

The Cataloging in
Publication Program
The Library of Congress

ELECTRONIC CATALOGING IN PUBLICATION

TEXT CAPTURE AND ELECTRONIC CONVERSION
TRAINING FOR DESCRIPTIVE CATALOGERS

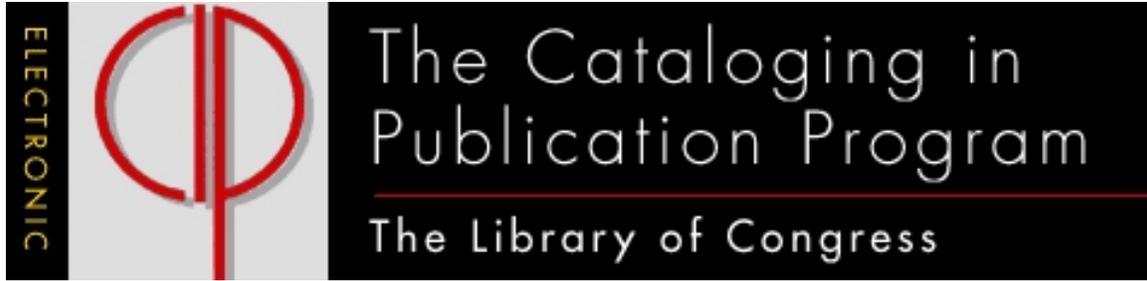


On the MARC: A Program for Creating MARC Records



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DEFINITION AND OVERVIEW

On the MARC is a Windows® application developed by staff in the Cataloging Directorate at the Library of Congress to produce MARC21 records from electronic data. The output of the application is in the form of catalog records added to the LC database. The source of the electronic data for the program is the manuscript files submitted by publishers and data from the application/data view as part of the Library's Electronic Cataloging in Publication (ECIP) project. The program requires the cataloger to supply ISBD punctuation, highlight text to be converted, instruct the program which catalog fields to create, and transmit the cataloging data to the database.

TERMS

ASCII. American Standard Code for Information Interchange. TCEC permits a choice of versions of ASCII (Macintosh, DOS, or Windows) in order to accurately represent diacritics in Western European languages.

Button frame. In *TCEC*, the panel on the left side of the screen containing buttons labeled with MARC field tag labels. Clicking on a button puts highlighted text from the galley into the record frame formatted as a MARC field.

Data view. In *Traffic Manager*, the electronic equivalent of the manual data sheet.

Frame. In a Web browser, such as *Internet Explorer*, an area within a page defined by its own border or frame, usually with its own scroll bars.

Galley frame. In *TCEC*, the upper frame which displays the electronic manuscript submitted by the publisher.

Hypertext link. Area of text within a page or document, usually blue. When clicked it moves the reader to another area of text in the same or another document or to a location on the Web.

Link. See **Hypertext link**, above.

New Work menu. In *Traffic Manager*, the area within a team's *Traffic Manager* account where new electronic CIPs arrive, either distributed from the CIP Division or forwarded from another team.

Operation buttons. In *TCEC*, the buttons found in the button frame that are used to create MARC fields.

Record frame. In *TCEC*, the lower frame in which *On the MARC* builds the catalog record.

SGML. A technique for representing documents in machine-readable form which was approved as an international standard, ISO 8879 (Information processing--Text and office systems--Standard Generalized Markup Language). It is widely used in the publishing industry.

Sign-on screen. In *Traffic Manager*, the screen used to access the cataloger's ECIP account.

TCEC. Acronym for "Text Capture and Electronic Conversion": the function of *On the MARC*.

Traffic Manager. A program for routing electronic CIP galleys through the cataloging workflow.

URL. Acronym for "Uniform Resource Locator": how Web browsers find the desired Web page.

Work in Process menu. In *Traffic Manager*, the list of ECIPs accepted into the account and currently being worked on by the team or pool.

Work menu. In *Traffic Manager*, the initial area leading to the New Work, Work in Process, or Change Requests menus.

WHAT'S NEW IN *On the MARC* version 2.5 compared to version 2.0

1. It can process diacritics in Western European languages.
2. It can change the case of a single letter by highlighting it.
3. It can automatically sort MARC fields.
4. It can print a portion of the galley (5000 characters) or a record.
5. It can insert a delimiter using F9, the same as in Voyager.
6. It can restore the Voyager window or start Voyager.
7. It includes a drop-down editing menu and other drop-down menus.
8. It can convert blocks of text to upper case, lower case, or initial capitals.
9. It now adds the bibliography and index note, and menu options allow the cataloger to change the note as needed to suit the particular situation.
10. The cataloger can initiate a search of the LCCN or ISBN before creating a duplicate record.
11. It edits the 008 field using data in the 260 and 504 fields.
12. It adds a “j” in the 008 field and “lca” in the 042 field if the publisher’s application form indicates that the material is intended for a juvenile audience.
13. It enters ISBNs automatically from the publisher’s application form, but catalogers can use it to add others found in the galley.
14. It corrects the “jumping cursor” problem.
15. It removes chapter, section, part, and other headings and numerals formulating the Table of Contents for the 505 field and capitalizes the author’s name in a statement of responsibility when preceded by a slash.
16. It supplies the correct indicators in the 245 field based on the presence or absence of a 100 field.
17. It adds the 963 field at the end of the record just before sending the record to Voyager.

PREPARING THE WORK ENVIRONMENT

- ▶ Obtain red folder with STARS slip according to Team or Pool distribution practice.

Depending on Team practice, STARS slip may be a printout from the STARS database or hand-filled, and the red folder may or may not also include a printout of the Data view.

For additional information on workflow, see “Descriptive Cataloging Reference Guide,” in *Traffic Manager: Training for Cataloging Teams*.

- ▶ Open *Internet Explorer* and go to Cataloger sign-on.

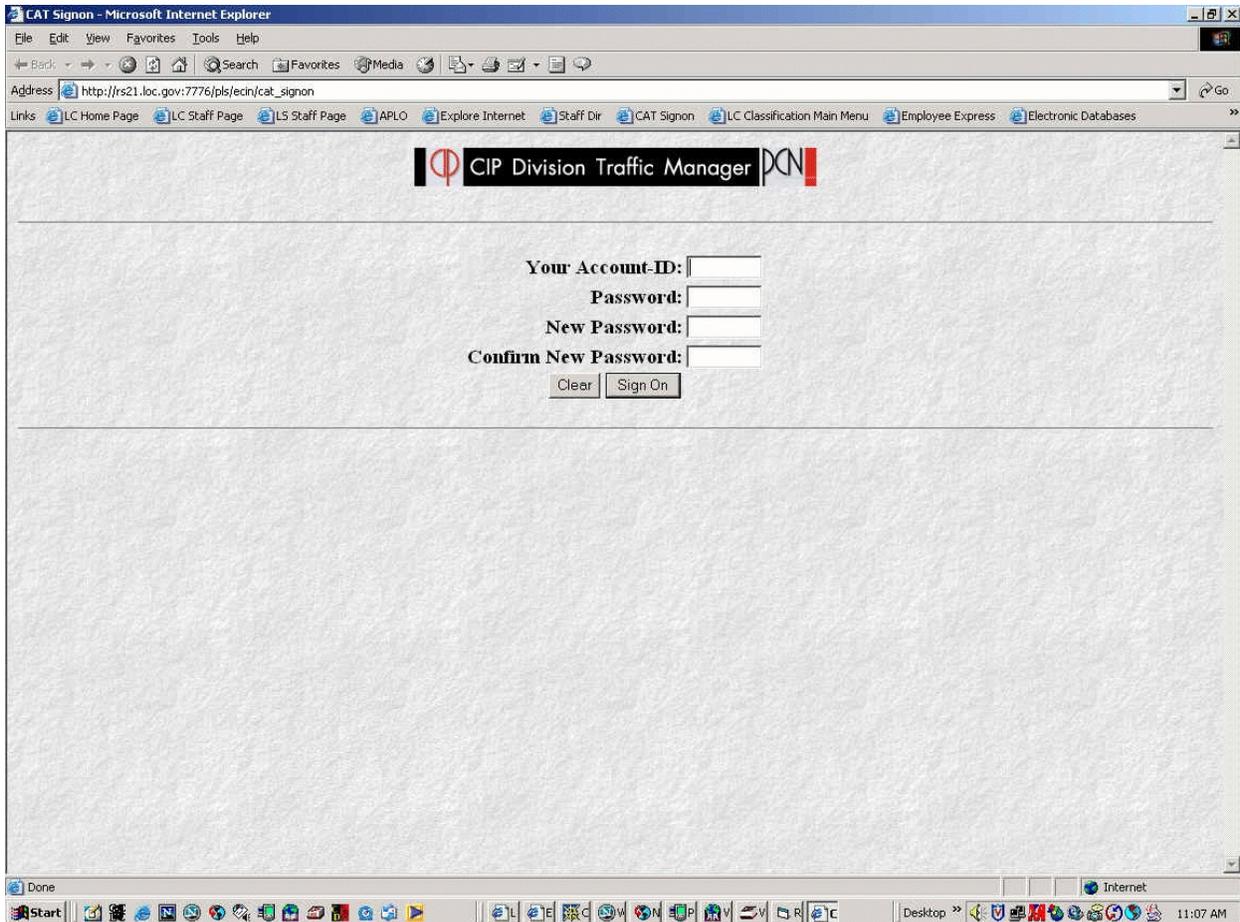


Figure 1. Cataloger's sign-on screen

- ▶ Sign on to your ECIP account. This will open the Work Menu.

To access the Data View for your assigned item, either:
Click on the **Work in Process** Link and select the item from the display list (the default

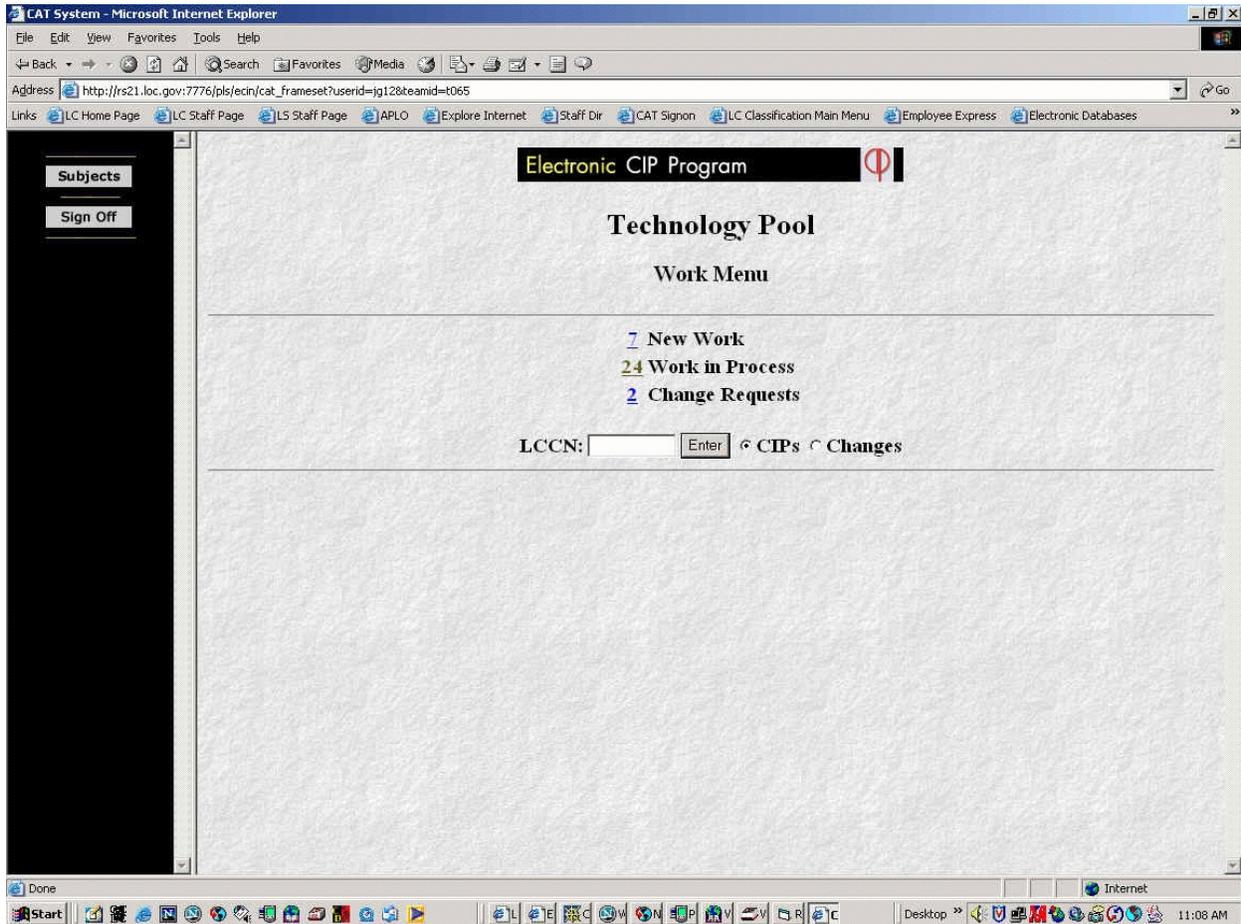


Figure 2. Work menu

display lists items in the order in which they were accepted by the CIP Division)

or

Type the LCCN in the box and click <Enter>.



Figure 3. Work in Process menu

If you click on the **Work in Process** link, you can reorder the menu by clicking on **R** (Rush items at the top), **LCCN**, **Date**, **Author**, **Title**, **Publisher**, or **Notes**.

Find the LCCN (given on the STARS slip) in the Work in Process menu. Click on the **Title** link (not the LCCN link) of the item to open the Data View.

Reminder: Is the book in scope for your team? If not, click "Forward TM" and select the appropriate team.

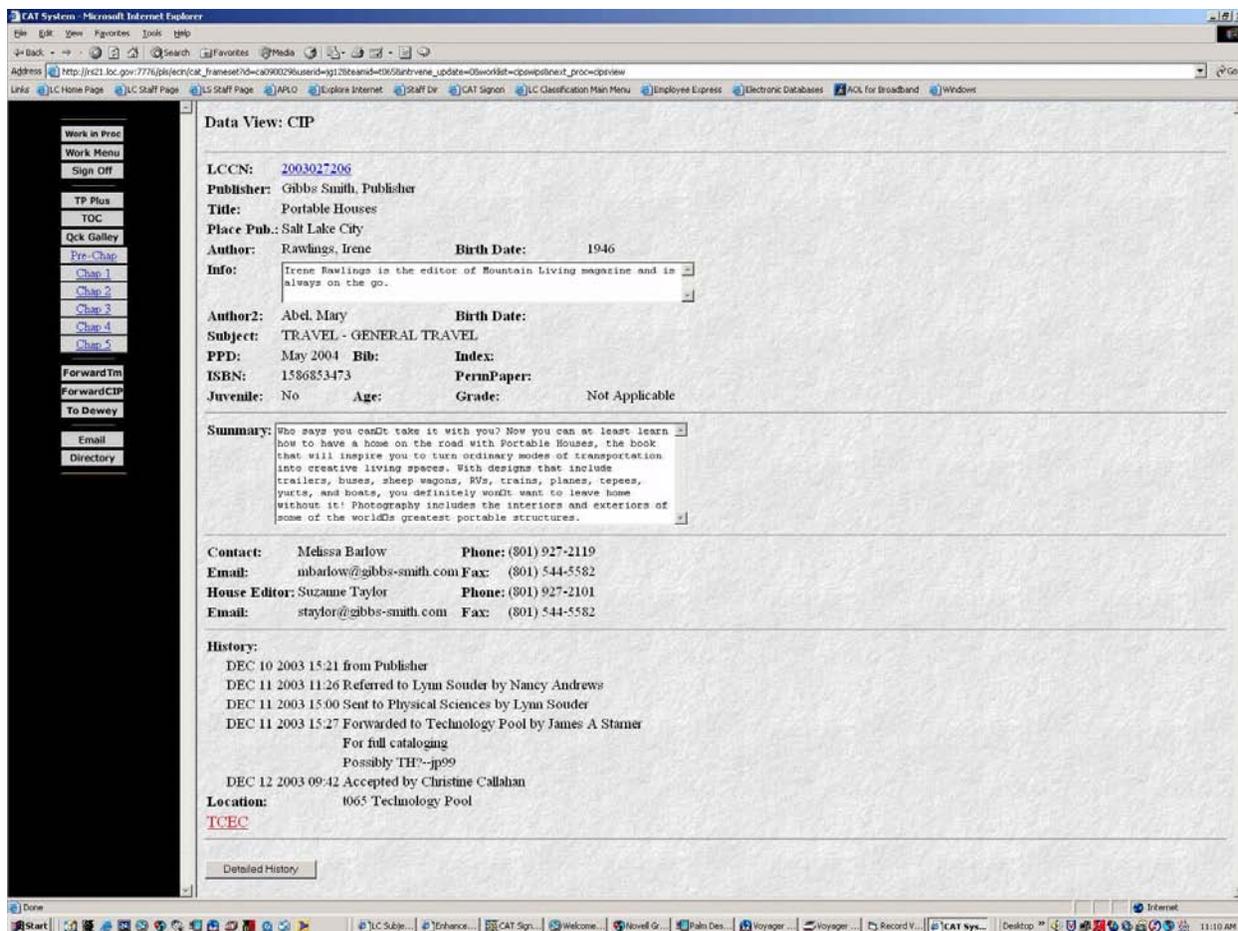


Figure 4. Data View

Make a printout of the Data View, if you need one, or to save paper, note the names of the authors or editors in the form given on the Data view (which may be different from that given in the galley), and birth dates, if provided.

You are now ready to launch the program “On the MARC” by clicking the [TCEC](#) link at the bottom of the Data View.

USING *On the MARC*

Once you have clicked on the TCEC link at the bottom of the Data View in the Traffic Manager the system will respond with a screen display which looks like this:

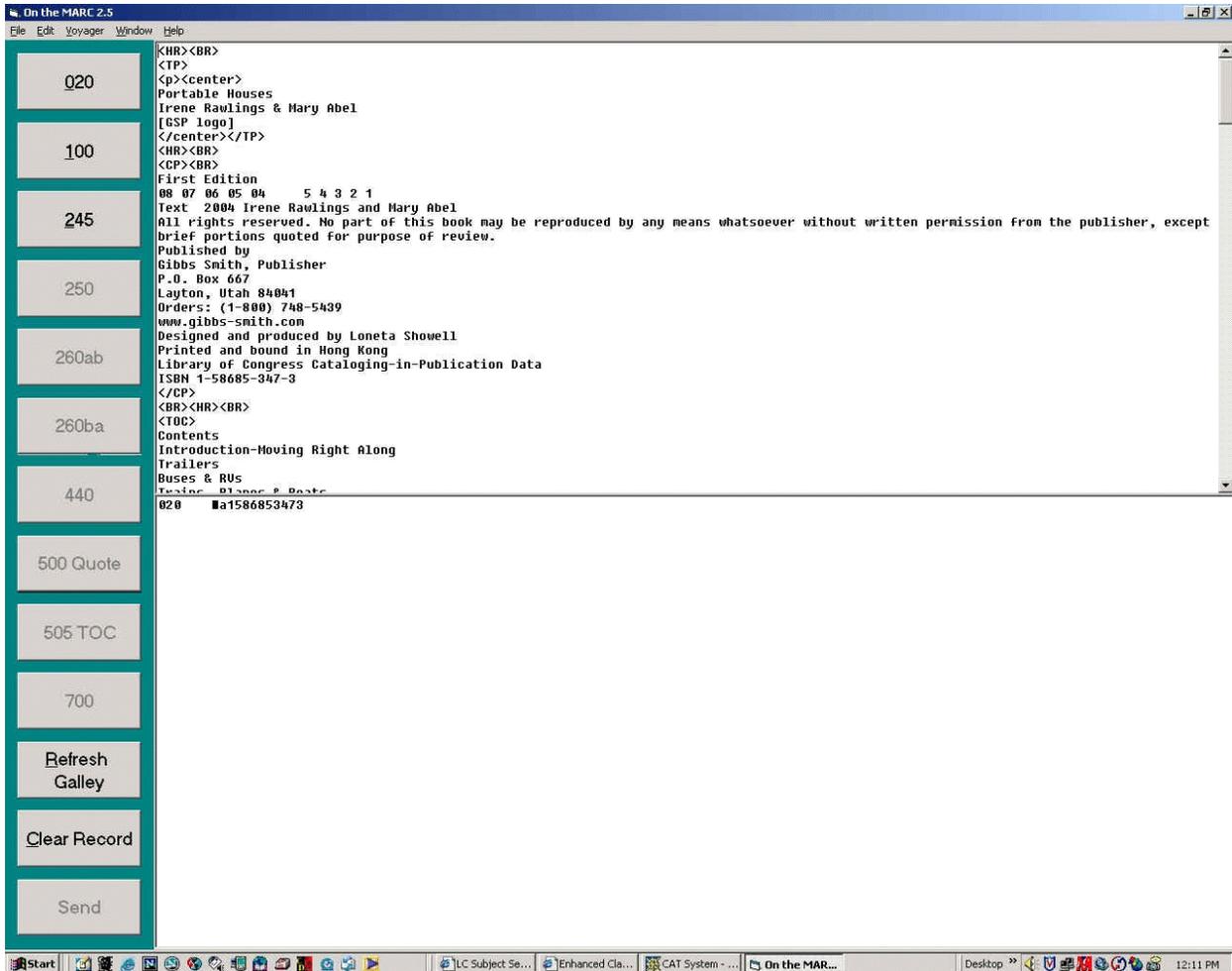


Figure 5. TCEC screen with galley frame at top, operations buttons at left, and record frame at bottom

The associated manuscript file appears in the galley frame at the top. The 020 field(s) with the ISBN(s) and qualifier data are supplied in the record frame from data in the publisher's application.

USE OF DROP-DOWN MENUS

Some catalogers may be more comfortable using menu options rather than function keys or buttons. Drop down menus which duplicate capabilities of the function keys and mouse clicks allow finer control over some of these capabilities. Inappropriate or untimely choices are grayed out.

Click on the galley frame. Then click on **File**.

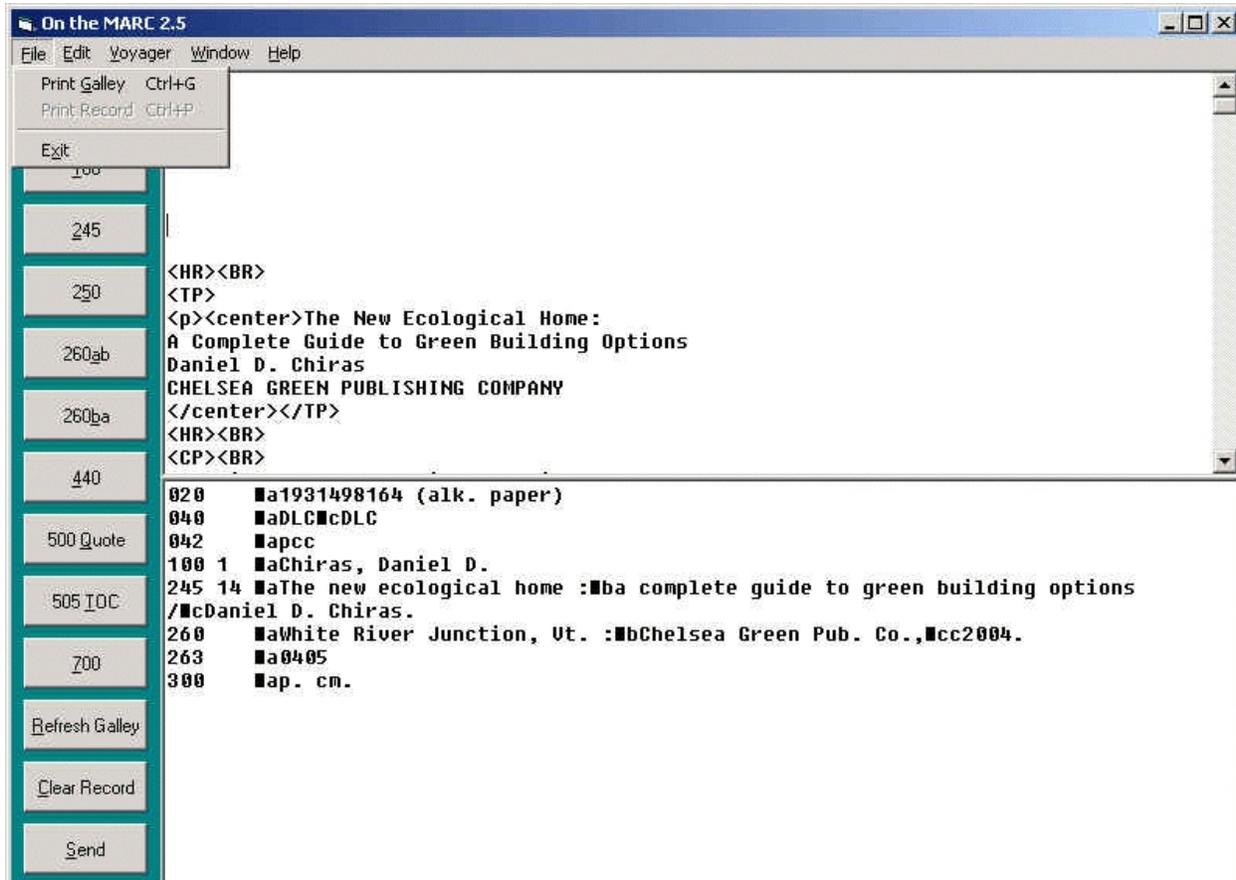


Figure 6. The file menu.

Under the File menu you can print the galley.

It is also possible to click on the record frame and then click on **File** to print the text in the record frame.

Highlight some text in the galley frame. Under the **Edit** menu you will find common Windows functions as well as ones specific to the TCEC environment. For example, if chapters in the table of contents have line breaks which would impede creation of the 505 field, you can highlight the lines for a chapter and remove all the line breaks at once.

Sometimes the block of text is in upper or lower case but you want to transcribe it another way. The Convert Case drop down menu provides options to transform the text.

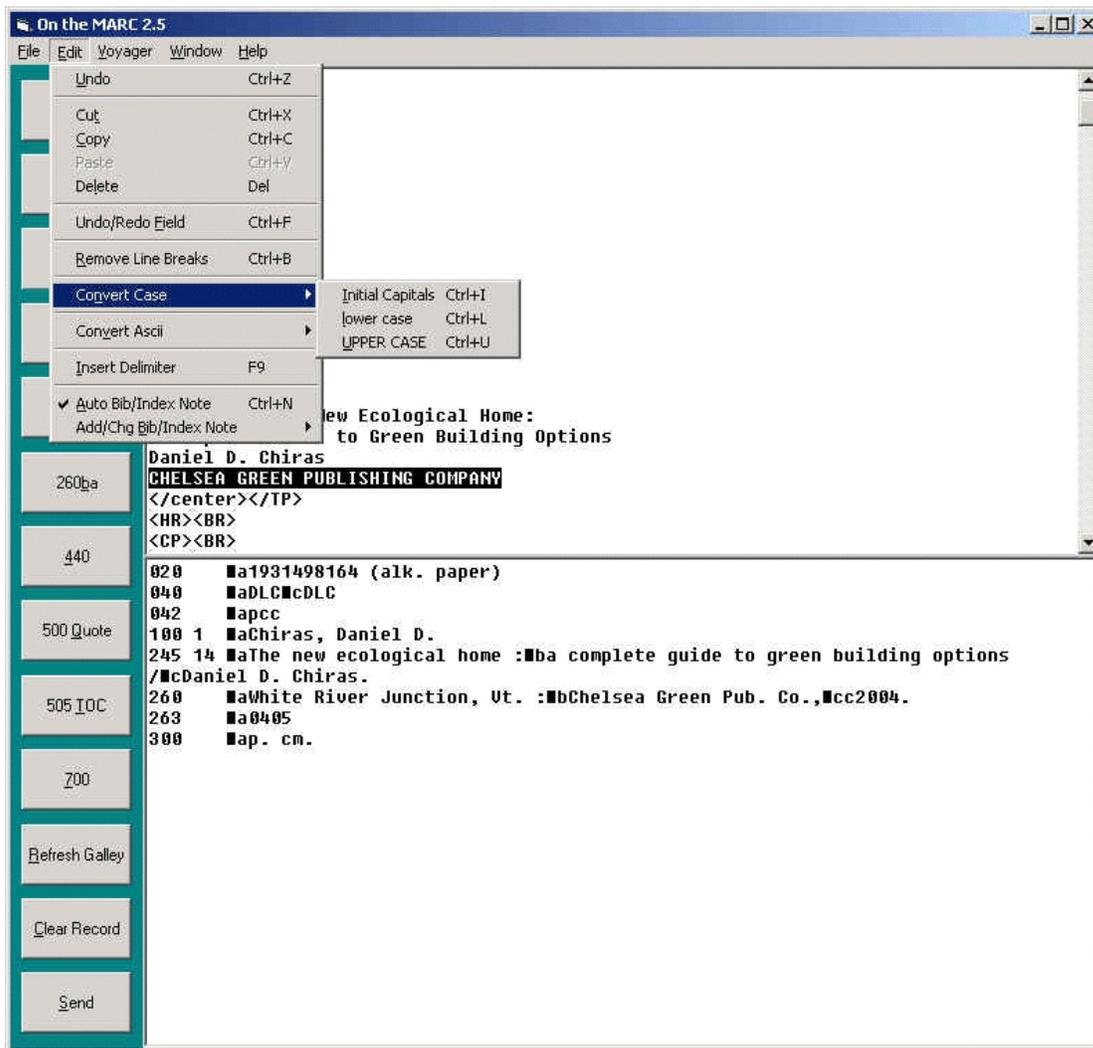


Figure 7. The Edit menu.

Occasionally electronic galley frames include incompatible characters. Try some of the options under Convert ASCII and this may correct their display.

Notice that there is a menu option to insert a delimiter in the record, for example, to add a “d” subfield for a birth date after an author’s name.

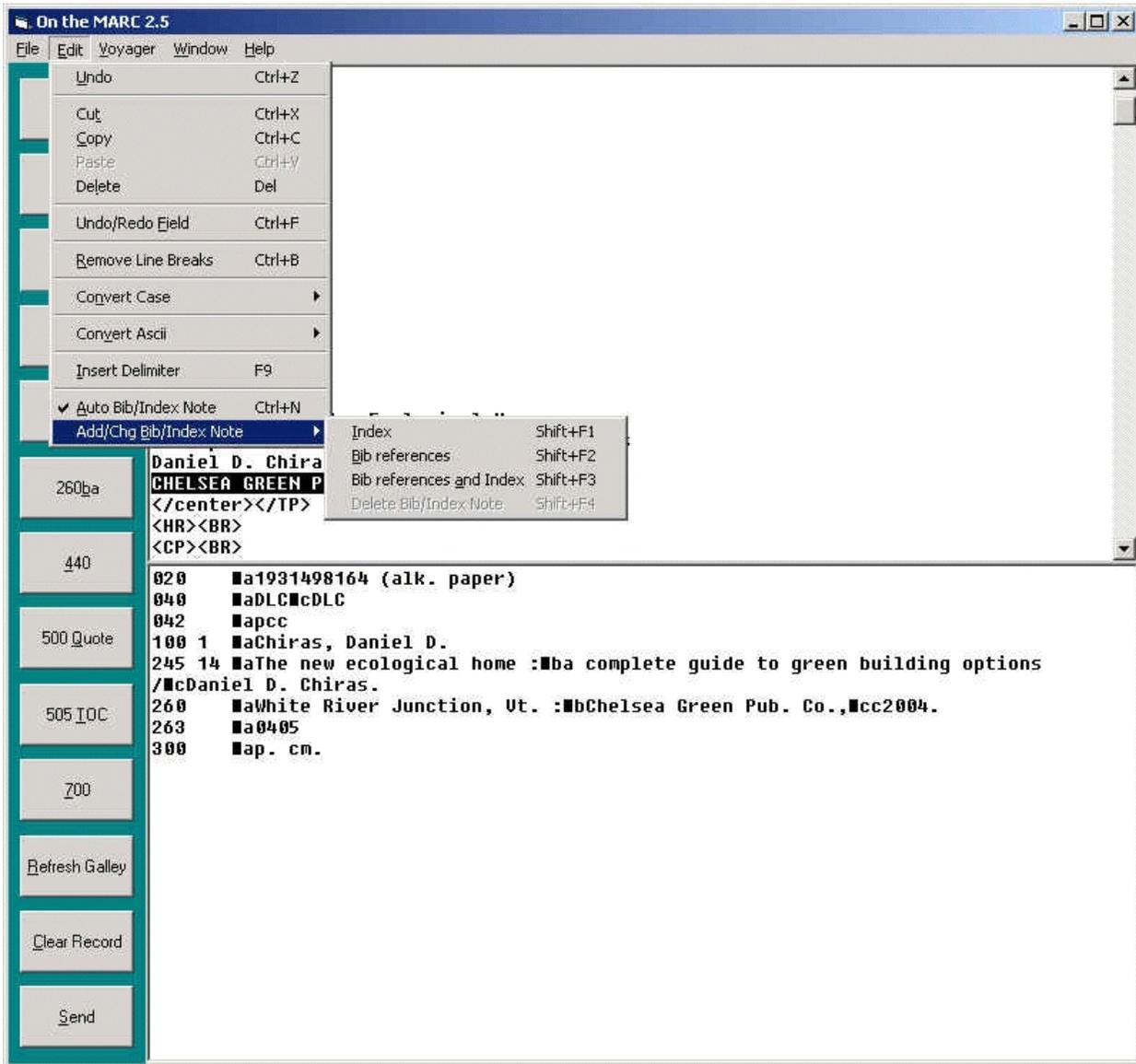


Figure 8. Adding a note for bibliographical references and index.

TCEC can add automatically a note for bibliographical references and/or indexes. Drop down menu options offer finer control over these notes. For example, if you notice indications in the galley that there will be bibliographical references, but they are not listed on the data view, you can use the menus to generate the appropriate note.

The **Voyager** menu can be used to search or send the record.

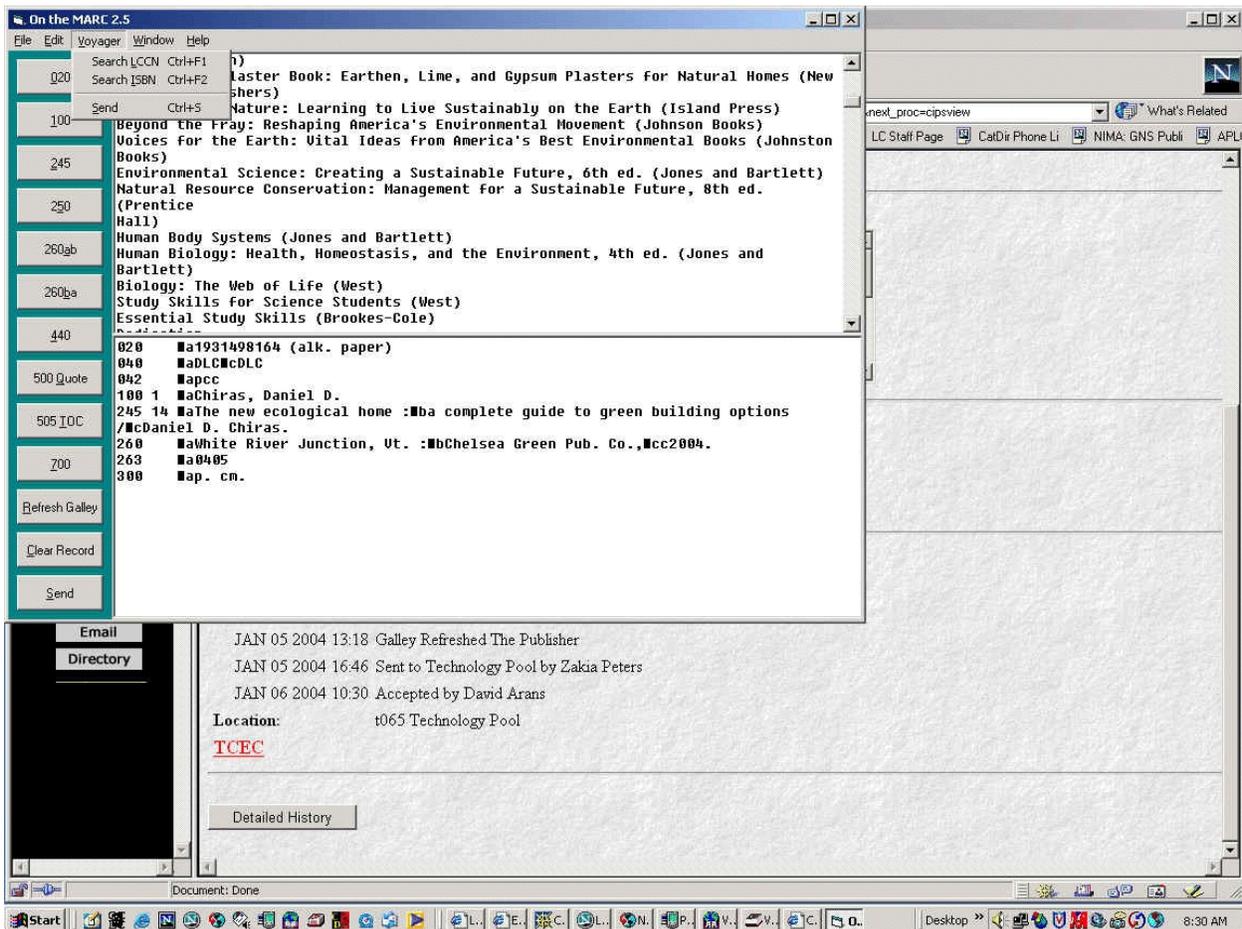


Figure 9. The Voyager menu.

By searching for an existing record before cataloging you will avoid the creation of a duplicate record.

BIBLIOGRAPHIC RECORD CREATION AND EDITING

The upper frame is the galley frame in which the electronic manuscript is displayed. The lower frame is the “record frame” in which the program builds the catalog record.

It is important to note that TCEC is intended to create a new bibliographic record in Voyager. The cataloger does not update an existing preliminary record created by staff in the CIP Division.

To access the manuscript text (in the galley frame) or fields of the record (in the record frame) which are not visible at a particular time, the cataloger utilizes the slider bars on the right side of each box to scroll through each display or clicks in the frame and uses the arrow key to move line by line.

TCEC automatically supplies one or more ISBNs in the galley frame from data in the publisher’s application. The cataloger does not have to input it. The cataloger, however, may use the 020 button to input any additional ISBNs found in the galley additional ISBNs found in the galley that were not supplied in the application.

The cataloger supplies required ISBD punctuation to data before selecting the data to be converted into a particular field. For example, when “blocking” the data comprising the title, other title information, and statement of responsibility, the cataloger needs to insert the “<space>:<space>” before the other title information and the “<space>/<space>” before the statement of responsibility.

The cataloger highlights text from the galley frame. By highlighting text and clicking a button on the left, the highlighted text is transformed into a field in the record frame.

The cataloger may need to edit the data before selecting it. For example, when highlighting information for a note field, words may be supplied or deleted. There is no need to remove blank lines or extra spaces, though some catalogers may prefer to do so in order to orient themselves within the data.

The cataloger will, for the most part, block information and create new fields in the order of the buttons. Some buttons will be grayed out until other fields are created first. However, if an edition or series statement is missed at first and later found, **TCEC** will place the fields in the correct order.

THE OPERATION BUTTONS

In the left frame are the program operation buttons. After editing the text and highlighting the appropriate text, the cataloger clicks on the button which represents the field to be created. The buttons perform the following functions:

- | | |
|-------|--|
| 020 | Creates ISBN fields in addition to the field or fields supplied by the publisher's application.
Use this button if you find and block an ISBN in the galley frame that was not supplied by the TCEC program. |
| 100 | Creates a personal name main entry when the cataloger blocks the author's name in the galley frame. Also creates the 040 and 042 field. The 042 field will include "lcac" for juvenile literature.
The program assumes that the last element is the surname and places it first. If this is not the case, create the field and edit it in the record frame or in Voyager. |
| 245 | Creates a title field with title proper, other title information, and statement of responsibility, provided that ISBD punctuation is inserted before blocking. (This button will also create the 040 and 042 fields if there is no 100 field.)
The program recognizes English-language articles and sets the second (non-filing) indicator accordingly. It also recognizes the presence of a 1xx field and sets the first indicator accordingly.
In subfield †a only the first word will be capitalized; in subfield †b no words will be capitalized; in subfield †c the capitalization will be identical to the blocked text. In the record frame a lower-case letter may be capitalized by highlighting it. A capital letter may be converted to lower-case the same way. It is also possible to convert an entire block of text to upper case, lower case, or initial capitals, using the menu bar. |
| 250 | Creates an edition field when the cataloger blocks the edition statement.
The program will convert spelled-out numbers to their numeric form and will abbreviate several words commonly found in edition statements, e.g. edition, United States, and others. |
| 260ab | Creates an imprint field in the correct order when the information is presented in the text as <i>place : publisher, date</i> . |
| 260ba | Creates an imprint field in the correct order when the information is presented in the text as <i>publisher : place, date</i>
The 260 buttons will also create 263 and 963 fields by formatting information embedded in the Data View (or publisher's CIP application) and create the standard CIP 300 field (p. cm.). State names will be abbreviated to their AACR2 forms. |

440 Creates a series statement, including series numbering if formatted with a semicolon.
If a 490 field is needed, change the tag in the record frame or in Voyager. Add the 8xx field in Voyager.

500
Quote Formats blocked text into a quoted note.

505/
TOC Formats blocked text into a table of contents.

See the section “Constructing a 505 Field from the Table of Contents,” p. 18.

700 Creates a personal name added entry when the cataloger blocks a second or subsequent author’s or editor’s name in the galley frame.

You can also create a personal name subject heading with this button if you remember to change the 7 to 6 and to add a second indicator 0.

Refresh
galley Clears the galley frame and recalls the galley text.

Clear
record Clears the record frame.

If you are closing the TCEC window after having successfully created a Voyager record, it is not necessary to clear either frame before closing. If you click this button by mistake and clear the lower frame, you can restore it by placing the cursor in the lower frame and pressing <ctrl>+v or <shift>+<insert> or by pressing <ctrl>+f (Undo/Redo Field) in the Edit menu.

Send This button sends the completed record frame to Voyager for the creation of a new bibliographic record.

This function is explained in the section, “Sending the Record to Voyager,” p. 21.

CONSTRUCTING A 505 FIELD FROM THE TABLE OF CONTENTS

Deciding whether to make a Table of Contents note in a bibliographic record is governed by AACR2 and associated *Library of Congress Rule Interpretations*, and current policy regarding Electronic Cataloging in Publication. See RI 2.7B18 and DCM D8.9. Once it is decided that a Table of Contents note is called for, the next step is deciding whether *On the MARC* is the best way to create it. This decision is based on the cataloger's judgment of how much editing would be required.

On the MARC facilitates the processing of Table of Contents data in the text frame into a 505 field in the record frame. It deletes words such as "chapter" "section" and "part" and chapter numbering, dot leaders, and pagination; it formulates statements of responsibility when the cataloger inserts slashes; and it formulates data appearing on separate lines in the text frame into separate items in the Table of Contents note separated by <space>--<space>.

It does not identify and eliminate titles of parts or sections higher than the chapter level. The cataloger will have to perform this task by manual editing, if necessary, either in the record frame or in Voyager.

See DCM D8.9 to determine whether to add a 505 field to an ECIP record. If the field is added, the cataloger must update the 300 field in Voyager by changing the "p." to "v.", regardless of whether the item is multipart. The "v." allows a valid AACR2 contents note (505 field) to be included in the ECIP data that is sent to the publisher, while the "p." would not.

The screenshot shows a MARC 2.5 record viewer window titled "On the MARC 2.5". The interface includes a menu bar (File, Edit, Voyager, Window, Help) and a left-hand navigation pane with buttons for "020", "100", "245", "250", "260ab", "260ba", "440", "500 Quote", "505 TOC", "700", "Refresh Galley", "Clear Record", and "Send". The main display area shows the following text:

010 0/K
 A British Cataloging-in-Publication record is available for this book from the British Library.
 Perms t/k
 Copyright _ 2005 by David M. Rosen
 All rights reserved
 No part of this book may be reproduced or utilized in any form or by any means, electronic or mechanical, or by any information storage and retrieval system, without written permission from the publisher. Please contact Rutgers University Press, 100 Joyce Kilmer Avenue, Piscataway, NJ 08854-8099. The only exception to this prohibition is "fair use" as defined by U.S. copyright law.
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 5. The Politics of Age 297
 Notes
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 <CH1>
 Preface
 This book began with a quiet walk through the British Military Cemetery on Mount Scopus in Jerusalem. As I walked among the well ordered manicured graves of the young soldiers who perished in Palestine during the Great War, I had a sense of the anguish, loss and pain in these soldiers' families, which has now been almost completely erased by time. The cemetery no longer radiates the raw sense of loss one feels in other military burial and memorial sites, where freshly offered tokens of remembrance bespeak the suffering of family and friends. But this walk among the graves of the fallen instilled in me an understanding that children and youth have long been consumed in the fires of war.

440
 020 #a0813535670 (hardcover : alk. paper)
 020 #a0813535689 (pbk. : alk. paper)
 040 #aDLC#cdlc
 042 #apcc
 100 1 #aRosen, David M.,#d1944-
 245 10 #aArmies of the young :#bchild soldiers in war and terrorism /#cDavid M. Rosen.
 260 #aNew Brunswick, N.J. :#bRutgers University Press,#cc2005.
 263 #a0504
 300 #ap. cm.
 440 4 #aThe Rutgers series in childhood studies
 504 #aincludes bibliographical references and index.

The Windows taskbar at the bottom shows the Start button, several open application windows, and the system tray with the time 9:47 AM.

Figure 10. A Table of Contents appears in the galley frame with chapter and page numbers, but has not yet been reformatted and brought into the record frame.

On the MARC 2.5

File Edit Voyager Window Help

020 A British Cataloging-in-Publication record is available for this book from the British Library.
Perms t/k
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All rights reserved
No part of this book may be reproduced or utilized in any form or by any means, electronic or mechanical, or by any information storage and retrieval system, without written permission from the publisher. Please contact Rutgers University Press, 100 Joyce Kilmer Avenue, Piscataway, NJ 08854-8099. The only exception to this prohibition is "fair use" as defined by U.S. copyright law.
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020 #0813535670 (hardcover : alk. paper)
020 #0813535689 (pbk. : alk. paper)
040 #ALC#C DLC
042 #apcc
100 1 #Rosen, David M.,#d1944-
245 10 #Armies of the young :#child soldiers in war and terrorism /#cDavid M. Rosen.
260 #New Brunswick, N.J. :#BRutgers University Press,#cc2005.
263 #a0504
300 #ap. cm.
440 4 #The Rutgers series in childhood studies
504 4 #Includes bibliographical references and index.
505 0 #aWar and childhood -- Fighting for their lives -- Fighting for diamonds -- Fighting for the apocalypse -- The politics of age.

020
100
245
250
260ab
260ba
440
500 Quote
505 TOC
700
Refresh Galley
Clear Record
Send

Start | [Taskbar icons] | Desktop 9:48 AM

Figure 12. The Table of Contents has been added to the record frame with capitalization and punctuation adjusted and chapter and page numbers removed.

SENDING THE RECORD TO VOYAGER

When the Record Frame is complete, that is, when it contains all the text which can be copied from the manuscript frame, the record is ready to send to Voyager.

Click the bottom button: “Send.”

You will be presented with two dialog boxes. The first will ask for your cataloger’s code.

Enter it and click “OK.”

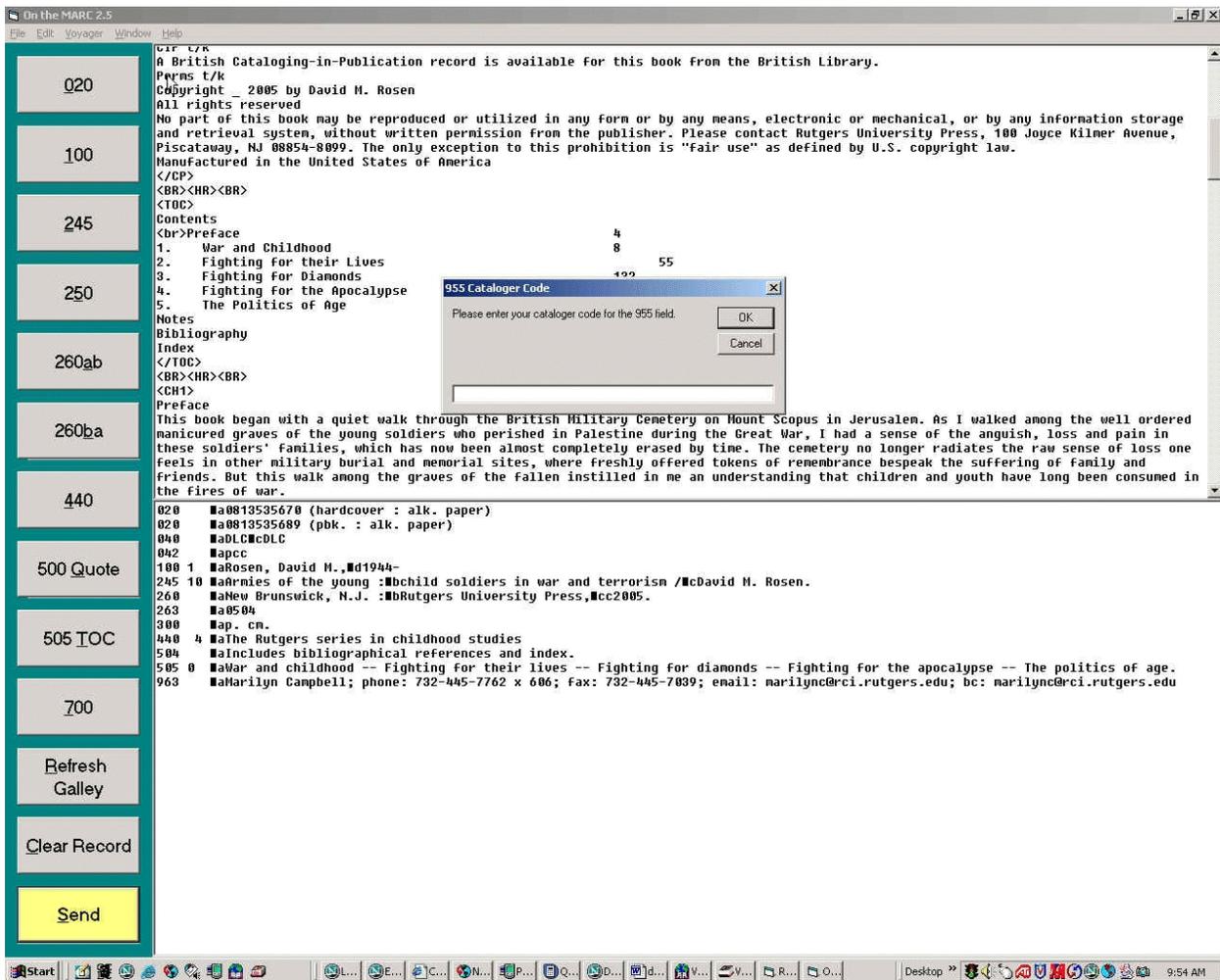


Figure 12. Dialog box asking for cataloger’s code.

The second dialog box asks for the three-letter place of publication code.

Enter it and click “OK.”

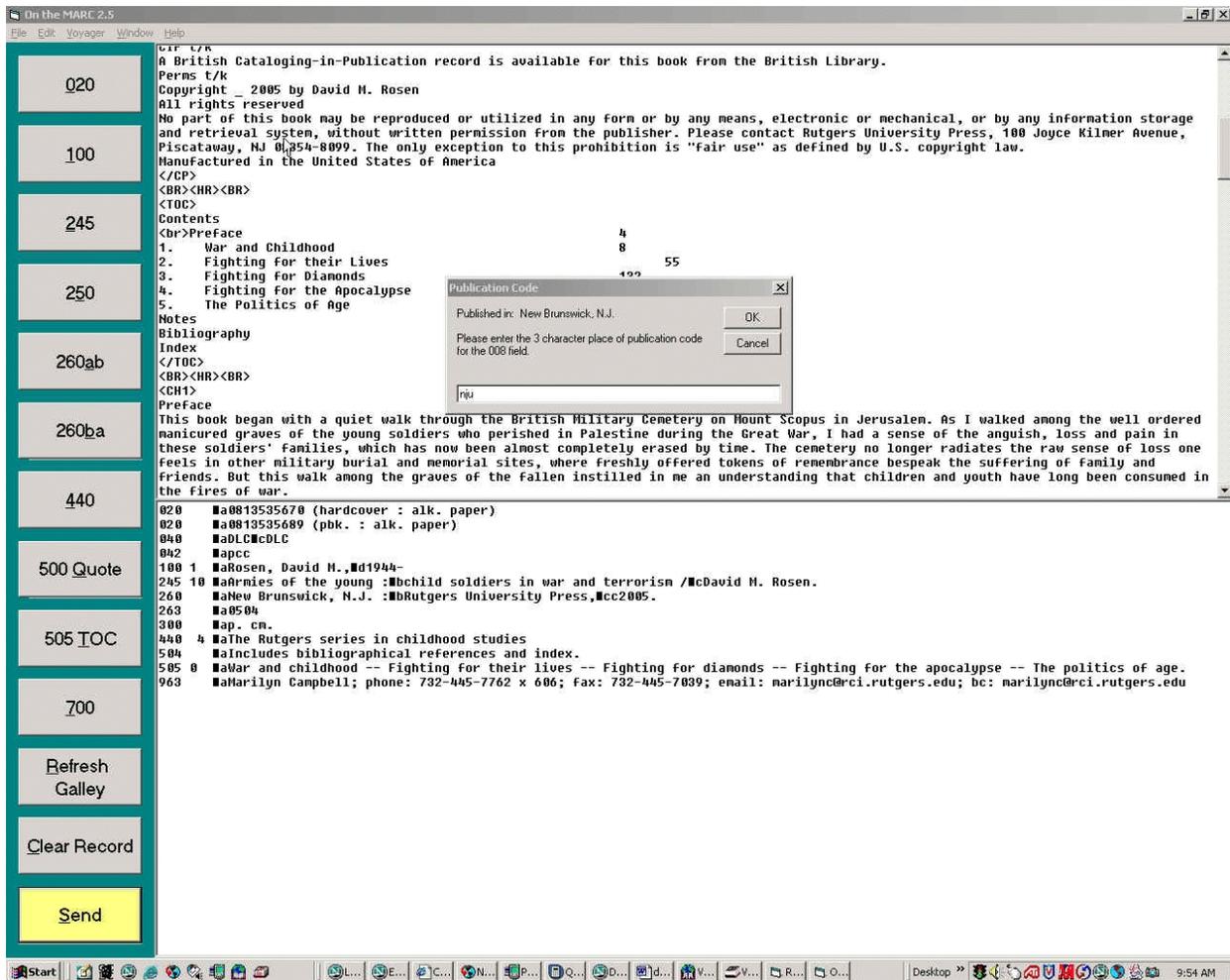


Figure 13. Dialog box asking for place of publication code.

The Voyager record will now be created.

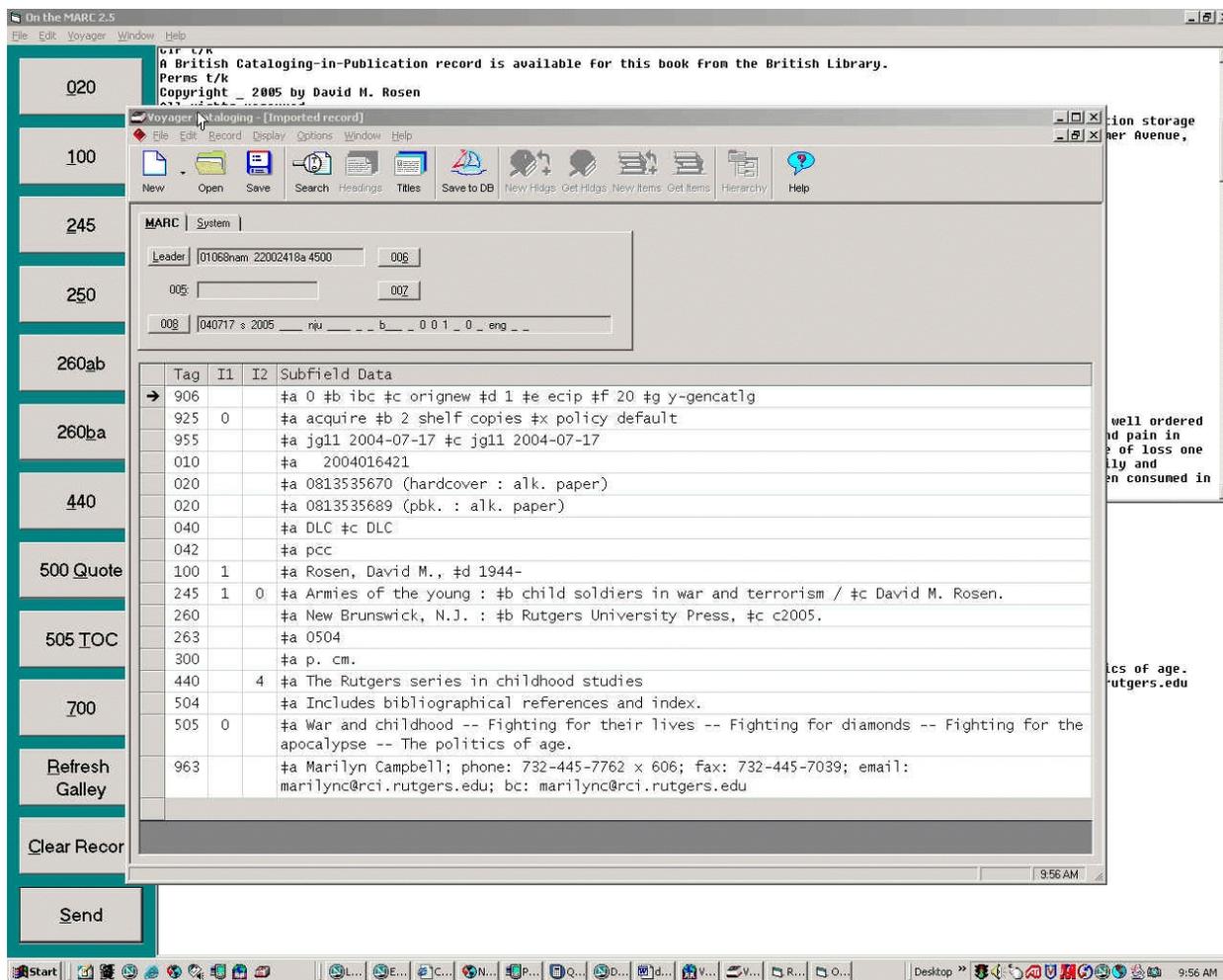


Figure 14. A bibliographic record created in TCEC and sent to Voyager. The 963 field appears at the bottom of the record.

Once this record has been sent to Voyager, "On the MARC" can be closed by clicking the "X" in the upper right corner. It will not be needed again for this record, and if you have additional ECIP cataloging, the ECIP program will open new TCEC screens as they are needed. The Voyager record is now subject to further editing just like any other bibliographic record.

ACCEPTING THE RECORD IN VOYAGER

Data appears in Voyager cataloging module.

The MARC record built in *On the MARC* is copied to the Voyager cataloging client that is running simultaneously in another window. Voyager will become the active window on the Desktop. As this happens, other fields are added:

In the **008 field**, “Date 1” is supplied from the 260c; “j” is added for juvenile literature, if appropriate.

A **50X field** is added containing bibliography and index information from data supplied in the publisher’s application form. The addition of the 50X field triggers “b” and “1” as applicable in the 008 field.

A **906 field** appears. The priority level in the “d” subfield is set to 1, and CIP/PCN flag in the “e” subfield is set to “ecip.”

A **925 field** appears, set with the CIP default values.

In the **955 field**, the cataloger’s code appears, along with the current date.

The **010 field** includes the LCCN, copied from the Data View.

The **963 field** appears with publisher’s contact information.

Check the data for accuracy. Refer to the Data View for any additional data as needed.

Click on the 008 button to open the dialog box for the fixed fields. Verify that the date and the code for the place of publication are correct; add or change any other values as needed.

Search all access points to determine if an authority record exists or needs to be created/updated.

Boat the record in Voyager.

Validate the bibliographic record.

OPTIONS

The Operation Buttons of the *On the MARC* program permit the creation of a bibliographic record with full, or nearly full, description for a high percentage of ECIPs. But what should the cataloger do if the galley requires fields for which there are no buttons? One option is to switch back and forth between the electronic galley, data view, and Voyager, noting every additional data element in the electronic resources and then creating the appropriate required field in Voyager. However, there are some simple ways to carry additional bibliographic information in the TCEC record that may make it easier to create the necessary fields in Voyager. The following examples will allow the cataloger to perform a single examination of the electronic galley and carry pertinent bibliographic information in the record to Voyager.

The galley indicates the need for a corporate or conference main or added entry. There are no buttons for these entries because the headings need to be formulated according to the appropriate cataloging rules. If the name is not included in the statement of responsibility or publisher statement, locate it in the galley, highlight it, and use the 500 quote button to add this information to the TCEC record. Note that you may also use this field for variant forms of the name or qualifying information. Search the heading(s) in Voyager and add the appropriate 1XX or 7XX field(s). Edit or delete the quoted note, as appropriate.

TCEC is not designed for subject cataloging; however, descriptive catalogers are responsible for providing some headings to be used by subject catalogers:

The galley indicates the need for a personal name subject heading, but there is no 600 button. Highlight the name, use the 700 button, and change it to 600 after it's added to the TCEC record. If it's likely that the galley will contain birth and death dates, it might be possible to use <EDIT - FIND (ON THIS PAGE)> in the browser to search on words "born" and "died" (see the *Traffic Manager* manual). Return to the data view to access the appropriate text access links (usually the first and last chapters). Search and adjust the heading as needed in Voyager.

The galley indicates the need for a geographic subject heading. Highlight the name and use the 500 quote button to add it to the TCEC record. Note that you may also use this field for variant forms of the name. Search the heading in Voyager and add a 651 field; delete the quoted note.