



Guidelines for Bibliographic and Authority Databases

(9/18/2006, rev. 3/15/2015)

General Guidelines

1. The [DALNET Cataloging and Database Standards Committee](#) is responsible for the guidelines which help to monitor the quality of the DALNET database.
2. The DALNET Cataloging and Database Standards Committee will review this document at least every two years. DALNET members and other DALNET groups may submit suggestions for changes on an on-going basis to dalnethelp@wayne.edu.
3. Definitions for cataloging levels

a. Brief bibliographic records

i. Libraries may create temporary brief records for materials that are not part of the library's permanent collections including professor's personal copies of items for course reserve, on-order materials, items not yet cataloged, items that are uncataloged, single issues of serials not normally circulated, community information files, and equipment such as keys, projectors, laptops, etc. These may be coded so as not to display in the public access catalog at the discretion of the institution.

ii. Members should not attach holdings (copy and/or item records, etc.) to brief records created by another institution. [DALNET office 7/14/2008]

1. DALNET members agree to periodically review and remove unneeded temporary brief bibliographic records.

b. Full bibliographic records

i. Bibliographic records for titles that will remain indefinitely or are part of a permanent collection

Full Bibliographic Records Guidelines

4. All new additions to the DALNET database will be made only after a careful search of the DALNET database to avoid duplicate records.

a. Exceptions include bibliographic records with copy records attached.

5. All bibliographic records in the database will retain an "Unknown" ownership, thus allowing authorized staff to update them by adding subject headings, classification numbers, or making additions.

a. Staff at any member institutions should not delete any portion, part, or element of a bibliographic record if items from another institution are attached to it. Contact dalnethelp@wayne.edu with any corrections or questions about a bibliographic record.

b. DALNET members will not delete classification numbers and/or subject headings from records containing classification schemes and subject heading systems they do not use.

6. All new bib records imported into the DALNET database will be ones created using the latest edition of the Anglo-American Cataloguing Rules (AACR) or Resource for Description and Access (RDA) (or successive cataloging documentation) as interpreted by the Library of Congress.

7. DALNET members will prefer Library of Congress, National Library of Medicine, or BIBCO full bibliographic records.

8. All full bibliographic records shall conform to the latest version of the [OCLC Bibliographic Input Standards and Formats](#).

9. Member libraries are expected to keep all of their holdings records up to date in the database.

10. Local information should be carefully evaluated and, where appropriate, put into a note field on the item record (i.e., signed copies, noted damage, donor notes, etc.; information may be left in field 590 but anyone will be able to view information on the bibliographic record).

11. A full bibliographic record (OCLC encoding level blank or I) should be chosen to replace a brief bibliographic record. Care should be taken to ensure that all subject headings and all classification numbers found on the brief bibliographic record are retained.

a. See OCLC guidelines: <http://www.oclc.org/bibformats/en/about.html>

b. LC National Level Full Requirements: <http://www.loc.gov/marc/bibliographic/nlr/>

12. Member libraries will be responsible for keeping URLs on bibliographic records current.

13. Separate entries for the following list of repeatable MARC fields and/or subfields may be retained for members:

- 856 – electronic location and access (add ‡x your location code)
- 590 – local notes (add ‡z your location code)
- 506 – restrictions on access notes (add ‡5 your location code)

* These fields are repeatable. Institutions may add a new version of these designated fields to the bibliographic record if needed.

**** In order for the information in these fields to properly display in member OPACs, it is necessary to include the Horizon location code in the noted subfields listed above.**

Authorities

14. Name authorities will come from the [National Authority File](#).

15. The following subject heading systems may be used:

a. [Library of Congress \(LCSH\)](#)

b. [Medical Subject Headings \(MeSH\)](#)

c. [LC Children's Subject Headings](#)

d. [OCLC Faceted Application of Subject Terminology \(FAST\)](#)

e. [Art and Architecture Thesaurus \(AAT\)](#)

f. Local subject heading lists as approved by DALNET Office before the institution's bibliographic records are loaded.

g. Genre Headings may be used from a source approved by DALNET Project Managers.

h. [Union List of Artists' Names \(ULAN\)](#)

16. The latest version of the Library of Congress Subject Headings will be used as the authority.

a. For headings not controlled by the LC Subject Headings list, DALNET members should be guided by [LC's Subject Cataloging Manual](#).

b. The authority for medical subject headings will be the most current version of the Medical Headings, Annotated Alphabetic List. [discontinued in 2003, replaced with [MeSH Browser](#)]

c. The authority for the Children's subject headings will be the most current version of LC Subject Headings and the principles and guidelines set forth in its introduction.

d. Any institution using local subject headings will be responsible for maintaining a controlled list of such terms.

17. All name and series headings on bibliographic records will be constructed in the form of the latest edition of Anglo-American Cataloguing Rules (AACR) or Resource for Description and Access (RDA) (or successive cataloging documentation) as interpreted by the Library of Congress

18. DALNET members commit to maintaining the integrity of the authority file. Members are strongly encouraged to evaluate authority records created by the system, merging headings as

necessary to maintain conformity with this document. The authority evaluation process may occur during cataloging or post-cataloging.

19. Member libraries are no longer expected to trace series. LC discontinued the tracing of series ~2007.

References

DALNET. [Guidelines for Bibliographic and Authority Databases](#). Detroit Area Library Network. Detroit, MI. [Use latest edition.]

DALNET. Horizon Serials Module Training Materials. Detroit Area Library Network. Detroit, MI. [Use latest edition.]

SirsiDynix. Horizon Reserve Bookroom User's and Administrator's Guide. Provo, UT. [Use manual for relevant edition of Horizon.] URL:
http://www.vlc.lib.mi.us/sites/default/files/hzn751doc/Reserve_Book_Room.pdf

Joint Steering Committee for Development of RDA (JSC). RDA and OCLC. URL:
<http://www.oclc.org/en-US/rda.html>

Library of Congress. Resource Description and Access. URL:
<http://www.loc.gov/aba/rda/index.htm>

Library of Congress, Program for Cooperative Cataloging. CONSER Standard Record (CSR). URL: <http://www.loc.gov/aba/pcc/conser/issues/CSR.html>

----- CONSER: Serials Cataloging Issues. URL: <http://www.loc.gov/aba/pcc/conser/issues/>

----- CONSER: Cataloging Electronic Serials. URL:
<http://www.loc.gov/aba/pcc/conser/issues/E-serials.html>

----- RDA and PCC. URL: <http://www.loc.gov/aba/pcc/rda/RDA%20Resources.html>

Library of Congress, Network Development and MARC Standards Office. MARC 21 Format for Holdings Data. [Use latest edition.] URL: <http://www.loc.gov/marc/holdings/echdhome.html>

OCLC Online Computer Library Center, Inc. Bibliographic Formats and Standards. Dublin, Ohio. [Use latest edition.] URL: <http://oclc.org/bibformats/en.html>