

## Finding matching records

### Finding matching records

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## Finding matching records

### General principles

This document details SEO's principles for choosing bibliographic records.

In order to make searching as easy and productive as possible for patrons, SEO tries to keep the number of records in the database to a minimum. It's important for different formats to be on different records so that patrons can easily tell a novel from a video, for example. Beyond the distinction by format, however, all items with the same content should be on the same record. Identical content is important. The name of the publisher, the year it was published, and the number of pages are not always important. The ISBN is not required to match.

- Different formats get different records: choose separate records for different formats of the same title: books, large print books, videocassettes, audio cassettes, compact discs, etc.
- After format, content is the most important matching criteria. Once the correct format is chosen, as long as the content is the same, the record is considered a match.
- Serial records are required for continuing items. Do not use monograph records for items that are published year after year. For example, Fodor's guide to a location 2005, 2006, etc. goes on a serial record that covers multiple years. It does not get one monograph record per year.
- If you have any doubt as to what record matches your item, please contact the SEO Catalog Librarian  
Sherry Douglass  
[sdouglas@library.ohio.gov](mailto:sdouglas@library.ohio.gov)  
1-877-552-4262 ext. 220

See the following sections for detailed instructions by format

### For all formats

#### When searching OCLC with CatExpress

There are certain things to keep in mind when searching for OCLC records, no matter what the format.

#### 1. ISBN searches are useful, but not foolproof.

ISBNs are supposed to be unique, but sometimes publishers get sloppy and reuse them.

- If you don't find a match by an ISBN search, or you find a match but it's poor quality, try a different kind of search.

- ISBN searches will not bring up serial records. Use an ISSN or title search to find records for titles that come out year after year.
2. 040 field indicates the quality of the record.  
To see the 040 field when using CatExpress, press the tab “MARC display.”
- DLC = Library of Congress. Records created by the Library of Congress catalogers are usually the best.
  - Other codes = member libraries. Records created by any OCLC member library. These can be very good, or not so good.
  - UKM = United Kingdom. Use UKM records only as a last resort. If there is more than one matching record for the same item, prefer DLC and member records to UKM records.
3. CIP (Cataloging in Publication) records are like “rough draft” records.  
The Library of Congress creates records before books are published, based on information provided by the publisher. Sometimes the publisher makes changes between the time of cataloging and the time of publication. These changes are often in the subtitle or title.

If a record for a new book almost matches (for example, if everything matches except a variation in subtitle) and the 040 field says DLC, it’s okay. Download the record, and tell the SEO catalog librarian to correct the differences.

How to identify a CIP record

**040**        **\$a DLC [1]**  
082 0 0    \$a 813/.54 \$2 22  
100 1      \$a Hannah, Kristin.  
**245 1 0**   **\$a Magic hour /\$c Kristin Hannah. [2]**  
260        \$a New York : \$b Ballantine Books,\$c 2006.  
**263**        **\$a 0602        [3]**  
**300**        **\$a p. cm.        [4]**  
650 0      \$aChild psychologists\$vFiction.

1. The record is made by the Library of Congress (040 has their symbol, DLC)
2. The 245 field: The title or subtitle might be somewhat different than on the title page of your book, but everything else matches.
3. There is a 263 field that shows the expected date of publication (0602 = February 2006).
4. The 300 field: There are no page numbers listed.

## When searching the SEO database

Catalogers need to view bibliographic records in MARC format. You can either use the Bib Quick Search (F9 + B) or use the Staff Pac search (F2) then Send to MARC Editor (F10)

1. ISBN searches are great, but not foolproof.

Because SEO merges records together by content, you probably won't find a record for your reprint of a popular novel using ISBN search. But you probably will find an appropriate record on SEO using another kind of search.

- If you don't find a match by an ISBN search, try a different kind of search.
- ISBN searches will not bring up serial records. Use an ISSN or other search to find records for titles that come out year after year.

2. Non-print items have GMDs (general material designators), which describe the format of the item. SEO uses GMDs which are more specific than the GMDs that are found on OCLC records. Check the GMD on the record against the GMD list on this website. Edit if it doesn't match.

See also the section entitled: GMDs.

If you do not find a matching record on OCLC CatExpress or on the SEO database, wait a few weeks and try again. If there isn't a matching record within a month, send the item to SEO for original cataloging. See section, Sending items for original cataloging.

Contact Sherry Douglass, the SEO catalog librarian, with questions, concerns, and to report errors.

[sdouglas@oplin.org](mailto:sdouglas@oplin.org)

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## Finding matching records

### Books

#### Adult books

### **Adult fiction**

#### Must match

- Author (100s and 700s field) must match
  - "Retold by x" or "Adapted by x" needs a separate record .
  - If book is mainly illustrations, and illustrator is main entry (100), this must match.
  - Adult fiction classics often have many different printings. Some include forewords, introductions, historical notes, or a few pages of illustrations.
    - If an editor, illustrator, or translator has an added entry (they are given credit in a 700 field), then their contributions are important enough to warrant separate records.
      - If the editor, translator, or illustrator is not mentioned in a 700 field, then their contributions are not considered important enough to deserve a separate record.
- Title (245 field ) must match  
If title has a date in it, it usually requires a serial record, also called open entry record. (Ex: 1998 Physicians Desk Reference.). See the section on Serials for more information.
- Subtitle (245 \$b) must match. However, a generic subtitle like "a novel" is unimportant.
- Edition statements (250 field) that indicate a change in content or format must match:
  - 2<sup>nd</sup>. ed.,
  - Rev. ed.
  - Abridged ed.
  - Large print ed. (see section: Special records: Large print for more information)

Doesn't have to match

- ISBN (020)
- Edition statements (250 field) of the following types are unimportant, as they do not indicate a change in content or format:  
First edition; Collectors edition; Book club edition; paperback edition; publishers edition; library edition; etc.  
All these can go on the same record.
- Paging and size (300) do not need to match
- Series (440 or 490 or 830) does not need to match
- Publisher's name (260 \$b field) doesn't have to match.
- Publication date (260 \$c field) does not need to match.

### **Adult non-fiction**

The matching criteria for non-fiction books are the same as for fiction books with one exception: the date of publication (260 field) must match. We assume that non-fiction books published in different years have different content.

For items that have a new edition every year, see the section on Serials.

Must match

- Author (100s and 700s field) must match
  - "Retold by x" or "Adapted by x" needs a separate record .
  - If book is mainly illustrations, and illustrator is main entry (100), this must match.
  - If an editor, illustrator, or translator has an added entry (they are given credit in a 700 field), then their contributions are important enough to warrant separate records.  
If the editor, translator, or illustrator is not mentioned in a 700 field, then their contributions to the work are not important enough to deserve a separate record.
- Title (245 field ) must match  
If title has a date in it, it usually requires a serial record, also called open entry record. (Ex: 1998 Physicians Desk Reference.). See the section on Serials for more information.
- Subtitle (245 \$b) must match. However, a generic subtitle like "a novel" is unimportant.

- Edition statements (250 field) that indicate a change in content or format must match:
  - 2<sup>nd</sup>. ed.
  - Rev. ed.
  - Abridged ed.
  - Large print ed. (see section on Large print records for more information)
- Publication date (260) must match.

Doesn't have to match

- ISBN (020)
- Edition statements (250 field) of the following types are unimportant, as they do not indicate change in content.
  - First edition; Collectors edition; Book club edition; paperback edition; publishers edition; library edition; etc.
  - All these can go on the same record.
- Paging and size (300) do not need to match
- Series (440 or 490 or 830) does not need to match

### **Juvenile fiction**

Must match

- Author (100s and 700s field) must match
  - "Retold by x" or "Adapted by x" needs a separate record.
  - If mainly illustrations, illustrator does need to match. If the illustrator is main entry (100), there will be a separate record.
  - If mainly text:
    - If an editor, illustrator, or translator has an added entry (they are given credit in a 700 field), then their contributions are important enough to warrant separate records.
    - If the editor, translator, or illustrator is not mentioned in a 700 field, then their contributions are not considered important enough to deserve a separate record.
  - These rules also apply to fairy tales and folklore, even though they are technically nonfiction.
- Title (245 field ) must match
- Subtitle (245 \$b) must match. However, a generic subtitle like "a novel" is unimportant.

- Edition statements (250 field) that indicate a change in content or format must match:
  - 2<sup>nd</sup>. ed.,
  - Rev. ed.
  - Abridged ed.
  - Large print ed. (see section on [Large print records](#) for more information)

Doesn't have to match

- ISBN (020)
- Edition statements (250 field) of the following types are unimportant, as they do not indicate change in content or format:
  - First edition; Collectors edition; Book club edition; paperback edition; publishers edition; library edition; etc.
  - All these can go on the same record
- Paging and size (300) do not need to match
- Series (440 or 490 or 830) does not need to match
- Publisher's name (260 \$b field) doesn't have to match.
- Publication date (260 \$c field) does not need to match.

### **Juvenile non-fiction**

The matching criteria for non-fiction books is the same as for fiction books with one exception: the date of publication (260 field) must match. We assume that non-fiction books published in different years have different content.

For items that have a new edition every year, see the section on [Serials](#).

Must match

- Author (100s and 700s field) must match
  - "Retold by x" or "Adapted by x" needs a separate record.
  - If mainly illustrations, illustrator does need to match. If the illustrator is main entry (100), there will be a separate record.

- If mainly text:
  - If an editor, illustrator, or translator has an added entry (they are given credit in a 700 field), then their contributions are important enough to warrant separate records.
  - If the editor, translator, or illustrator is not mentioned in a 700 field, then their contributions are not considered important enough to deserve a separate record.
- For fairy tales and folklore, follow the matching instructions for fiction.
- Title (245 field ) must match
- Subtitle (245 \$b) must match. However, a generic subtitle like “a novel” is unimportant.
- Edition statements (250 field) that indicate a change in content or format must match:
  - 2<sup>nd</sup>. ed.
  - Rev. ed.
  - Abridged ed.
  - Large print ed. (see section on Large print records for more information)
- Publication date (260) must match.

Doesn't have to match

- ISBN (020)
- Edition statements (250 field) of the following types are unimportant, as they do not indicate a change in content or format:
  - First edition; Collectors edition; Book club edition; paperback edition; publishers edition; library edition; etc.
  - All these can go on the same record
- Paging and size (300) do not need to match
- Series (440 or 490 or 830) does not need to match

## Finding matching records

### Serials

Definition: a serial is continuing resource. It:

1. is issued in many parts, one after another
2. has numbering or dates to differentiate one issue from another
3. has no set conclusion: the publisher intends to keep publishing it indefinitely

Examples:

- magazines, like “Ladies home journal” and “Newsweek.”
- newspapers, like “Columbus Dispatch” and “New York Times.”
- annuals, like guidebooks and telephone books.
- other titles that frequently have new editions are most likely serials:
  - Test guides: “Master the SAT”
  - Collectible and price guides: “Antique Trader’s price guide to...”  
“Handbook of United States coins”

On serials that come out annually, it is important to include the year in the COPY area of the item record for identification.

SEO policy is to use serial records instead of monograph records when you have a choice. That means all copies for all years of “Frommer’s guide to Florida” will be on one record. There will not be one book record for “Frommer’s guide to Florida 2005,” and another book record for “Frommer’s guide to Florida 2006.”

**Strongly recommended: keep no more than the last three years’ editions** for titles that come out annually. Discard older editions. Information in areas such as travel, medicine, law, computer science, and standardized tests becomes outdated quickly.

### **Exceptions to using serial records:**

The only exceptions are cases where it’s important to list contents in the record.

- Exception 1: Short story or essay collections  
ex: Best short stories, 2004.

When you have a collection of short stories or essays by year, use the monograph record which includes the year in the title. The monograph record has contents notes, listing the authors and titles of each story. This helps patrons find their favorite authors and stories.

Serial records don’t have contents notes, so aren’t as helpful in this situation.

When forming the call number, include the year(s) the book covers in the COPY area of the item record.

ex: 813.08 BES 2004

- Exception 2: Chilton and Motor auto repair manuals that cover several years  
ex: Motor auto repair manual, covering 1993-1996.

When you have a title like “Chilton import car repair manual, 1998-2002,” the brands of import cars covered in the 1998-2002 may be different than the brands covered in 1996-2000.

The monograph record can have notes listing exactly what brands are covered in each year range, so people can find information on their particular car.

Serial records don’t have contents notes, so aren’t as helpful in this situation.

When forming the call number, include the year(s) the book covers in the COPY area of the item record.

ex: 629.287 CHI 2000-2004

See also sections entitled: [Horizon Serials List](#) and [Serials Holdings records](#).

#### Must match

- ISSN (022 field) must match if there is one
- Title (245 \$a field ) must match

If a serial’s title changes, inform Sherry Douglass, the SEO catalog librarian.

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- Dates of coverage must match (362 fields)  
If your item is from 2003, but the 362 fields in a record say this serial covers 1973-1985, then it is not a match, even if the title is the same. Find a different record that includes your dates.
- Frequency (310) must match.  
Weekly, monthly, annual

#### Doesn’t have to match

- Subtitles (245 \$b) don’t have to be included in the record.
- Publisher’s name (260 \$b field) doesn’t have to match, though it usually will.
- Author or editor (100 and 700 fields)  
Serials rarely have an author in a 100 field.  
Often editors or authors get their names in a 500 note and in a 700 field.

## Finding matching records

### Books on tape/books on CD

#### Must match

- Author (100s and 700s field) must match
- Title (245 \$a field ) must match
- Subtitle (245 \$b) must match. However, a generic subtitle like “a novel” is unimportant.
- Edition statements (250 or 500 field) that indicate a change in content or format must match:
  - Abridged ed.
  - Unabridged.
- Format (300 field and GMD) must match
- **Duration** (length of time in 300 field) **must match** within 5 minutes – **but the number of cassettes or discs can be different.**
- Narrator (511 field and 700 field) must match
- Special features (538 or 500 field) must match, if there are any:
  - MP/3

#### Doesn't have to match

- ISBN (020)
- Edition statements (250 field) of the following types are unimportant, as they do not indicate a change in content or format:
  - First edition; Collectors edition; Book club edition; Publishers edition; Library edition; etc.
  - All these can go on the same record.
- Publisher's name (260 \$b field) doesn't have to match, though it usually will.
- Number of cassettes or discs (300) does not need to match, as long as the duration does match.
- Series (440 or 490 or 830) does not need to match

## Finding matching records

### Music cassettes and music CDs

#### Must match

- Musician or music group (100, 110, 700 or 710 field) must match
- Title (245 \$a field ) must match
- Subtitle (245 \$b) must match.
- Edition statements (250 or 500 field) that indicate a change in content or format must match:
  - Enhanced.
  - Bonus track CD.
  - Explicit version.
  - Edited ed.
- Format (300 field and GMD) must match
- Duration (length of time in 300 field) must match.
- Contents (505 and 500) must match
  - The individual songs named on your item must match the songs listed in the contents notes. Watch for “bonus tracks.”
- Special features (538 or 500 field) must match, if there are any:
  - MP/3

#### Doesn't have to match

- ISBN (020)
- Edition statements (250 field) of the following types are unimportant, as they do not indicate a change in content or format:
  - First edition; Collectors edition; Book club edition; Publishers edition; Library edition; etc.
  - All these can go on the same record.
- Publisher's name (260 \$b field) doesn't have to match, though it usually will.
- Number of cassettes or discs (300) does not need to match, as long as the duration does match.
- Series (440 or 490 or 830) does not need to match

Finding matching records  
Videos and DVDs

Must match

- Title (245 \$a field) must match
- Subtitle (245 \$b field) must match.
- Actors, directors, producers, and other people named in creating the movie must match (245 \$c, 511, and 700 fields).

Watch out for remakes with the same title but different actors!

- Edition statements (250 field or 500) that indicate a change in content or format must match:
  - Full screen.
  - Widescreen.
  - Spanish language version.
  - Edited version.
  - Uncensored ed.
- Duration (300 field), length of the feature, must match within 5 minutes.
- Languages and closed-captioning must match (546)
  - English and French language tracks; German and Chinese subtitles.
  - Closed-captioned; dubbed; etc.

If a record needs a language note, inform Sherry Douglass, SEO catalog librarian.

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- Special features (500) must match if they are mentioned.
  - Interview with director; original theatrical trailer, etc.
- Date the movie was originally released in theaters (500 field) must match if mentioned.

Doesn't have to match

- ISBN (020)
- Edition statements (250 field) of the following types are unimportant, as they do not indicate a change in content or format:  
First edition; Collectors edition; Book club edition; Publishers edition;  
Library edition; etc.  
All these can go on the same record
- Publisher or Distributor's name (260 \$b) doesn't need to match, as feature films are often re-distributed.
- Publication or distribution date (260 \$c) does not need to match, as feature films are often re-distributed .
- Series (440 or 490 or 830) does not need to match

### Finding matching records

#### CD-ROMs and computer media

Records on OCLC use the GMD [electronic resource] for all kinds of computer material. SEO has assigned local GMDs for only two types of computer media at this time: [computer disk] and [CD-ROM]. For all other computer media, leave the GMD as [electronic resource].

Must match

- Title (245 \$a field ) must match
- Subtitle (245 \$b) must match.
- Edition statements (250 field) that indicate a change in content or format must match:  
Macintosh ed.  
2<sup>nd</sup>. ed.,  
Rev. ed.  
Windows Me ed.
- Format (300 field and GMD) must match  
1 computer disk; 1 CD-ROM (a CD-ROM is also called a computer optical disc), 1 computer chip cartridge, etc.
- Publication date (260 \$c field) must match.
- System requirements (538 field) must match  
Macintosh or PC; amount of RAM needed, Windows 98 or Me, etc.

Doesn't have to match

- ISBN (020)
- Series (440 or 490 or 830) does not need to match

### Finding matching records

#### Kits and combinations of formats

There are many different combinations of formats possible. When searching for a matching record, keep the basic principles of matching in mind: format(s) must match, and content must match. Refer to sections on individual formats as needed.

1. When your set has items of two different formats, one is considered the main item, and the other is considered accompanying material. For a few combinations, there are GMDs established.

Example: a book with a read-along cassette.

245 00 Title \$h [cassette/book] / \$ Author.

300 1 cassette : \$b analog + \$e 1 book (28 p. : \$b col. ill. ; \$c 25 cm.)

or

300 28 p. : \$b col. ill. ; \$c 25 cm + \$e 1 cassette (analog)

2. When a book has a computer disk or CD-ROM with it, we treat it as a book with accompanying material. It does not have a special GMD. But the combination should get its own record, separate from the record for the book only.

3. When your set is made up of 3 or more formats, and none is clearly the main item, then use the GMD [kit].

Example: books plus puppets plus a video plus printed sheets.

245 Discovery packs of learning \$h[kit].

300 7 books, 2 hand puppets, 2 printed sheets, 1 video \$c in black net backpack, 41 x 29 x 11 cm.

If you need a kit record made, and don't find a match on Horizon or CatExpress, contact the SEO catalog librarian.

Contact: Sherry Douglass

[sdouglas@oplin.org](mailto:sdouglas@oplin.org)

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