

# Improving Title Access for our Researchers: The USG Enhancement Project

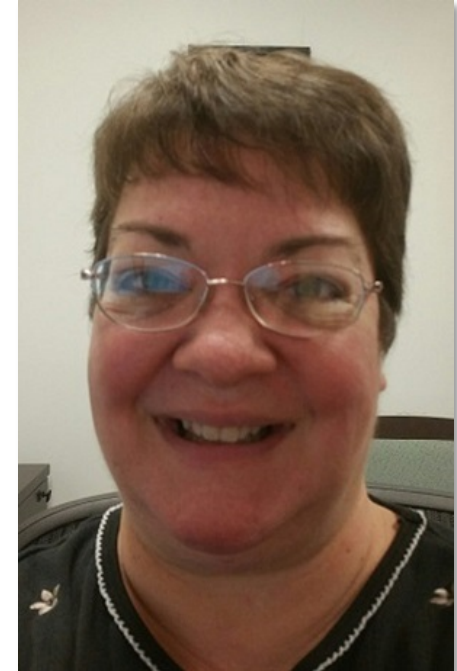
GALILEO Users Group Meeting (GUGM)

May 13, 2021

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# Abstract

Overview of how USG catalogers can implement the contents note enhancement project at their institutions. The project was approved by the USG Cataloging Committee in late 2019 to improve title access in Primo to resources which contain multiple titles.

# Importance of the project

After enhancement, researchers can find these titles through a title or author keyword search of the catalog (but not through the browse search functions).

# Which resources are being enhanced?

- Based on a survey in 2019, short story collections were prioritized first, and a shared Google Sheet spreadsheet was made available to USG catalogers by GIL staff.
- In 2020 the spreadsheet for poetry collections was shared.



# Simple before and after

505	0		Vampire of the village / G.K. Chesterton -- Tom, Dick or Harry / Dashiell Hammett -- The double clue / Agatha Christie -- The Shadow / T.S. Stribling -- Greedy night / E.C. Bentley -- The coin of Dionysius / Ernest Bramah -- Cabin B-13 / John Dickson Carr -- Some kinds of bad luck / C.S. Forester -- The inner circle / Ellery Queen.
-----	---	--	---

505	0	0	#t Vampire of the village / #r G.K. Chesterton -- #t Tom, Dick or Harry / #r Dashiell Hammett -- #t The double clue / #r Agatha Christie -- #t The Shadow / #r T.S. Stribling -- #t Greedy night / #r E.C. Bentley -- #t The coin of Dionysius / #r Ernest Bramah -- #t Cabin B-13 / #r John Dickson Carr -- #t Some kinds of bad luck / #r C.S. Forester -- #t The inner circle / #r Ellery Queen.
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# How to get started

- Go to the GIL site at:

<https://sites.google.com/view/g3almatraining/cataloging/cataloging-projects>

- Click on the ***Enhancing 505 Fields*** link for background information, general instructions, the spreadsheet of records for enhancement, and instructions for installing the OCLC macro.

# What is a macro?

- A macro is a sequence of keystrokes that can be programmed to help with repetitive tasks. You can assign the sequence to a function key on your keyboard. Press that key, the macro does its work, and the contents note is formatted.
- Don't try to do this project without the macro! It is an incredibly timesaving tool.

# The OCLC macro

Install the macro. See instructions and the link to the macro on the GIL site at:

<https://drive.google.com/file/d/1m8dO6xr4tfmn2w59Ku94QDxhWlsra6oD/view>

Begin with the shared spreadsheet.  
Look for the titles your institution holds.

← → ↺ docs.google.com/spreadsheets/d/1XCZMrTOzTK24pM-YRTHoFmUwkZb334CC19eKoO67d28/edit#gid=1743778876

Unenhanced 505 Fields : Short Story Collections ☆

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

100% £ % .0 .00 123 Arial 11 B I A

fx GALI\_AUG|GALI\_UWG

	A	B	C	D	
1	GRAY Fields = DONE / COMPLETED				Data pulled 11/15/2019 -Simon Hunt (UGA)
2	RED Fields = Skip this record - another Colleague is working on it				
3	YELLOW Fields = IZ-only records (not a consortial priority)				
4	MMS ID	035\$a	042\$a	245\$a	Holding institutions
261	9910010952902931	(OCoLC)10711924 (OCoLC)ocm10711924		The stories of Bernard Malamud.	GALI_AUG GALI_UGA GALI_UNG
262	9910047437202931	(Voyager)270002-regentsdb (OCoLC)05387807 (OCoLC)ocm05387807		How to write short stories :	GALI_AUG GALI_UNG
263	9910093465402931	(OCoLC)25246395 (OCoLC)ocm25246395		Selected short stories /	GALI_AUG GALI_UWG
264	9910058755002931	(OCoLC)01427884 (OCoLC)ocm01427884		The men who explained miracles :	GALI_AUG GALI_UWG
265	9910005248302931	(OCoLC)01808996 (OCoLC)ocm01808996		A book of short stories /	GALI_AUG GALI_VALDOSTA
266	9912113835402931	(OCoLC)747527834 (OCoLC)ocn747527834	pcc lcac	145th Street :	GALI_BALDWIN
267	9912115117702931	(OCoLC)914417759 (OCoLC)ocn914417759	pcc	A few of the girls /	GALI_BALDWIN

Change the fill color to red for that line (or block of lines). That tells others you are working on it.

The screenshot shows a spreadsheet application with a toolbar at the top. A color selection menu is open, displaying a grid of color swatches. The menu includes a 'Reset' button, a 'THEME' section with a color palette, and a 'CUSTOM' section with a plus icon. Below the menu, a table is visible with two columns. The table contains various entries, including 'Data pulled 11/15/2019 -S', 'Holding institutions', and several rows of text and codes.

D	
	Data pulled 11/15/2019 -S
	<b>Holding institutions</b>
ories of Bernard Malamud.	GALI_AUG GALI_UGA G
write short stories :	GALI_AUG GALI_UNG
ed short stories /	GALI_AUG GALI_UWG
en who explained miracles :	GALI_AUG GALI_UWG
of short stories /	GALI_AUG GALI_VALDO
Street :	GALI_BALDWIN
of the girls /	GALI_BALDWIN
a's best short fiction :	GALI_BALDWIN
venings on Earth /	GALI_BALDWIN
les /	GALI_BALDWIN
full :	GALI_BALDWIN
ck Holmes :	GALI_BALDWIN
novels; stories of god, sex, and death	GALI_BALDWIN

# After red fill

	A	B	C	D	
1	<b>GRAY Fields = DONE / COMPLETED</b>				Data pulled 11/15/2019 -Simon Hunt (UG
2	<b>RED Fields = Skip this record - another Colleague is working on it</b>				
3	<b>YELLOW Fields = IZ-only records (not a consortial priority)</b>				
4	<b>MMS ID</b>	<b>035\$a</b>	<b>042\$a</b>	<b>245\$a</b>	<b>Holding institutions</b>
261	9910010952902931	(OCoLC)10711924 (OCoLC)ocm10711924		The stories of Bernard Malamud.	GALI_AUG GALI_UGA GALI_UNG
262	9910047437202931	(Voyager)270002-regentsdb (OCoLC)05387807 (OCoLC)ocm05387807		How to write short stories :	GALI_AUG GALI_UNG
263	9910093465402931	(OCoLC)25246395 (OCoLC)ocm25246395		Selected short stories /	GALI_AUG GALI_UWG
264	9910058755002931	(OCoLC)01427884 (OCoLC)ocm01427884		The men who explained miracles :	GALI_AUG GALI_UWG
265	9910005248302931	(OCoLC)01808996 (OCoLC)ocm01808996		A book of short stories /	GALI_AUG GALI_VALDOSTA
266	9912113835402931	(OCoLC)747527834 (OCoLC)ocn747527834	pcc lcac	145th Street :	GALI_BALDWIN
267	9912115117702931	(OCoLC)914417759 (OCoLC)ocn914417759	pcc	A few of the girls /	GALI_BALDWIN
268	9912116954102931	(OCoLC)ocm47968524 (OCoLC)ocm47968524 (ZIS)81429 (GPaB)81429-haindh		America's best short fiction :	GALI_BALDWIN

# Next, copy the OCLC number.

<div><div><div><div></div><div></div><div></div><div></div></div><div>100%</div><div>£ % .0 .00 123</div><div>Arial</div><div>11</div><div>B I S A</div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div></div>				
fx (OCoLC)01427884 (OCoLC)ocm01427884				
	A	B	C	
1	GRAY Fields = DONE / COMPLETED			
2	RED Fields = Skip this record - another Colleague is working on it			
3	YELLOW Fields = IZ-only records (not a consortial priority)			
4	MMS ID	035\$a	042\$a	245\$a
261	9910010952902931	(OCoLC)10711924 (OCoLC)ocm10711924		The stor
262	9910047437202931	(Voyager)270002-regentsdb (OCoLC)05387807 (OCoLC)ocm05387807		How to
263	9910093465402931	(OCoLC)25246395 (OCoLC)ocm25246395		Selecte
264	9910058755002931	(OCoLC)01427884 (OCoLC)ocm01427884		The me
265	9910005248302931	(OCoLC)01808996 (OCoLC)ocm01808996		A book



# Paste it into an OCLC Connexion search.

The screenshot shows the 'Search WorldCat' window. The 'Command Line Search' field contains the text '\*1427884'. Below this, the 'Keyword/Numeric Search' section has a 'Search for:' dropdown set to 'Standard Number (sn:)', followed by two more search criteria: 'Personal Name (pn:)' and 'Title (ti:)', each preceded by an 'AND' dropdown. The 'Language' dropdown is set to '[Any]', 'Format' to '[Any]', and 'Internet' to '[Any]'. The 'Source' dropdown is set to '[Any]', 'Microform' to '[Any]', 'Years' is empty, and 'Material Type' is set to '[Any]'. At the bottom, there is a checkbox for 'Apply Language of Cataloging Limiter' set to 'English', and a checkbox for 'Display using GLIMIR clustering'. Buttons for 'Enter Diacritics...', 'Expand/Collapse', 'Settings...', 'OK', 'Cancel', 'Clear Search', and 'Help' are also visible.

Search WorldCat

Command Line Search

\*1427884

Keyword/Numeric Search

Search for:  Standard Number (sn:)

AND  Personal Name (pn:)

AND  Title (ti:)

Language:  [Any] +

Format:  [Any]

Internet:  [Any]

Source:  [Any]

Microform:  [Any]

Years:

Material Type:  [Any] +

☐ Apply Language of Cataloging Limiter

English

Search Results:

☐ Display using GLIMIR clustering

Enter Diacritics... Expand/Collapse

Settings... OK Cancel Clear Search Help

Notice the Encoding level (ELvl) on OCLC.

- Full level: blank, 1, or I
- Minimal level: 7, K, M
- Abbreviated level: 3, M



Use the macro.

I assigned the macro to the F5 key, so after any editing that I do, I simply hit the F5 key and check the results.

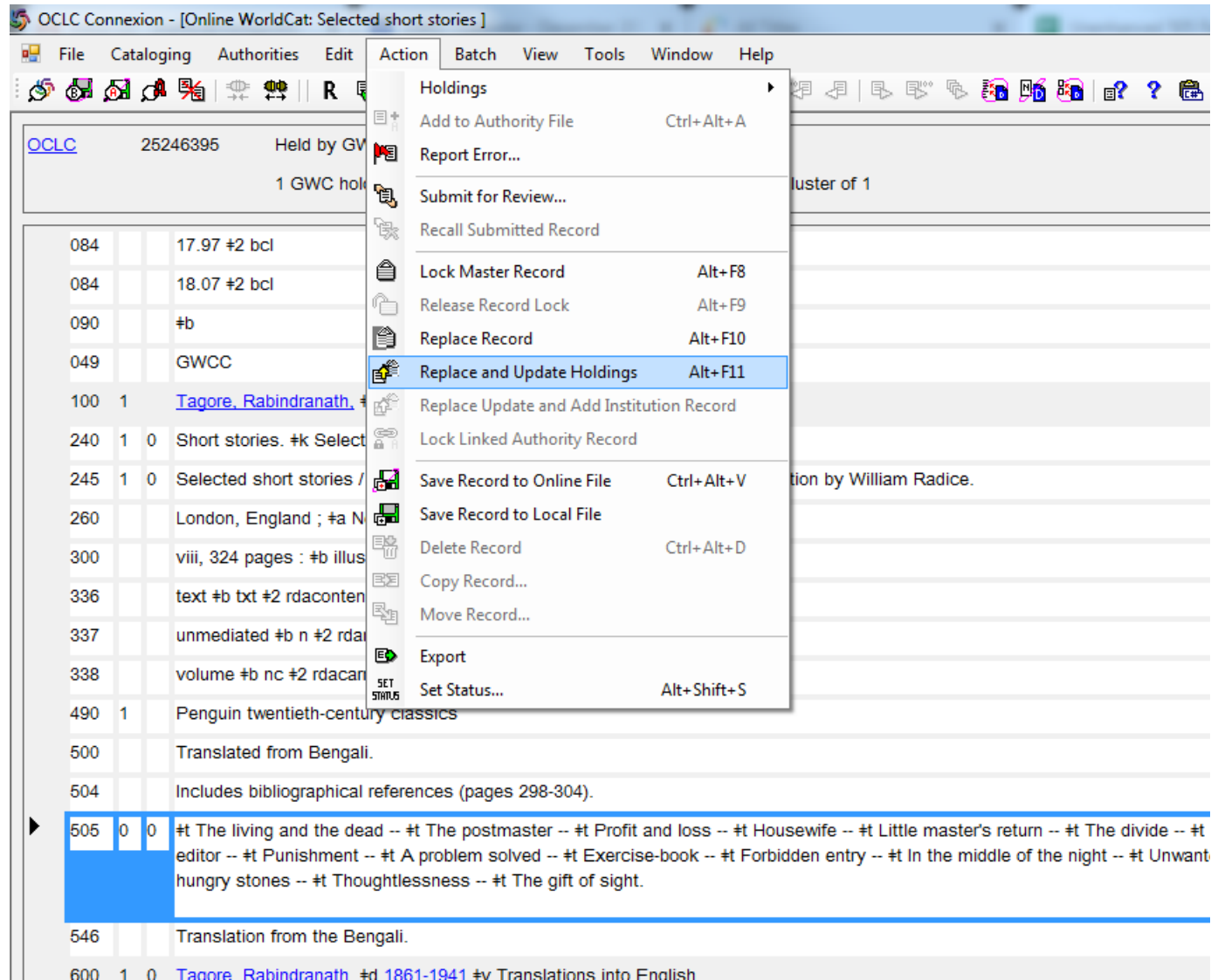
# After enhancement

505	0	0	#t Two brothers -- #t Setna & the magic book -- #t Eumaeus' tale / #r Homer -- #t Country mouse & the town mouse Heliodorus -- #t Horatius at the bridge / #r Livy -- #t Orpheus and Eurydice / #r Ovid -- #t Shipwreck of Simonides / of Susanna -- #t Prodigal son -- #t Raising of Lazarus -- #t Rabbi Akiva -- #t Jewish mother -- #t Ass in the lion's s #r Firdawsi -- #t Sailor and the pearl merchant -- #t Khaled and Djaida / #r Al-Asma'i -- #t Abou Hassan the wag -- #t Launcelot's tourney / #r Sir Thomas Malory -- #t Roberto's tale / #r Robert Greene -- #t True relation of the appariti Dalrymple / #r Sir Walter Scott -- #t White trout / #r Samuel Lover -- #t Queer client / #r Charles Dickens -- #t Terril
-----	---	---	---

505	0	0	#t Selfish giant / #r Oscar Wilde -- #t Julia Chaill's curse / #r George Moore -- #t That brute Simmons / #r Arthur M #t Eulenspiegel and the merchant / #r Eulenspiegel -- #t Doctor Faust and the usurer -- #t Sick wife / #r Christian C #r Paul Heyse -- #t Triple warning / #r Arthur Schnitzler -- #t New-year's eve confession / #r Hermann Sudermann - Marguerite de Navarre -- #t He who married a dumb wife / #r Francois Rabelais -- #t Roast-meat seller / #r Francoi Lausus and Lydia / #r J.F. Marmontel -- #t Mysterious mansion / #r Honore de Balzac -- #t Mateo Falcone / #r Pro Fairy Amoureuse / #r Emile Zola -- #t Substitute / #r Francois Coppee -- #t Our lady's juggler / #r Anatole France -- Franco Sacchetti -- #t Cavalier of Toledo / #r Masuccio (Guardato) -- #t Belphagor / #r Niccolo Macchiavelli -- #t K silk-mercier / #r Carlo Gozzi.
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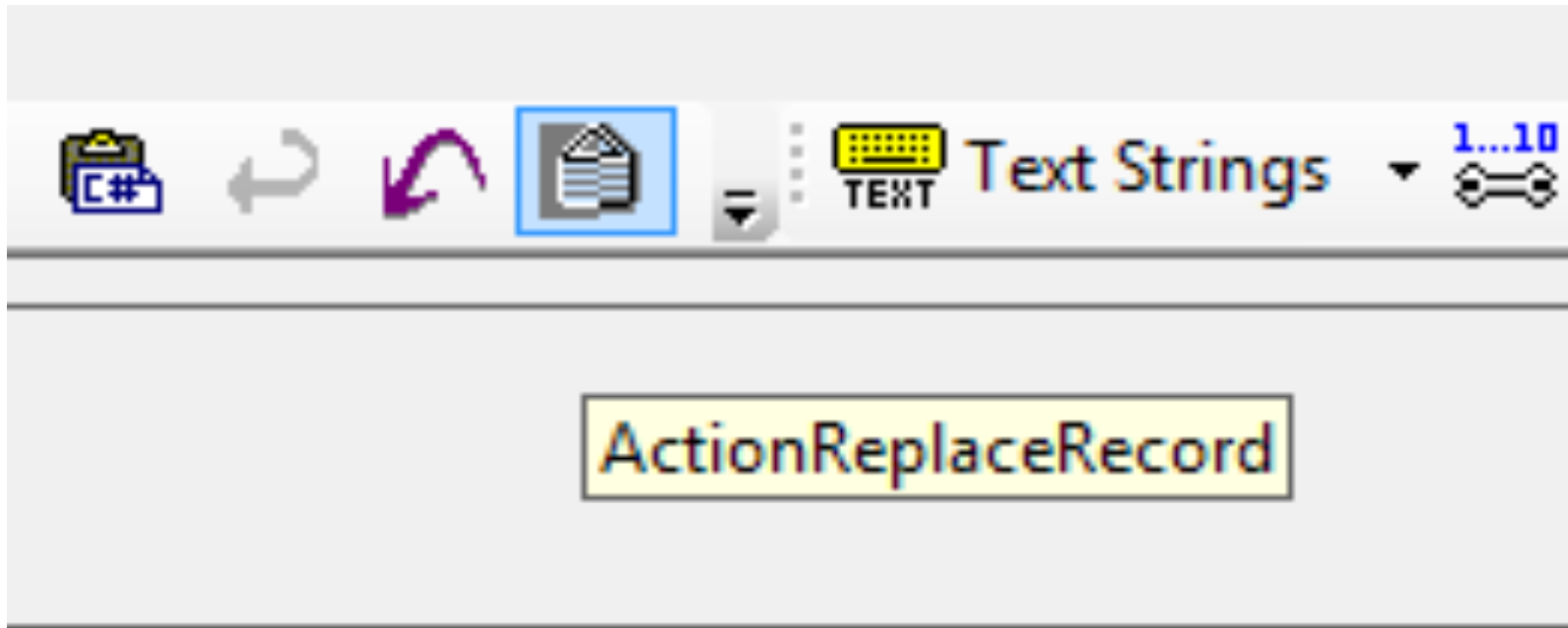
505	0	0	#t Cavalleria rusticana / #r Giovanni Verga -- #t Peasant's will / #r Antonio Fogazzaro -- #t Mendicant melody / #r E jew -- #t Son and his friends / #r Juan Manuel -- #t How Lazaro served a bulero / #r Diego Hurtado de Mendoza -- #t -- #t Maese Perez, the organist / #r Gustavo Adolfo Becquer -- #t Adios, Cordera! / #r Leopoldo Alas -- #t Story of Shimazaki Toson -- #t Higher the flight the lower the fall / #r Jacob Cats -- #t Story of Saidjah / #r Eduard Douwes
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# Do the Replace action using the menu.



Careful! Do Replace and Update Holdings only if your library owns it. If you're doing work for another institution's holdings, just Replace Record.

Or, save keystrokes and time by adding the button to your toolbar.

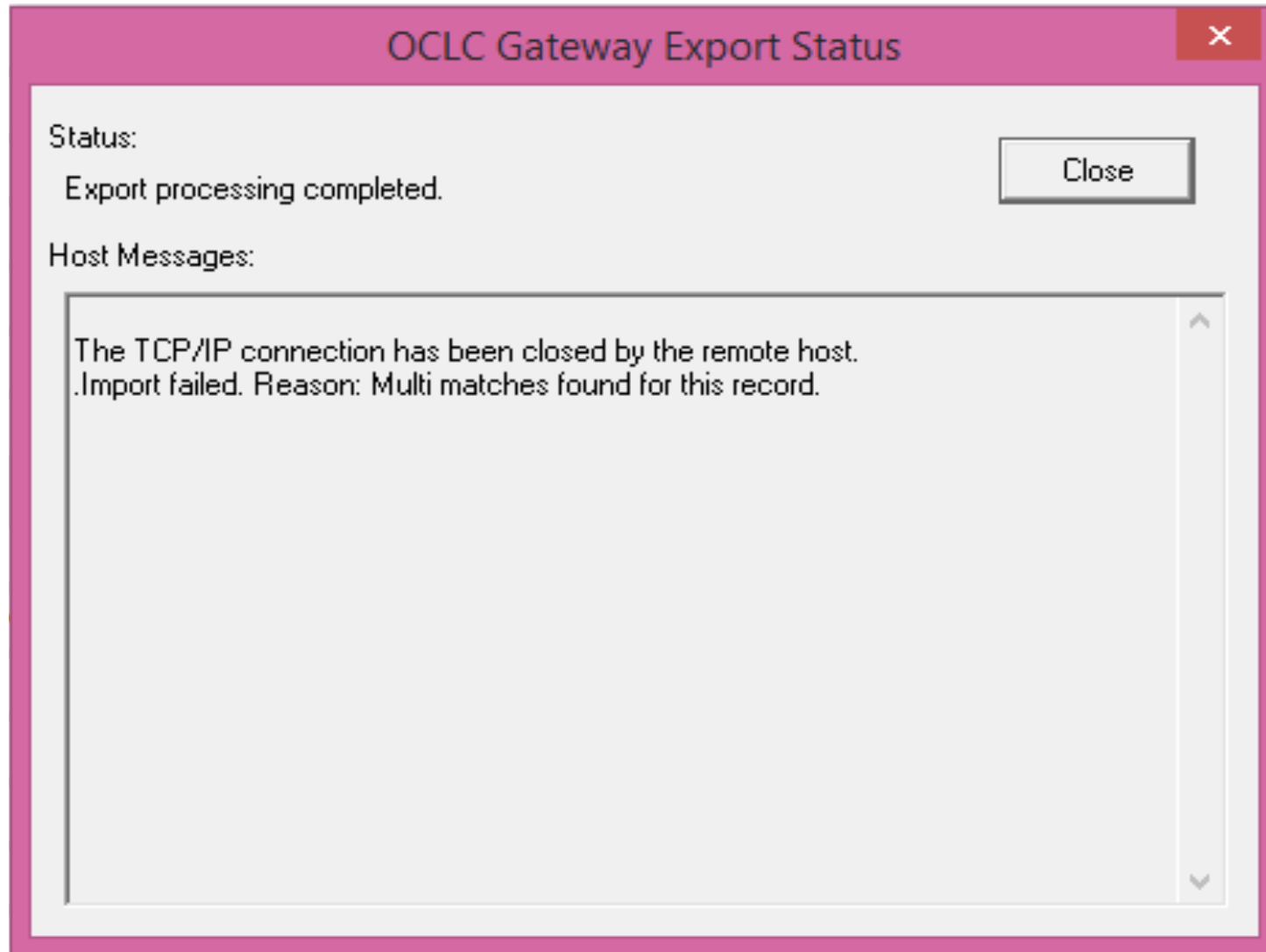


# Optional: export to Alma.

- Next, I like to export the record to Alma. If it fails to overlay due to a multi-match, the situation can be reported and resolved, which helps improve our union catalog even more.
- If you don't do the export, the overnight processes that GIL staff run will do it for you.



# Export failure due to multi match



If you encounter this, please send an email to the LibAnswers email list at:  
[gilcat@galileo.libanswers.com](mailto:gilcat@galileo.libanswers.com).

Say that a merge is needed; give the OCLC control number and the title.

Toggle back to the spreadsheet.  
Change the fill color to gray to show it's done.

The screenshot shows a Google Sheets interface. The spreadsheet has columns A and B. Row 1 is highlighted in gray and contains the text "GRAY Fields = DONE / COMPLETED". Row 2 is highlighted in red and contains the text "RED Fields = Skip this record - another Colleague is working on it". Row 3 is highlighted in yellow and contains the text "YELLOW Fields = IZ-only records (not a consortial priority)". Row 4 is highlighted in green and contains the text "MMS ID" and "035\$a". Rows 261 through 273 contain MMS IDs and corresponding OCoLC and ocm numbers. Row 264 is highlighted in red and contains the MMS ID "9910058755002931" and the OCoLC number "01427884". A color picker menu is open on the right side of the spreadsheet, showing a grid of color swatches. The "Reset" button is at the top of the menu. The "THEME" section shows a row of color swatches. The "CUSTOM" section shows a row of color swatches with a plus sign icon. The "Conditional formatting" and "Alternating colors" options are visible at the bottom of the menu.

	A	B
1	GRAY Fields = DONE / COMPLETED	
2	RED Fields = Skip this record - another Colleague is working on it	
3	YELLOW Fields = IZ-only records (not a consortial priority)	
4	MMS ID	035\$a
261	9910010952902931	(OCoLC)10711924 (OCoLC)ocm10711924
262	9910047437202931	(Voyager)270002-regentsdb (OCoLC)05387807 (OCoLC)ocm05387807
263	9910093465402931	(OCoLC)25246395 (OCoLC)ocm25246395
264	9910058755002931	(OCoLC)01427884 (OCoLC)ocm01427884
265	9910005248302931	(OCoLC)01808996 (OCoLC)ocm01808996
266	9912113835402931	(OCoLC)747527834 (OCoLC)ocn747527834
267	9912115117702931	(OCoLC)914417759 (OCoLC)ocn914417759
268	9912116954102931	(OCoLC)ocm47968524 (OCoLC)47968524 (ZIS)81429 (GBaB)81429-baindb
269	9912114895102931	(OCoLC)ocn136692528 (OCoLC)136692528 (GBaB)96884-baindb
270	9916433125002931	(OCoLC)ocm03568000
271	9912109843602931	(ZIS)79571 (GBaB)79571-baindb (OCoLC)181101484 (OCoLC)ocn181101484
272	9912110229302931	(OCoLC)469723691 (OCoLC)ocn469723691
273	9912112769402931	(OCoLC)18533457 (OCoLC)ocm18533457

# After gray fill color

9910058755002931				
A	B	C	D	
GRAY Fields = DONE / COMPLETED				Data pulled 11/15/2019 -S
RED Fields = Skip this record - another Colleague is working on it				
YELLOW Fields = IZ-only records (not a consortial priority)				
MMS ID	035\$a	042\$a	245\$a	Holding institutions
9910010952902931	(OCoLC)10711924 (OCoLC)ocm10711924		The stories of Bernard Malamud.	GALI_AUG GALI_UGA G
9910047437202931	(Voyager)270002-regentsdb (OCoLC)05387807 (OCoLC)ocm05387807		How to write short stories :	GALI_AUG GALI_UNG
9910093465402931	(OCoLC)25246395 (OCoLC)ocm25246395		Selected short stories /	GALI_AUG GALI_UWG
9910058755002931	(OCoLC)01427884 (OCoLC)ocm01427884		The men who explained miracles :	GALI_AUG GALI_UWG
9910005248302931	(OCoLC)01808996 (OCoLC)ocm01808996		A book of short stories /	GALI_AUG GALI_VALDC
9910010952902931	(OCoLC)10711924 (OCoLC)ocm10711924		The stories of Bernard Malamud.	GALI_AUG GALI_UGA G

Going beyond those basics, because  
it can get more complicated . . .

# Punctuation to fix

505	0		The wide net.--Old Mr. Marblehall.--Keela, the outcast Indian maiden.--A worn path.-- Petrified man.--A still moment.--Lily Daw and the three ladies.--The hitch-hikers.-- Powerhouse.--Why I live at the P.O.--Livvie.--Moon Lake.--The bride of the Innisfallen.
-----	---	--	--

When you see a contents note from an old bib record, you must correct the punctuation before using the macro:

505	0		The wide net -- Old Mr. Marblehall -- Keela, the outcast Indian maiden -- A worn path -- Petrified man -- A still moment -- Lily Daw and the three ladies -- The hitch-hikers -- Powerhouse -- Why I live at the P.O. -- Livvie -- Moon Lake -- The bride of the Innisfallen.
-----	---	--	---

Now the macro will work.

# Another example of a record that needs editing

Before editing:

```
505 0 Home Sickness/George Moore -- Lisheen Races, Second-hand/E. Somerville and Martin Ross -- The Awakening/Daniel Corlery
-- The Dead/James Joyce -- Going Into Exile/Liam O'Flaherty -- Lovers of the Lake/Sean O'Faolain -- Uprooted/Frank O'Connor
-- Six Weeks and two Ashore/Michael McLaverty -- Exile's Return/Bryan MacMahon -- Prothsmion/Edward Sheehy -- The
Will/Mary Lavin -- The American Apples/Seamus De Faoite -- The Eagles and the Trumpets/James Plunkett.
```

After editing:

```
505 0 Home Sickness / George Moore -- Lisheen Races, Second-hand / E. Somerville and Martin Ross -- The Awakening / Daniel
Corlery -- The Dead / James Joyce -- Going Into Exile / Liam O'Flaherty -- Lovers of the Lake / Sean O'Faolain -- Uprooted /
Frank O'Connor -- Six Weeks and two Ashore / Michael McLaverty -- Exile's Return / Bryan MacMahon -- Prothsmion / Edward
Sheehy -- The Will / Mary Lavin -- The American Apples / Seamus De Faoite -- The Eagles and the Trumpets / James
Plunkett.
```

After applying macro:

```
505 0 0 #t Home Sickness / #r George Moore -- #t Lisheen Races, Second-hand / #r E. Somerville and Martin Ross -- #t The
Awakening / #r Daniel Corlery -- #t The Dead / #r James Joyce -- #t Going Into Exile / #r Liam O'Flaherty -- #t Lovers of the
Lake / #r Sean O'Faolain -- #t Uprooted / #r Frank O'Connor -- #t Six Weeks and two Ashore / #r Michael McLaverty -- #t Exile's
Return / #r Bryan MacMahon -- #t Prothsmion / #r Edward Sheehy -- #t The Will / #r Mary Lavin -- #t The American Apples / #r
Seamus De Faoite -- #t The Eagles and the Trumpets / #r James Plunkett.
```

Let's take a closer look at the contents note.  
Subfield g may come into play.

## 505 Formatted Contents Note (R)

---

### Record Type

BIB

### Input Standards

Optional/Optional

**1st Indicator** Display constant controller

- 0 Contents
- 1 Incomplete contents
- 2 Partial contents
- 8 No display constant generated

**2nd Indicator** Level of content designation

- ⌀ Basic
- 0 Enhanced

**Subfields** (R=Repeatable NR=Nonrepeatable)

- #a Formatted contents note (NR)
- #g Miscellaneous information (R)
- #r Statement of responsibility (R)
- #t Title (R)
- #u Uniform Resource Identifier (R)
- #6 Linkage (NR)
- #8 Field link and sequence number (R)

### Input Standards

- Required if applicable/Required if applicable
  - Required if applicable/Required if applicable
  - Required if applicable/Required if applicable
  - Required if applicable/Required if applicable
  - Optional/Optional
  - System supplied/System supplied
  - Optional/Optional
-

Contents note before enhancement.

505	0	1. bd. Krieg und nachkrieg.-2. bd. Novellen aus Österreich.-3. bd. Verbannung.
-----	---	--

Pull the book and key in the table of contents.





# Contents added and enhanced

505	0	0	#g Ester Band: Krieg und Nachkrieg. #t Vorbemerkung -- #t Die Geliebte #g (1914) -- #t Die Riesin, ein Augenblick der Seele -- #t Bauernstuben, Erinnerung, ein Fragment -- #t Cabrinowitsch, eine Erzählung -- #t Die andere Seite, eine Novelle -- #t Geschichte von einem Hundefreund, ein Fragment -- #t Die Geliebte #g (1916) -- #t Traum von einem alten Mann -- #t Zwei Legenden: #t Die Erschaffung des Witzes ; #t Die Erschaffung der Musik -- #t Blasphemie eines Irren -- #t Knabentag, ein Fragment -- #t Der Schin, ein Märchen -- #t Fragmente: #t Theologie ; #t Skizze zu einem Gedicht ; #t Begegnung über einer Schlucht -- #t Die schwarze Messe, ein Romanfragment -- #t Spielhof, eine Phantasie -- #t Der Tod des Mose -- #t Nicht der Mörder, der Ermordete ist schuldig, eine Novelle -- #t Die tanzenden Derwische.
505	0	0	#g Zweiter Band: Novellen aus Österreich. #t Der Tod des Kleinbürgers -- #t Geheimnis eines Menschen: #t Die Entfremdung ; #t Geheimnis eines Menschen ; #t Die Hoteltreppe ; #t Das Trauerhaus -- #t Kleine Verhältnisse -- #t Fragmente: #t Bozener Tage ; #t Der Schauspieler ; #t Erfolg ; #t Die Bestattung des Beins ; #t Die Ehe jenseits des Todes ; #t Pogrom.
505	0	0	#g Dritter Band: Verbannung. #t Die arge Legende vom gerissenen Galsenstrick -- #t Beim Anblick eines Toten -- #t Anlässlich eines Mauseblicks -- #t Der Arzt von Wien, ein Monodrama -- #t Die Schuspielerin -- #t Par l'amour -- #t Weissenstein, der Weltverbesserer -- #t Cella oder die Überwinder, Versuch eines Romans -- #t Eine blaßblaue Frauenschrift -- #t Manon #t Die wahre Geschichte vom wiederhergestellten Kreuz -- #t Géza de Varsany, oder: Wann wirst du endlich eine Seele bekommen? -- #t Ein wichtiges Erlebnis beim Hochschwebenden.

Beware the macro flaw that inserts \$r instead of \$g for dates!

```
505 0 0 #t John Ovington returns #g (1918) -- #t Above the law #g (1918) -- #t The wedding guest #g (1934) -- #t A  
special occasion #g (1934) -- #t Outcast breed #g (1934) -- #t The sun stood still #g (1934) -- #t The strange  
Villa #g (1935) -- #t The claws of the tigress #g (1935) -- #t Internes can't take money #g (1936) -- #t Fixed #g  
(1936) -- #t Wine on the desert #g (1936) -- #t Virginia creeper #g (1937) -- #t Pringle's luck #g (1937) -- #t The  
silent witness #g (1938) -- #t Miniature #g (1939) -- #t Our daily bread #g (1940) -- #t Honor bright #g (1948) -- #t  
The king #g (1948).
```

After applying the macro, all the dates were \$r, so I had to manually change each one from **r** to **g**.

# Macro flaw of adding DAT field

505	0		The elephant = Слон / A.I. Kuprin -- God sees the truth but waits = Бог правду видит, да не скоро скажет / L.N. Tolstoy -- The winning ticket = Выигрышный билет / A.P. Chekhov -- The cold autumn = Холодная осень / I.A. Bunin -- A sentimental romance = Сентиментальный роман / A.T. Averchenko -- Snow = Снег / K.G. Paustovsky -- The beginner = Начало / R.I. Fraerman -- Laughter = Смех / L.N. Andreyev -- The canvas portfolio = Парусиновый портфель / M.M. Zoshchenko -- The second half of the song = Вторая половинка песни / L.A. Kassil' -- Attalea princeps / V.M. Garshin -- The lion = Лев / E.I. Zamyatin -- A tale about Italy = Сказка об Италии / Maxim Gorky.
505	0	0	#t The elephant = #t Slon / #r A.I. Kuprin -- #t God sees the truth but waits = #t Bog pravdu vidit, da ne skoro skazhet / #r L.N. Tolstoy -- #t The winning ticket = #t Vyigryshnyi bilet / #r A.P. Chekhov -- #t The cold autumn = #t Kholodnai`a` osen' / #r I.A. Bunin -- #t A sentimental romance = #t Sentimental'nyi roman / #r A.T. Averchenko -- #t Snow = #t Sneg / #r K.G. Paustovsky -- #t The beginner = #t Nachalo / #r R.I. Fraerman -- #t Laughter = #t Smekh / #r L.N. Andreyev -- #t The canvas portfolio = #t Parusinovyĭ portfel' / #r M.M. Zoshchenko -- #t The second half of the song = #t Vtorai`a` polovinka pesni / #r L.A. Kassil' -- #t Attalea princeps / #r V.M. Garshin -- #t The lion = #t Lev / #r E.I. Zamyatin -- #t A tale about Italy = #t Skazaka ob Italiĭ / #r Maxim Gorky.
650	0		<a href="#">Russian language</a> #v <a href="#">Readers</a> .
650	0		<a href="#">Short stories, Russian</a> .
650	7		Russian language. #2 fast #0 (OCoLC)fst01102027
650	7		Short stories, Russian. #2 fast #0 (OCoLC)fst01117348
655	7		Readers (Publications) #2 fast #0 (OCoLC)fst01919959
655	7		Readers. #2 fast #0 (OCoLC)fst01423896
655	7		<a href="#">Readers (Publications)</a> #2 lcgft
776	0	8	#i Online version: #a Iwanik, John. #t Russian short stories. #d Boston : Heath, ©1962 #w (OCoLC)988948601
938			Baker & Taylor #b BKTY #c 25.33 #d 25.33 #i 0669306924 #n 0001679829 #s active
029	1		NZ1 #b 11689382
DAT	a	0	#t contains non-latin script

When the 505 has a non-Latin script: after using the macro, a final invalid DAT field will appear. This will cause an error message. Delete this field before replacing the record.

DAT field: info from Walter Nickeson (U. of Rochester)  
via email correspondence on 2/5/20

“When the macro tries to read the field, the response is, ‘Data contains non-latin script.’ Unfortunately, the macro considers that that character string is actually the 505 field to enhance, and after operating on it, tries to add it back to the record as a new field, using the first three characters as the tag. And of course ‘DAT’ is a nonsensical field tag in MARC.

“The only solutions to the strange field being added are rewriting the macro so it can deal with non-Latin scripts, a solution I am guessing Joel does not wish to provide, or removing all traces of the non-Latin script from the field before running the macro, and then adding them back later.”

# How to handle parallel titles

505	0	0	#t An absence : #t Un'assenza -- #t Giulietta -- #t The children : #t I bambini -- #t The house by the sea : #t Casa al mare -- #t My husband : #t Mio marito -- #t German soldiers pass through Erra : #t Passagio di tedeschi a Erra -- #t The mother : #t La madre -- #t The marshal : #t Il Maresciallo.
-----	---	---	--

# Table of contents from a pulled book. How would you enter it on OCLC?

44995

## **Contents**

### DEPARTMENT OF QUEER COMPLAINTS

William Wilson's Racket 3

*The Empty Flat* 19

### DR. FELL STORIES

*The Incautious Burglar* 41

*Invisible Hands* 59

### SECRET SERVICE STORIES

*Strictly Diplomatic* 83

*The Black Cabinet* 102

### A SIR HENRY MERRIVALE NOVELETTE

*All in a Maze* 127

# Here's what I did.

- 505 00 ‡t DEPARTMENT OF QUEER COMPLAINTS -- ‡t William Wilson's racket -- ‡t Empty flat -- ‡t DR. FELL STORIES -- ‡t Incautious burglar -- ‡t Invisible hands -- ‡t SECRET SERVICE STORIES -- ‡t Strictly diplomatic --The Black cabinet -- ‡t SIR HENRY MERRIVALE NOVELETTE -- ‡t All in a maze.



# Ebooks: an alternative to pulling the physical book

- You may access the table of contents in an electronic book and key them into your physical book record.
- Look at the 856 fields on your physical bib record and try to access those ebook versions, or access the ebook bib and look at its TOC or 856 fields.
- Google the title and look for an ebook version that will display the TOC.

# When books must be pulled

- You may find that a number of books need to be pulled in order for you to view and key in the table of contents.
- I found this especially true for collections of poetry, instead of short stories.
- Create a spreadsheet of these titles, with call numbers, for Stacks personnel to pull, if possible.

# Other work to do on the record

- You may choose to control the uncontrolled access points.
- You may upgrade the record from earlier cataloging rules to RDA.
- If you pull the book to key in the table of contents, you might look critically at all the information in the record, improve/correct errors, and upgrade it to RDA.
- Consider that the time and effort of extra work will slow down progress on the contents notes enhancement project overall.
- It can require a great deal of typing to key in the TOC and/or make other changes. Keep carpal tunnel in mind and pace yourself.

A record I left for a holding institution to enhance; they may pull it and look at the TOC.

245	0	0	International short stories / #c edited by William Patten : #b a new collection of famous examples from the literatures of England, France and America.
260			New York : #b P.F. Collier & Son, #c c1910.
300			3 v. : #b ports. ; #c 20 cm.
336			text #b txt #2 rdacontent
337			unmediated #b n #2 rdamedia
338			volume #b nc #2 rdacarrier
500			Photographic frontispiece in each volume.
505	0		[Vol. 1]. American -- [v. 2]. English -- [v. 3]. French.

# RDA work I did not do

505	0	0	#t Simonetta Perkins -- #t The travelling grave -- #t The white wand -- #t Two for the river -- #t Mrs. Carteret receives.
-----	---	---	--

650	0	<a href="#">Short stories, English</a> #z <a href="#">England</a> #y <a href="#">20th century</a> .
-----	---	---

650	7	Short stories, English. #2 fast #0 (OCoLC)fst01117174
-----	---	---

651	7	England. #2 fast #0 (OCoLC)fst01219920
-----	---	--

648	7	1900-1999 #2 fast
-----	---	-------------------

655	7	<a href="#">Short stories</a> . #2 lcgft
-----	---	--

655	7	Short stories. #2 fast #0 (OCoLC)fst01726740
-----	---	--

700	1	2	#i Container of (work): #a <a href="#">Hartley, L. P.</a> #q <a href="#">(Leslie Poles)</a> , #d <a href="#">1895-1972</a> . #t Mrs. Carteret receives.
-----	---	---	---

700	1	2	#i Container of (work): #a <a href="#">Hartley, L. P.</a> #q <a href="#">(Leslie Poles)</a> , #d <a href="#">1895-1972</a> . #t Simonetta Perkins.
-----	---	---	--

700	1	2	#i Container of (work): #a <a href="#">Hartley, L. P.</a> #q <a href="#">(Leslie Poles)</a> , #d <a href="#">1895-1972</a> . #t Travelling grave.
-----	---	---	---

700	1	2	#i Container of (work): #a <a href="#">Hartley, L. P.</a> #q <a href="#">(Leslie Poles)</a> , #d <a href="#">1895-1972</a> . #t Two for the river.
-----	---	---	--

700	1	2	#i Container of (work): #a <a href="#">Hartley, L. P.</a> #q <a href="#">(Leslie Poles)</a> , #d <a href="#">1895-1972</a> . #t White wand.
-----	---	---	---

700	1	<a href="#">Cecil, David</a> , #d <a href="#">1902-1986</a> , #e author of introduction, etc.
-----	---	---

# Anomalies will be encountered

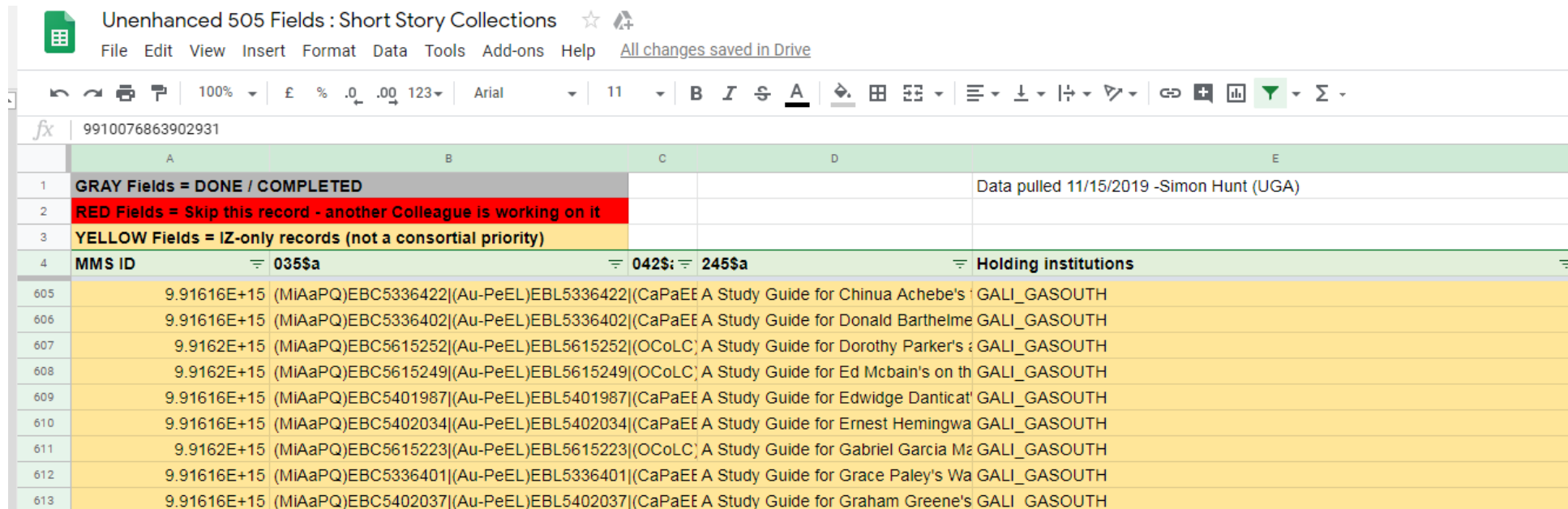
100	1		<a href="#">Di Tullio, Louise.</a> #4 prf
245	1	4	The Hollywood flute of Louise Di Tullio.
260			[Lomita, Calif.] : #b Cambria, #c ©2010.
300			1 online resource
336			performed music #b prn #2 rdacontent
337			computer #b c #2 rdamedia
338			online resource #b cr #2 rdacarrier
500			Streaming audio.
511	0		Louise Di Tullio, flutes ; Sinfonia Toronto ; Ronald Royer, conductor.
518			Recorded in Toronto, Mar. 1-4, 2009.
505	0		Suite from Hook / John Williams ; arr. for flute and chamber orchestra by Mark Watters (13:47) -- Suite from Dances with wolves / John Barry ; arr. for flute and string orchestra by Ronald Royer (8:02) -- Themes from Charlotte's web / Danny Elfman ; arr. for flute and chamber orchestra by Royer (7:19) -- Theme from Sleeping with the enemy / Jerry Goldsmith ; arr. for flute and chamber orchestra by Royer (3:49) -- The piper at the gates of dawn : for unaccompanied flute / Laurence Rosenthal (6:54) -- <a href="#">Short stories</a> : for flutes, harp, percussion, and string orchestra / Royer (13:49) -- Le papillon = The butterfly / David Rose ; arr. for flute and chamber orchestra by Royer (14:57) -- Theme from Rudy / Jerry Goldsmith ; arr. for flute and chamber orchestra by Royer (4:07).

## Other OCLC situations

The OCLC record may already have had the contents note enhanced after the spreadsheet was created. In that case, there is no need to Replace Record. Export it to the NZ so it will overlay on the existing Alma bib record.

# IZ only records

Skip records on the spreadsheet with a yellow fill color, indicating that they are held in a particular library's Institution Zone only. These would not overlay in the NZ in the overnight sync if you did improve them on OCLC. It will be up to personnel at that library to enhance their contents notes, if they so desire.



Unenhanced 505 Fields : Short Story Collections				
File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive				
9910076863902931				
A	B	C	D	E
1	GRAY Fields = DONE / COMPLETED			Data pulled 11/15/2019 -Simon Hunt (UGA)
2	RED Fields = Skip this record - another Colleague is working on it			
3	YELLOW Fields = IZ-only records (not a consortial priority)			
4	MMS ID	035\$a	042\$: 245\$a	Holding institutions
605	9.91616E+15	(MiAaPQ)EBC5336422[(Au-PeEL)EBL5336422[(CaPaEE A Study Guide for Chinua Achebe's		GALI_GASOUTH
606	9.91616E+15	(MiAaPQ)EBC5336402[(Au-PeEL)EBL5336402[(CaPaEE A Study Guide for Donald Barthelme		GALI_GASOUTH
607	9.9162E+15	(MiAaPQ)EBC5615252[(Au-PeEL)EBL5615252[(OCoLC) A Study Guide for Dorothy Parker's		GALI_GASOUTH
608	9.9162E+15	(MiAaPQ)EBC5615249[(Au-PeEL)EBL5615249[(OCoLC) A Study Guide for Ed McBain's on th		GALI_GASOUTH
609	9.91616E+15	(MiAaPQ)EBC5401987[(Au-PeEL)EBL5401987[(CaPaEE A Study Guide for Edwidge Danticat		GALI_GASOUTH
610	9.91616E+15	(MiAaPQ)EBC5402034[(Au-PeEL)EBL5402034[(CaPaEE A Study Guide for Ernest Hemingwa		GALI_GASOUTH
611	9.9162E+15	(MiAaPQ)EBC5615223[(Au-PeEL)EBL5615223[(OCoLC) A Study Guide for Gabriel Garcia M		GALI_GASOUTH
612	9.91616E+15	(MiAaPQ)EBC5336401[(Au-PeEL)EBL5336401[(CaPaEE A Study Guide for Grace Paley's Wa		GALI_GASOUTH
613	9.91616E+15	(MiAaPQ)EBC5402037[(Au-PeEL)EBL5402037[(CaPaEE A Study Guide for Graham Greene's		GALI_GASOUTH



## Control z

Remember that all changes are saved in the spreadsheet, so if you accidentally make a mistake, immediately use **Control + z** to undo the error. Control + z is your friend!

OCLC principle

Remember the OCLC principle:

**Do no harm.**

If you're in doubt, leave it alone; or, you might consult another cataloger. See *Bibliographic Formats and Standards* chapter 5.1 and 5.2 for more detail.

## Reporting changes

If you can't change the record, send an email to [bibchange@oclc.org](mailto:bibchange@oclc.org) to report the problem.

OCLC offers free webinars at:

[https://help.oclc.org/WorldCat/Metadata\\_Quality/AskQC](https://help.oclc.org/WorldCat/Metadata_Quality/AskQC)

Best practices for editing  
WorldCat bibliographic  
records

Tuesday, January 7,  
2020 at 9:00 AM Eastern

Thursday, January 16,  
2020 at 4:00 PM Eastern

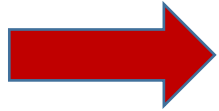
US/Canada: 1-877-668-  
4490

UK: 08-002061177

January 7 registration

January 16 registration

- Global call-in numbers
- Toll-free dialing restrictions



Best practices for  
enriching WorldCat  
bibliographic records

Tuesday, February 4,  
2020 at 9:00 AM Eastern

Thursday, February 13,  
2020 at 4:00 PM Eastern

US/Canada: 1-877-668-  
4490

UK: 08-002061177

February 4 registration

February 13 registration

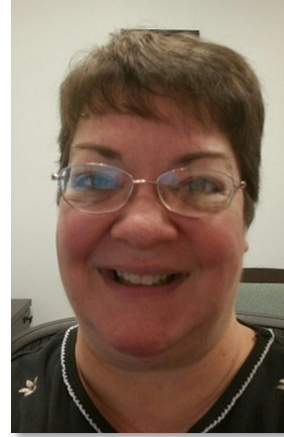
- Global call-in numbers
- Toll-free dialing restrictions

Recordings for past sessions are also available from the bottom of the registration page.

# Questions?

You may contact me via email at:

[shelley@westga.edu](mailto:shelley@westga.edu)



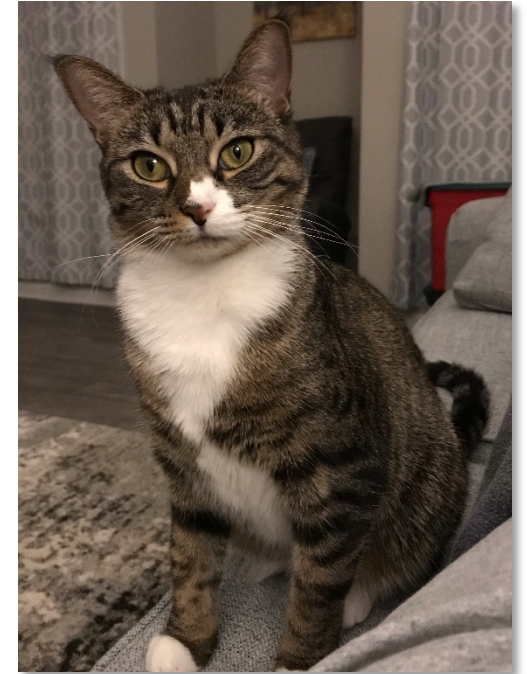
Gingy



Bitsy



Dimey



Cammie