publishers Found, But Same Series:**

Add publisher to 643 field in InnoPac authority record or replace it with updated LCAF record, whichever is easiest.

### **Cross References Missing From Innopac:**

Add references without checking for LCAF record, especially if InnoPac record has other local references or notes, or replace with LCAF record, whichever is easiest.

### **More Cross References on Innopac:**

Retain local cross references.

### **Subseries Or Subtitle Differences:**

Replace with LCAF record.

### **Quoted Note Treatment Variations:**

Replace with LCAF record.

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