

Sage Cataloging Practices

These are consortium cataloging practices that are done for consistency in records. These are specific to Sage and are within cataloging guidelines.

Quick links to specific fields (hold ctrl + click)

Matching standards for items

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800 – Series added entry – Personal name

830 – Series added entry – Uniform title

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Importing

Fixed fields

By right clicking on some of the fixed fields, a drop down menu appears that will give you the code and information associated with that fixed field. Most of the fixed fields are straight forward and easy to determine the appropriate entry, but there are two fields that are done slightly different in the Sage catalog and that is Audn and LitF.

Audn – Target Audience

Audn		Ctrl		Lang	e
Biog					n
LitF	1				
DtSt	s				

This is the intended audience for the item that is being cataloged. Unless the audience age is listed on the physical material, it is common practice in Sage to assign blank for adult materials, d for young adult materials, and j for juvenile materials.

Don't use g for adult materials, this element gets pulled when searching the children's collections.

LitF		Indx	0
DtSt	s		

- 0: Not fiction (not further specified)
- 1: Fiction (not further specified)
- d: Dramas
- e: Essays
- f: Novels
- h: Humor, satires, etc.
- i: Letters
- j: Short stories
- m: Mixed forms
- p: Poetry
- s: Speeches
- u: Unknown

LitF – Literary Form

When cataloging fiction books, do not use f in the LitF fixed field. The complicated nature of the search guidelines does not have f (novels) indexed to be pulled when the 1 (fiction) search is done and will not show up in the search results. Pay attention to this field when importing from z39.50 or whichever vendor the library is using.

Yes = 1 : Fiction (not further specified)

No = f : Novels

Matching standards for items

If items are within the matching standards set by Sage ([link](#)) then different types of items, generally the hardcover and paperback versions of the same title, may be attached to the same record.

020 – ISBN (International Standard Book Number – identifier)

When matching standards are met additional ISBN information should be added to the record, or if other binding information is in the CIP. This is usually the hardcover and paperback copies of the same title. Different formats types are not added to the same record, i.e. regular print, large print, audiobook. It is acceptable to have the ebook ISBN in the print book records but added as a \$z, don't go out of your way to find this information or delete it from records but if it is in a record that's OK.

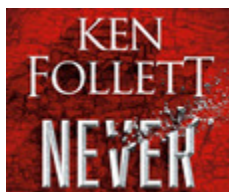
=020 \a9781954118003 \$q(hardcover)

=020 \a9781954118119 \$q(paperback)

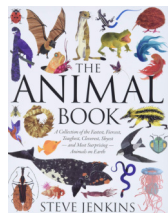
=020 \z9781400727902 \$q(ebook)

245 – Title access point (Title statement)

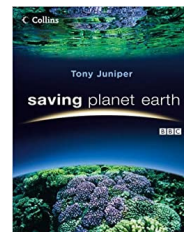
When transcribing information from the item, use sentence case. Even if the information on the item is in ALL CAPITAL LETTERS, it is Sage practice to convert that information into sentence case. So it is only appropriate to capitalize the first letter and proper nouns.



Never

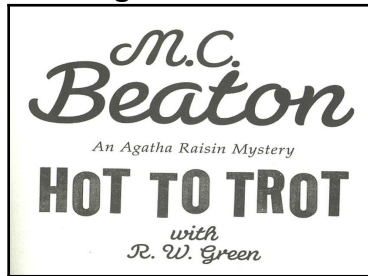


The animal book

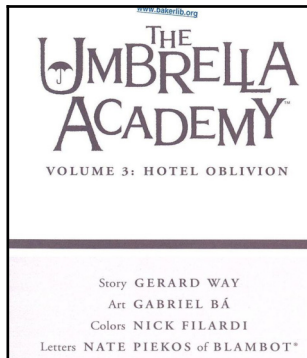


Saving planet Earth

Usually the title access point is transcribed from the material, it is a very rare case where it is not. When cataloging books, the title access point is always transcribed from the title page. A Sage specific practice when transcribing this information is to not include the series information unless: (a) it is integral to the title or (b) it is a graphic novel/manga.

Regular novel

=245 10\$aHot to trot /\$cM.C. Beaton with R. W. Green.

Graphic novel

=245 14\$aThe Umbrella Academy.\$nVolume 3, \$pHotel Oblivion / \$cstory, Gerard Way ; art, Gabriel Bá ; colors, Nick Filardi ; letters, Nate Piekos of Blambot.

246 – Variant title access point (Variant title)

Though optional under RDA, this is required for Sage catalogers.

Three men and a baby (246)

Preferred title recorded as: 3 men and a baby (245)

Please do not stab me! (246)

Preferred title recorded as: Please don't stab me! (245)

505 & 700 – Creating additional access points

When cataloging materials that contain separate titles (e.g. DVD compilations, anthologies, or short story collections), it is required to create additional access points with this information. Due to the configuration of the catalog, it is necessary to put this information in multiple places to make it accessible and complete for patrons and fellow staff. Make sure to use proper authorities when recording the additional access points.

=245 00 \$aBespelling Jane Austen /\$cMary Balogh, Colleen Gleason, Susan Krinard, Janet Mullany.

=505 00 \$tAlmost persuaded /\$rMary Balogh --\$tNorthanger castle /\$rColleen Gleason --\$tBlood and prejudice /\$rSusan Krinard --\$tLittle to hex her /\$rJanet Mullany.

=700 12 \$iContainer of (work): \$aBalogh, Mary. \$tAlmost persuaded.

=700 12 \$iContainer of (work): \$aGleason, Colleen. \$tNorthanger castle.

=700 12 \$iContainer of (work): \$aKrinard, Susan. \$tBlood and prejudice.

=700 12 \$iContainer of (work): \$aMullany, Janet. \$tLittle to hex her.

534 – Original version note

When items are originally published or put out in a different country (UK) or in a different language (there are many) it is appropriate to use a 534 instead of putting that information in a 500 note. This can also be used for reprints and large print versions of books. This link will help you set up the field with the information you need or can add to this field ([link](#)).

=534 \ \$pOriginally published: \$cBarcelona, Spain : Libros del Asteroide, 2013. \$nUnder title: \$tLos gatos luchan contra las arañas.

041 & 546 – Language code and Language note

These fields are only used when there is more than one language associated with the item. Books that are translated and foreign films, need both an 041 and 546. The 041 Language code field ([link](#)) utilizes the language codes on this web page ([link](#)). This necessitates a 546 Language note ([link](#)), and there is a general format when writing this note field. Note: don't confuse these fields with the 040 \$b which is for the language that you are cataloging in, or the fixed field Lang which is the language of the material in hand.

Translated book:

=041 1\ \$aeng \$hjpn

=546 \ \$aln English, translated from the Japanese.

Foreign film:

=041 1\ \$aeng\$aSPA\$jspa\$jeng\$jpor\$heng

=546 \ \$aSoundtrack in English and dubbed in Spanish. Subtitles in English, Spanish and Portuguese.

Foreign film:

=041 1\ \$aSPA\$jspa\$jeng\$heng

=546 \ \$aSoundtrack is dubbed in Spanish. Subtitles in English and Spanish.

586 – Awards Note

Adding award information to a record is optional, if it's displayed on the cover of the book it should be added to the record. Sage policy is to only put award winners in the 586 field, runner up or longlisted information can be recorded in the 500 field. Junior Library Guild and Oregon Battle of the Books notes do not belong in a 586 note. The associated year information should be found and added to the end of the award information, this can be found with a quick google search. This field does not end in a period.

=586 \ \$aNewbery Medal winner, 2021

=586 \ \$aNational Book Award Winner, 2021

=500 \ \$a"National Book Award Finalist" [2020] -- from front cover.

=500 \ \$aOregon Battle of the Books (OBOB) 2021-2022, Grade 6-8.

6XX – Subject access points

Subject headings should always be from an authority. Some authorities are more useful than others, and some just need to be deleted. Please follow the guidelines below when it comes to subject headings; these include the following fields: (600, 610, 620, 630, 650, and 651). Always make sure you check the 2nd indicator with these headings; if the 2nd indicator is 7, then there should be a \$2 with the authority source code.

- (1) **LOC** ([Library of Congress authorities](#)) – Always use these authorities first when creating records. Whether it is the regular authorities or the Children’s thesaurus, make sure these are authorized headings with a simple search. An easy/fast way to see if they’re authorized is to click the validate button at the top of the MARC Edit page next to the save button.

Yes: =650 \0 \$aCats \$vFiction.

Yes: =650 \0 \$aKittens \$vFiction.

No: =650 \0 \$aCats and kittens \$vFiction. (do not create your own, search different terms for authorized headings)

- (2) **Fast** – These headings are from OCLC, and are used in faceted searching. If these are in a record do not delete them. However, there is no need to add these to records manually.

Yes: =650 \7 \$aHyenas. **\$2fast**

- (3) **BISACH** – This is for bookstores and unnecessary in library records. Delete them from records.

No: =650 \7 \$aJUVENILE FICTION / ANIMALS / DOGS **\$2bisach**

- (4) **Sears** – Simplified subject headings, most libraries have moved beyond this authority since all the terms are authorized LOC authorities. Delete them from records.

No: =650 \7 \$aTiger \$vJuvenile fiction **\$2sears**

- (5) **Local** – When importing items from z39.50 some libraries have local headings that they use in their own system. Delete them from records.

No: ~~=650 \7 \$aGraphic book. \$2local~~

(6) Source not specified – Source not specified is tied to the 2nd indicator 4. Delete them from records. These are usually repeats of authorized headings and are used for other purposes in other systems; they are useless and clutter the records.

No: ~~=650 \4 \$aPenguins \$vJuvenile fiction.~~

655 \0 – Index term–Genre/Form

All genre/form terms should be sourced from authorized sources, such as: Library of Congress Genre/Form Term (**lcgft**), Guidelines on Subject Access to Individual Works on Fiction, Drama, Etc. (**gsafd**), Art and Architecture Thesaurus (**aat**), etc. The few Sage exceptions listed below are subject headings that can be used as genre/form terms but are not in the lcgft thesaurus. With these headings, use the 655 field with a 2nd indicator 0, which means it's a Library of Congress Subject Heading (lcs). A \$2 is not required. These are the only exceptions.

=655 \0\$aYoung adult fiction.

=655 \0\$aYoung adult literature.

690 \4 – Local subject added entry – topical term

For more information on read alongs please see additional read along training documents

Sage only has 3 local subject added entries for our records, those are listed below. When importing or fixing existing records delete 690 \4 field unless it is one of the approved local subject headings.

Yes: =690 \4 \$aOregon authors.

Yes: =690 \4 \$aRead alongs.

Yes: =690 \4 \$aBook club kits. *Use the BookClubKit template*

No: Every other local heading that isn't for Sage.

790 – Local Added Entry – Personal Name

This is an additional indexed field. Currently this field is being used for name authority entries that may not be authorized through LOC, or are references in the LOC name authorities that could be helpful for patrons and staff trying to locate items in the catalog.

If there is an item you're cataloging that the author name is printed one way on the resource but the name authority makes it difficult to find in the catalog, this is a good candidate for a 790 field. Since J. A. Jance is what all of the physical materials say and this is what she is most well-known by, adding a 790 with Jance, J. A., makes it easier for patrons to locate.

=100 1\$aJance, Judith A., \$eauthor.

=790 1\$aJance, J. A.

This field may also be helpful when cross-referencing for well-known pseudonyms like Mark Twain.

=100 1\ \$aTwain, Mark, \$d1835-1910, \$eauthor.

=790 1\ \$aClemens, Samuel Langhorne, \$d1835-1910.

*Please contact your mentor to add this field to records instead of adding them yourself. We are trying for uniformity and will add authors to our authority page as we get suggestions and insight from other library members.

800/830 – Series added entry – Personal name or Uniform title

See series document for more information on cataloging series

Always check series entries in the LOC authorities before adding them to records. This is to ensure we are getting consistent linking with series entries. If an authorized series entry does not exist in LOC authorities, check Sage search results to see if Sage already has a series heading that is being used for that series. Use that if there is one. If it is a brand new series or an old one that has not been previously traced: use Goodreads/FantasticFiction/Novelist for series titles and numeration. Be sure to add a 500 note if the series title and/or numeration is taken from outside the resource in hand.

=245 14 \$aThe curse of the werepenguin /\$cAllan Woodrow ; illustrated by Scott Brown.

=500 \ \$aSeries information from Goodreads.

=800 1\ \$aWoodrow, Allan. \$tWerepenguins ;\$v01.

800 – Series added entry – Personal name

Don't put Bk., or any other symbols or abbreviations, in \$v just include numeration with leading 0 (e.g. \$v02.)

Yes: =800 1\ \$aJohnson, Craig, \$d1961- \$tWalt Longmire mystery ; \$v05.

No: =800 1\ \$aJohnson, Craig, \$d1961- \$tWalt Longmire mystery ; \$vbk. 05.

No: =800 1\ \$aJohnson, Craig, \$d1961- \$tWalt Longmire mystery ; \$v#05.

No: =800 1\ \$aJohnson, Craig, \$d1961- \$tWalt Longmire mystery ; \$vvol. 05.

830 – Series added entry – Uniform title

Don't put Bk., or any other symbols/abbreviations, in \$v just include numeration with leading 0 (e.g. \$v02.)

Yes: =830 \0 \$aVirgil Cole/Everett Hitch novels ; \$v02.

No: =830 \0 \$aVirgil Cole/Everett Hitch novels ; \$vbk. 02.

No: =830 \0 \$aVirgil Cole/Everett Hitch novels ; \$v#02.

No: =830 \0 \$aVirgil Cole/Everett Hitch novels ; \$vvol.02.

999 – Material type entry

This is a Sage specific field that is used for all materials. Every record created should have at least one 999, and some will have multiple, if appropriate. This is the link for the approved vocabulary for the 999 field ([link](#)). This field does not end in a period and is contained in \$. When importing delete existing 999 and replace with Sage specific terminology.

=999 \ \$eBook

=999 \ \$eLarge print \$eBook
(large print materials get both entries)

=999 \ \$eDVD \$eBlu-ray
(DVD & Blu-ray combo packs get both entries)

=999 \ \$eAudiobook CD

For Book club kits and Library of things, it is also necessary to add a \$f, those are the only two item types that are coded with \$. These are used with \$e's.

Library of things item = \$flot

Book club kits = \$fbck *Use the BookClubKit template*

Importing

When making changes to records that you are importing, delete all fields that have a 9 in them except for 490 and any 690 or 999 fields that you added. Fields with 9 in them usually indicate that it is a local field and Sage doesn't use any of them besides the three previously listed. 263 is prepublication information from LOC, and is safe to delete.

Do Not Delete: 490, Sage specific 690, Sage specific 999

Delete: 019, 049, 092, 263, 599 (not from Temp Records), 900-999

Do not delete these fields from records that are already in the system