MARMOT LIBRARY NETWORK
CATALOGING PROCEDURES for non-OCLC members

These procedures assume the cataloger has an understanding of basic cataloging processes within Marmot Sierra and has received training in the arena of Marmot and SkyRiver cataloging processes. Also required is a basic understanding of marc format.

STEP 1:
Search the Marmot database for an exact match – an exact match has the same format, language, author, title, publisher, date, and ISBN*.

> *if the only thing that doesn't match is the ISBN, you may add the 020 field to the bib, using the ISBN of the item in hand.

To do this, while in the bibliographic record
1) click on "Insert" in the list of buttons in the top right margin
2) click the drop down arrow and scroll down to select "ISBN/ISSN"
3) type or scan in the ISBN that is on the back of the title page of the book
4) click on "OK"
The system will place the new marc tag at the top of the record. Not to worry, after you….
5) click the "save" button, the line will be moved to the correct position within the marc record
6) close the record

Attach the item record.

STEP 2:
When there is no exact match in Marmot, proceed to the SkyRiver cataloging utility and follow the prescribed process. See the SkyRiver documentation for details.

STEP 3:
When there is no exact match in Marmot or in SkyRiver, choose the closest match from either of those databases. For "closest match," the format and language as well as the title and author MUST be an exact match. Fields that are appropriate to edit are: the date, edition statement, ISBN, publisher and place, spelling corrections that affect user access; i.e. misspelled author or title. Add enhancement fields as described in the Marmot Library Network Cataloging Standards.

HOW TO PROCEED WITH "CLOSEST MATCH" in MARMOT
1) copy the record
   > With the bibliographic record open, in the upper left margin of the record, click on "Edit" and scroll down to select "Copy record"
2) note that "New bibliographic" now displays in the upper left corner
3) edit to remove specific fields – 001, 003, 005, 035, 040, 049, 590, 690, 84x-87x, 887, 9XX
4) be certain the special use field of the bib contains a dash. Some bibs are set to not

contribute to Prospector. Replace with a dash if your bib will be added to Prospector.
5) edit to make the bib match the item in hand
6) edit to enhance record as needed, based on the cataloging standards
7) add your library's location code to the location field of the bib record
8) remove the locations of other libraries
9) save the new bib

Attach the item record

HOW TO PROCEED WITH "CLOSEST MATCH" using a SKYRIVER RECORD
Find the record that most closely matches the item in hand and export it from SkyRiver into Marmot.
Now in the Marmot database
1) edit to remove specific fields – 001, 003, 005, 035, 040, 049, 590, 690, 84x-87x, 887, 9XX
2) be certain the special use field of the bib contains a dash
3) edit to make the bib match the item in hand
4) edit to enhance record as needed, based on the cataloging standards
5) add your library's location code to the location field of the bib record
6) save the edited bib

Attach the item record.

MARC HELP WHILE IN THE BIB RECORD
Put the cursor on the field
Right click with the mouse
Move down to MARC tag info and left click
General information about the field in question will display
Click the close button of the small window to exit

CREATING BIB RECORDS IN MARMOT SIERRA
also known as "original cataloging"

• Follow current cataloging practice as defined in RDA, AACR2 and the Marmot standards.

• Use the record templates in Sierra as the base for any original cataloging – all formats. The code
for them starts with ma (ex: mabook) and the first word of the description is Marmot.

• Use authority control for authors, subjects, and series tracings whenever possible.
http://authorities.loc.gov/

Once you've filled in the body of the bib record, add the 008 field to the bib

1) position the cursor at the top of the bib (right below where it says MARC Leader) and press return
2) replace the ? mark with the letter y and then type 008 as the marc tag field
3) the system fills in the codes of the 008 field
4) put the cursor on the "y" and right click, then drop down to "expand field" and left click
5) add the date in the Date1 field to match what is in the 260 or 264 field
6) again right click on the "y" and drop down to "collapse field" and left click
7) proof your work, save and close the record
8) attach the item record
9) send the bib record number to Lloyd Chittenden if you want it checked for misspellings and accuracy

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