

# Cataloging Questions, Problems and Errors

**Sharon Douglass (Sherry)**, the SEO Catalog Librarian, is available to answer questions and aid SEO member libraries on cataloging matters. She creates original records for items not already on CatExpress, and corrects errors in bibliographic records.

You can contact her with questions or to report errors in several ways:

- **Email:** [sdouglas@library.ohio.gov](mailto:sdouglas@library.ohio.gov)
- **Telephone:** 1-877-552-4262 ext. 220
- **Fax:** 1-800-446-4804
- **Cargo:** send to SEO, attn. Sherry
- **By mail:**
  - SEO : attn. Sherry
  - 40780 Marietta Rd.
  - Caldwell, OH 43724

## Report these types of situations to the Catalog Librarian:

1. Misspellings in a bib record
2. Differences between the item in hand and the bib record

Ex:: a CIP record matches in every way, except one word in the title is different.

3. Records that lack important information, such as:

007	007 fields are required in Audiovisual records
250 or 500	Edition info: Abridged/Unabridged ; Widescreen/Full screen.
511	Actors' names
546	Languages and language of subtitles

4. Records that don't show up when doing the correct search for them.

Ex: you know you downloaded the large print record. But a Large Print Title Keyword search doesn't bring up the large print title.

Or a DVD Title Browse Search [Audio Book Keyword Search, etc.] doesn't bring up the DVD record [Book on Tape record, etc.] , even though a General Keyword Search will.