

Cataloging using MARC21

Cataloging using MARC21 (Machine-Readable Cataloging) involves creating bibliographic records for library materials in a standardized format. MARC21 records include information about the title, author, publisher, publication date, physical description, subject headings, and more. Here's a general guide to cataloging using MARC21:

1. **Access Cataloging Module:** Log in to Koha's staff interface and access the cataloging module.
2. **Create a New Record:** Start by creating a new bibliographic record for the item you want to catalog. You can do this by clicking on the "New Record" or "New Item" button, depending on your workflow preferences.
3. **Enter Bibliographic Information:** Enter bibliographic information about the item, including the title, author, publisher, publication date, edition, physical description, etc. Use the appropriate MARC21 fields to input each piece of information. Refer to the MARC21 documentation or guidelines for specific field codes and formatting rules.
4. **Assign Subject Headings:** Assign subject headings to describe the content of the item. Use controlled vocabularies such as Library of Congress Subject Headings (LCSH) or other authorized lists. Enter subject headings in the appropriate MARC21 fields (e.g., 650 for topical subjects).
5. **Add Additional Details:** Include any additional details about the item, such as notes, summaries, contents, series statements, etc. Use the appropriate MARC21 fields for each type of information.
6. **Assign Call Number:** Assign a call number to the item based on your library's classification system (e.g., Dewey Decimal Classification, Library of Congress Classification). Enter the call number in the appropriate MARC21 field (e.g., 050 for Library of Congress call numbers).
7. **Save the Record:** Once you've entered all relevant information, save the bibliographic record. Koha will validate the record to ensure it conforms to MARC21 standards.
8. **Review and Edit:** Review the cataloging record for accuracy and completeness. Make any necessary edits or corrections before finalizing the record.
9. **Attach Items:** If the bibliographic record represents a physical item in your collection, attach the item record to the bibliographic record. Enter item-specific details such as barcode, location, copy number, etc.
10. **Cataloging-in-Process (CIP):** If you're cataloging newly acquired materials that come with Cataloging-in-Process (CIP) records from the publisher, you can import the CIP record into Koha and then modify it as needed to reflect your library's standards and practices.
11. **Save and Close:** Once the cataloging process is complete, save the bibliographic record and close the cataloging module.

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