Making Changes to WRLC Network Zone Bibliographic Records

Last revised: September 30, 2022

Please direct any questions or comments about this document to the WRLC Metadata Committee:

metadata@list.wrlc.org

When in doubt: ask. Any questions about editing or changing Network Zone (NZ) bib. records can be posted to the message board of the WRLC Metadata Basecamp:

https://3.basecamp.com/3574750/projects/10052002

The following kinds of changes, as an edit or as part of merging, may be made without consultation:

Any change mentioned in this list can be done as an edit or as part of merging bib. records.

1. Any of the deletions listed in the Fields That can be Deleted Without Consultation document.
2. If your institution has the only holding on the bib. record, you may make any changes, so long as they conform to the WRLC metadata Principles and Policies.
3. Corrections of obvious typos/mistakes in fields and subfields that are not transcribed.
4. Adding new fields, so long as they are valid and appropriate for the NZ.

Example:

English title already present in record:

245 00 $$a Abū Ḥāmid al-Ghazzālī fi al-dhikrá al-miʾawīyah al-tāsiʿah li-wafātih : $$b ashghāl al-Nadwah al-Dawlīyah "al-Ghazzālī al-Yawm, li-mādhā"?, Bayt al-Ḥikmah, 17-21 Māy 2011 / $$c

rājaʻahu wa-aʻaddahu lil-nashr Miqdād ʻArafah Mansīyah.

Add title in Arabic script:

245 00 $$a ابو حامد الغزالي في الذكرى المئوية التاسعة لوفاته : $$b اشغال الندوة الدولية
"للغزالي اليوم، لماذا؟، بيت الحكمة، 1721 ماي 2011 / $$c راجعه واعده مقداد عرفة منسية.

5. Making changes or additions that update a record to current metadata standards
   (example: upgrading a record from AACR2 to RDA) if the changes don't involve major
   changes like changing the main entry.
6. Updating authorized access points (e.g. 1xx, 6xx, 7xx, 8xx) to current forms.
7. Upgrading a regular contents note to an enhanced contents note.

Example:

505 00 $$t Title A / $$r Author A -- $$t Title B / $$r Author B. [after]

505 0 Title A / Author A -- Title B / Author B. [before]

8. Upgrading a MARC tag to the current standard.

546    $$a In English, French, German, and Spanish. [after]

500    $$a In English, French, German, and Spanish. [before]

020    $$a 156478181X $q ([paperback]) [after]

020    $$a 156478181X (pbk.) [before]

041    $$a eng $a fre $a spa [after]

041    $$a engfrespa [before]

758    $$1 [URI] [after]

758    $$0 [URI] [before]

9. Changing anything in transcribed elements or certain descriptive parts (e.g. 245, 26x, 300, 490, 505, etc.) if you have the piece in hand.

The following kinds of changes, as an edit or as part of merging, should not be done without consultation:

Any change mentioned in this list cannot be done without consultation as either an edit or as part of merging bib. records.

1. Any deletions not listed in the Fields That can be Deleted Without Consultation document.
2. Major changes to the record that are not related to upgrading it to current metadata standards.
3. Changing anything in transcribed elements or certain descriptive parts (e.g. 245, 26x, 300, 490, 505, etc.) if you do not you have the piece in hand.
4. Changing anything in a record that is for something that is likely in an institution's special/rare/archival collections (examples: coded 040 $$e appm, bdrb, cco, cgcrb, dacs, dcgpm, dcrb, dcrmb, dcrmc, dcrmg, dcrmm, dcrmmss, dcrms; anything produced/published before 1900; one-of-a kind resources like manuscripts). Exceptions: you may update an obsolete AAP to its current authorized form and correct typos in AAPs.
5. Any job or automated process run on a set or sets of NZ bib. records. Please post a message to the WRLC message board of the WRLC Metadata Basecamp:

   https://3.basecamp.com/3574750/projects/10052002 if you want to propose running a job or automated process that could alter NZ records. This does not apply if you are running jobs to manipulate only your local (IZ) fields.
6. Making changes or additions that update a record to current metadata standards (example: upgrading a record from AACR2 to RDA) if they involve major changes like changing the main entry.
7. When closing a serial or integrating resource record, please alert other institutions that have holdings, and make the following changes:

Set the Type of date in the 008 to d. Add date 2 (use chronological designation if different from publication date).

Add publication dates for first and last issues, if these are in hand (if inferring a publication date from chronological designation or copyright date, use brackets).

264 _1 .... $$c -[1932]

Add a note for the last issue, or similar information if the last issue is not in hand. CONSER prefers unformatted notes.

362 1_ Ceased with: Volume 7, no. 4 (Spring, 1932).

362 1_ Ceased in 1932.

Add or modify note for the latest issue consulted.

588   Latest issue consulted: Volume 7, no. 4 (Spring, 1932).

Please see: https://www.loc.gov/aba/pcc/conser/issues/CSR.html

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