

UC San Diego Library Cataloging Guidelines for CJK Vendors

CJK vendors will follow the cataloging guidelines described below. Contact the Library liaison with any questions or for requests for clarification.

Creating/Editing Bibliographic Records in Multiple Character Sets

Please follow both:

- ALA-LC Romanization Tables
<https://www.loc.gov/catdir/cpsd/roman.html>
- PCC Guidelines for Creating Bibliographic Records in Multiple Character sets
<http://www.loc.gov/aba/pcc/bibco/documents/PCCNonLatinGuidelines.pdf>

Do not accept non-English language records (040\$b with any value other than eng). See OCLC Bibliographic Format and Standards. 3.10. Parallel Records for Language of Cataloging.

<http://www.oclc.org/bibformats/en/specialcataloging/default.shtm#BCGBAEHC>

Add CJK language script characters as parallel fields to all applicable Romanized fields, including the CJK punctuation and special characters that are not used in western punctuation. Use only if the marks are in the MARC-8 character set. Some examples are:

Center dot: “ • ”

Open and close double angle bracket " 《》 "

Open and close bracket " 「 」 "

Original Cataloging

When a matching record is not located in OCLC WorldCat, create a new full-level record based on the Library's item, please follow:

- RDA and LC/PCC Policy Statements
- PCC Bibliographic Standard Record Metadata Application Profiles
<http://www.loc.gov/aba/pcc/bibco/bsr-maps.html>
- CONSER Cataloging Manual and CONSER Editing Guide
CONSER Standard Records
<http://www.loc.gov/aba/pcc/conser/issues/CSR.html>
- OCLC Bibliographic Formats and Standards
<http://www.oclc.org/bibformats/>
- Online Name and Subject Authority files
- LC Subject Cataloging Manuals

Use codes “0” (the numeral zero) and “1” in the Fixed Field for LitF. (The Library does not use detailed literary form coding.)

Assign a Library of Congress call number and Library of Congress subject headings as appropriate for each title needing original cataloging.

Matching and Retrieval of Existing Records (Copy without editing)

Accept matching records “as is” if a record is coded as a full-level unless errors are found and/or it lacks non-Latin script data in the records.

Record Enhancement (Copy needing enhancement/replacement of the OCLC master record)

To upgrade and/or enhance records to full level, please follow:

- The standards listed under Original Cataloging section above and the OCLC guidelines on enhancing and/or upgrading records to full-level.
- OCLC Bibliographic Formats and Standards. 5. Quality Assurance.
<http://www.oclc.org/bibformats/en/quality/default.shtm>
- OCLC Enhance Training Outline.
<http://www.oclc.org/support/training/worldcat/enhanceoutline/>

Call number information

Assign LCC call numbers using 050 1st indicator blank, 2nd indicator 4.

Subject headings (All Formats)

Assign LC Subject Headings for non-fiction titles, if needed.