Skeleton Records: Importing & Enriching Bare-Bones Records

When you select a MARC record to add to our bibliographic database, it may need to be cleaned up before it’s added to the system. This document focuses on Library of Congress MARC record clean-up and enrichment.

The above record for ISBN 9781250161598 (the hardcover version of Shelter in Place, by Nora Roberts) was imported directly from Library of Congress, with no additions, deletions, or changes. Let’s take a look at what an SCLENDS cataloger can do to improve this record.
What Should I Remove?

1. **Remove the 9xx fields.** This particular record has a 906, 925, 955, and 963. All these fields contain local information that does not have any meaning in the SCLENDS catalog.

2. **Remove 020 (ISBN) fields that do not match the item-in-hand.** Only one of the three ISBNs on this record match our hardback copy of this book. The international ISBN and ebook ISBN to not apply. Delete these fields to help avoid bad merges or incorrect items ending up on this record. It also helps the deduplication process run efficiently.

3. **Remove the 263.** This is an optional field that records the projected publication date.

What Should I Add?: The Basics

1. **Add 049.** Add your sign-off in 049 (a subfield $a) to indicate that you imported this record. Others will add their sign-off as they edit.

2. **Add 300 information.** Looking at your item-in-hand, you will add the “physical description” of this book. In this case, that means the number of pages and the book’s height (in centimeters). Field 300 will look like this:

   ```
   300 | +a 438 pages ; +c 25 cm
   ```

   Both indicators are undefined (empty) in the 300 field. Subfield $a contains the number of pages: spell out the word “pages” (no abbreviations in RDA). Add a space, then a semicolon. Then insert subfield $c and add the height of the book in centimeters. “cm” is an exception to the no-abbreviation RDA rule. This line does not end with a period.

3. **Add 520.** Field 520 contains the summary of the book. While it is not officially required by cataloging rules, it is strongly recommended for SCLENDS cataloging. The indicators for this field are blank, and the summary goes in subfield $a.

4. **Add subjects or genres.** Subjects and genres are generally in the following fields: 650, 651, 655. When we add subjects and genres to records, we’re creating additional ways for someone searching the OPAC to find an item. Here is how those fields will look:

   ```
   650 | +a Mass shootings +v Fiction.
   650 | +a Massacre survivors +v Fiction.
   650 | +a Shopping malls +z Maine +v Fiction.
   651 | +a Portland (Me.) +v Fiction.
   655 | 7 +a Thrillers (Fiction) +2 lcgft.
   657 | 7 +a Psychological fiction. +2 lcgft.
   ```

   Field 650 is for a topical subject entry, which is a general subject term. The first indicator is undefined (blank). The second indicator is 0, meaning it is a Library of Congress subject heading. Field 651 is a geographic name entry. The first indicator is blank, and the second is 0 (Library of Congress subject heading). Field 655 is a genre/form term: in this example, it answers the question, what type of story is this? The first indicator is blank, and the second is 7. “7” means that the source of the term is specified in subfield $2. “lcgft” stands for Library of Congress Genre and Form Terms. All these fields end with a period.

5. **Leave 050 and 082 unchanged.** 050 contains the Library of Congress call number. 082 contains the Dewey Decimal classification number.