

DALNET DATABASE STANDARDS COMMITTEE

GUIDELINES ON PROVISIONAL CATALOGING RECORDS

1. Provisional records are brief records to support acquisitions activities, to control materials during processing and to control temporary collections e.g. lease books. As such, they are temporary records.

2. Provisional records are designed to be upgraded. Provisional records shall be upgraded.

3. The use of the bibliographic utility to NOTIS transfer is encouraged for cataloging purposes.

4. Provisional records must have the system required fixed field information and a title. The required fixed fields are:

FORMAT: use as appropriate to the item be handled

ENC LEV: leave at 9

DATE: fill in for monographic items; leave all others at the default value.

The suggested variable fields are:

AUTHOR: use if available

TITLE: SYSTEM REQUIRED. Use exact title omitting initial articles.

EDITION: use if appropriate

IMPRINT: use when available and if needed to identify the item.

SERIES: use if available.

The use of additional fields is encouraged to make bibliographic identification more specific.

5. Provisional records have no subject access in NOTIS at this time.

6. Provisional records will use the NOTIS-MARC 9xx fields. These fields will be deleted upon the completion of cataloging. The 9xx fields do not allow for subject headings to be added.

7. Access points, other than title, will be verified in the NOTIS on-line author index. Bibliographic records will be checked to determine the correct form of the author's name. Use of the correct and complete form will insure that the provisional record will be in its proper place in the index. Access points other than the title are not required on provisional records.

8. Omit all initial articles.

9. Provisional records will have properly coded copy holdings records attached. Records properly coded will display appropriate messages in LUIS.

10. Order/pay/receipt records will be found with most, but not all provisional records.

11. Ephemeral materials in the permanent collections shall be controlled with minimal level cataloging rather than provisional records. If cataloging is not desired, unlinked item records may be used.

12. Standards for provisional records for billing purposes will be provided by the Acquisitions Task Force.

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