
THEOLOGY CATALOGING BULLETIN

VOL. 25, NO. 3

MAY 2017

ISSN 1548-8497 (online)

Theology Cataloging Bulletin (TCB), is a quarterly publication of the Technical Services Interest Group of ATLA and is published in November, February, May, and August. It contains information about new and changed Library of Congress Subject Headings (LCSH) and Library of Congress Classification (LCC) numbers compiled from the Library of Congress's monthly lists of newly approved additions, deletions, and changes in subject headings and classifications. Upcoming training opportunities, a bibliography of recently published articles, as well as other information of interest to religion/theology catalogers are also included.

Section one of each issue lists new and changed subject headings and genre/form terms and section two lists new and changed classification. Both are selected and compiled by Ann Heinrichs (Catholic Theological Union, Chicago, Illinois). Section three includes the general information and is edited by Leslie Engelson (Murray State University, Murray, Kentucky).

Submissions for the newsletter should be sent to Leslie Engelson, Technical Services Librarian, Murray State University, 224G Waterfield Library, Murray, KY 42071; E-mail: leslie.engelson@gmail.com; Fax: 270-809-5612, Phone: 270-809-4818.

Deadlines for submission are January 15 (February issue), April 15 (May issue), and July 15 (August issue), October 15 (November issue).

Appropriate types of submissions: news of upcoming events; articles on technical services issues; reviews of publications; reports on committee work done on behalf of the Technical Services Section; opinions on cataloging policies and practices; bibliographies; cataloging cartoons and anecdotes; how-to and how-not-to advice; workshop reports; summaries of papers; questions and answers on topics of concern; local cataloging department news; evaluations of software, hardware, cataloging tools and products, Web sites, etc.

Unsigned contributions are supplied by the editor.

Subscription inquiries regarding *Theology Cataloging Bulletin* should be addressed to: ATTN: Member Representative, American Theological Library Association, 300 South Wacker Drive, Suite 2100, Chicago, IL 60606-6701 USA; Toll-free: 888.665.ATLA, Outside N. America: 312.454.5100, Fax: 312.454.5505, E-mail: MemberRep@atla.com.

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Section One: New and Changed Headings

Compiled by Ann Heinrichs

The headings in this list were selected from the monthly Library of Congress Subject Headings (LCSH) Approved Lists. LC's Policy and Standards Division posts these lists on the Library of Congress Cataloging and Acquisitions web site at: <http://www.loc.gov/aba/cataloging/subject/weeklylists/>.

The new subject headings listed here reflect the most recent information available at the time of publication. Headings in this issue's list were selected from the 2017 list numbers 02 (February 20), 03 (March 20), and 04 (April 17).

New genre/form terms listed here were gleaned from 2017 list numbers 03 (March 20) and 04 (April 17).

No new demographic group terms are listed for this issue. Demographic group terms belong to a new vocabulary the Library of Congress is developing, entitled *Library of Congress Demographic Group Terms (LCDGT)*. To support use of the *LCDGT*, the Policy and Standards Division has published the draft *Demographic Group Terms Manual*, available in PDF form at <http://www.loc.gov/aba/publications/FreeLCDGT/freelcdgt.html>. The *Manual* consists of 35 instruction sheets that provide guidelines and instructions for assigning demographic group terms, proposing new ones, and proposing revisions to existing terms.

Instruction sheet L 405 contains general guidelines for creating new demographic group term authority records (MARC Authority Records for LC Demographic Group Terms, <http://www.loc.gov/aba/publications/FreeLCDGT/L405.pdf>). Guidelines for specifically religious demographic group terms, in both bibliographic and authority records, can be found in L 550 (Religion Category, <http://www.loc.gov/aba/publications/FreeLCDGT/L550.pdf>).

Full MARC 21 authority records for the LCDGT vocabulary in MARC UTF-8 format are available at <http://classificationweb.net/LCDGT/>. This page also explains the structure of the file names and offers information about downloading the files.

The following conventions are used, as in previous lists:

All headings are in alphabetical order. Subject headings **without** the instruction [May Subd Geog] are **not** to be further divided by place. The number in square brackets is the Library of Congress Control Number (LCCN) for that heading's authority record (not the ARN/Authority Record Number). LCCNs for new demographic group terms have the prefix *dg*.

All lines begin with their MARC tag. Most headings are followed by other MARC fields that occur in the authority record (e.g., 053, 450, 550, 682), along with explanatory abbreviations:

UF = Used For

BT = Broader Term

RT = Related Term

SA = See Also

Submitted by
Ann Heinrichs
Metadata/Cataloging Librarian
The Paul Bechtold Library
Catholic Theological Union
5401 S. Cornell Ave.
Chicago, IL 60615
aheinrichs@ctu.edu
773-371-5462

Subject Headings

- 150 Bachelors in rabbinical literature [sp2017000196]
053 BM496.9.B34
550 BT Rabbinical literature
- 150 Cave temples--China [sp2017000138]
- 150 Contemporary Christian music--Writing and publishing [May Subd Geog] [sp 94005090]
550 BT Composition (Music) ADD FIELD
550 BT Music publishing ADD FIELD
- 150 English Qaballa [May Subd Geog] [sp2017000151]
450 UF English Kabbalah
450 UF English Qabalah
450 UF Kabbalah, English
450 UF Qabalah, English
450 UF Qaballa, English
550 BT Mysticism
- 150 Faith movement (Hagin) [May Subd Geog] [sp 91004086]
450 UF Prosperity theology (Hagin) ADD FIELD
- 150 Fidelma, Sister (Fictitious character) CANCEL HEADING [sp 97001215]
682 This authority record has been deleted because the subject heading is covered by the name heading
Sister Fidelma (Fictitious character) (DLC)nb2017001148
- 150 Holocaust deniers [May Subd Geog] [sp2016002460]
450 UF Deniers, Holocaust
450 UF Holocaust revisionists
450 UF Revisionists, Holocaust
550 BT Persons
- 150 Hymns, Coreguaje [May Subd Geog] [sp2016002586]
450 UF Coreguaje hymns
550 BT Hymns
- 150 Instruction librarians [May Subd Geog] [sp2016002854]
053 Z682.4.I57
450 UF Instructional librarians
550 BT Librarians
550 RT Library orientation
- 150 Islamic literature, Brahui [May Subd Geog] [sp2016000305]
450 UF Brahui Islamic literature
550 BT Brahui literature
- 150 Islamic shrines--Azerbaijan [sp2017000409]
- 150 Karaite mourning customs [May Subd Geog] [sp2015002602]
053 BM185.2

- 550 BT Jewish mourning customs
- 150 Libraries and families of military personnel [May Subd Geog] [sp2017000030]
 450 UF Families of military personnel and libraries
 450 UF Libraries--Services to families of military personnel
 450 UF Library services to families of military personnel
 450 UF Public libraries--Services to families of military personnel
 550 BT Families of military personnel
- 150 Libraries and soldiers [May Subd Geog] [sp2017000029]
 450 UF Libraries--Services to soldiers
 450 UF Library services to soldiers
 450 UF Public libraries--Services to soldiers
 450 UF Soldiers and libraries
 550 BT Soldiers
- 150 Libraries and veterans [May Subd Geog] [sp2017000028]
 053 Z711.92.V48
 450 UF Libraries--Services to veterans
 450 UF Library services to veterans
 450 UF Public libraries--Services to veterans
 450 UF Veterans and libraries
 550 BT Veterans
- 150 Library orientation [May Subd Geog] [sp 85076708]
 550 RT Instruction librarians ADD FIELD
- 150 Mañjuśrī (Buddhist deity) CANCEL HEADING [sp 85080575]
 682 This authority record has been deleted because the subject heading is covered by the name heading
 Mañjuśrī (DLC)n 89104671
- 150 Mañjuśrī (Buddhist deity)--Art CANCEL HEADING [sp 85080576]
 682 This authority record has been deleted because the heading is replaced by the heading Mañjuśrī--
 Art, a heading for which a subject authority record is not made because it uses a free-floating
 subdivision.
- 100 Mary, Blessed Virgin, Saint--Protestant interpretations [sp2016002905]
 400 UF Mary, Blessed Virgin, Saint--Interpretations, Protestant
 550 BT Protestant churches
- 150 Messianism in art [Not Subd Geog] [sp2016002819]
- 150 Mormon midwives [May Subd Geog] [sp2016002607]
 550 BT Midwives
- 150 Nonverbal communication in rabbinical literature [Not Subd Geog] [sp2016002662]
 053 BM496.9.N67
 550 BT Rabbinical literature
- 150 Rādhā (Hindu deity) CANCEL HEADING [sp 85110332]
 682 This authority record has been deleted because the subject heading is covered by the name heading
 Radha (Hindu deity) (DLC)n 2016245709

- 150 Rādhā (Hindu deity) in literature CANCEL HEADING [sp 95000018]
 682 This authority record has been deleted because the heading is replaced by the heading Rādhā (Hindu deity)—In literature, a heading for which a subject authority record is not made because it uses a free-floating subdivision.
- 150 Ramadan in art [Not Subd Geog] [sp2016002285]
- 151 Shuiliandong Caves (China) [sp2016002810]
 451 UF Shuilian Dong (China)
 451 UF Shuiliandong Shiku (China)
 451 UF Water Curtain Cave Grottoes (China)
 451 UF Water Curtain Cave Temple (China)
 451 UF Water Curtain Caves (China)
 550 BT Buddhist cave temples--China
 550 BT Caves--China
 781 China--Shuiliandong Caves
- 150 Siva (Hindu deity) CANCEL HEADING [sp 85123049]
 682 This authority record has been deleted because the subject heading is covered by an identical name heading (DLC)nb2017001158
- 150 Siva (Hindu deity) in literature CANCEL HEADING [sp 94009374]
 682 This authority record has been deleted because the heading is replaced by the heading Siva (Hindu deity)--In literature, a heading for which a subject authority is not made because it uses a free-floating subdivision.

Genre/Form Term

- 155 Christmas fiction [gp2017026011]
 555 BT Fiction
- 155 Christmas poetry [gp2017026014]
 455 UF Nativity poetry
 555 BT Poetry
- 155 Easter fiction [gp2017026013]
 555 BT Fiction
- 155 Fatwas [gp2017026019]
 455 UF Fatāwá
 555 BT Law materials
 555 BT Religious materials
- 155 Hanukkah fiction [gp2017026012]
 455 UF Chanukah fiction
 455 UF Chanukkah fiction
 455 UF Hanukah fiction
 555 BT Religious fiction
- 155 Hymn texts [gp2017026006]
 555 BT Sacred music texts

- 555 BT Song texts
 - 681 Note under Hymns

- 155 Hymns [gp2014026872]
 - 680 Sacred songs that are normally associated with worship services and are typically suitable for singing by a full assembly. For texts of hymns that appear without a musical setting see Hymn texts. ADD FIELD

- 155 Sacred music [gp2014027062]
 - 680 Musical compositions expressing personal or communal religious or spiritual beliefs, for use in devotional settings and/or general performance. DELETE FIELD
 - 680 Musical compositions expressing personal or communal religious or spiritual beliefs, for use in devotional settings and/or general performance. For texts of sacred music that appear without a musical setting see Sacred music texts. ADD FIELD

- 155 Sacred music texts [gp2017026004]
 - 555 BT Musical texts
 - 681 Note under Sacred music

- 155 Shavuot music [gp2014027193]
 - 455 UF Chag Hashavuot music
 - 455 UF Feast of First Fruits music
 - 455 UF Feast of Weeks music
 - 455 UF Festival of Reaping music
 - 455 UF Festival of the Giving of the Torah music
 - 455 UF Hāg ha-bikurim music
 - 455 UF Hāg Matan Toratenu music
 - 455 UF Jewish Pentecost music
 - 455 UF Shabuot music
 - 455 UF Shabuoth music
 - 455 UF Shavuos music
 - 455 UF Shavuoth music
 - 455 UF Shevuos music
 - 455 UF Shevuot music
 - 455 UF Shevuoth music
 - 455 UF Shovuos music
 - 455 UF Shovuoth music
 - 555 BT Pilgrimage music
 - 555 BT Sacred music
 - 680 Music that is traditionally associated with Shavuot.

- 155 Sukkot music [gp2014027192]
 - 455 UF Feast of Booths music
 - 455 UF Feast of Tabernacles music
 - 455 UF Succos music
 - 455 UF Succoth music
 - 455 UF Sukkoth music
 - 455 UF Sukos music
 - 455 UF Sukot music
 - 555 BT Pilgrimage music
 - 555 BT Sacred music

- 680 Music that is traditionally associated with Sukkot.

Section Two: LC Classification Additions and Changes, Class B–BX and Selected Others

Compiled by Ann Heinrichs

The entries in this list were selected from the monthly Library of Congress Classification (LCC) Approved Lists. LC's Policy and Standards Division posts these lists on the Library of Congress Cataloging and Acquisitions web site at: <http://www.loc.gov/aba/cataloging/classification/weeklylists/>.

Items listed here reflect the most recent information available at the time of publication. Entries in this issue's list were selected from 2017 LCC list numbers 02 (February 20), 03 (March 20), and 04 (April 17)

The full hierarchy is provided for new and revised classification captions to show their context within the classification. Numbers that appear in square brackets are not displayed in Classification Web browse screens. They are shown on this list only to indicate the location of the corresponding caption or reference within the classification.

The class letters (B, BS, etc.) identify the schedule in which changes and additions have been made. This list also includes selected changes and additions outside the B–BX classes relating to religious topics or library science.

Please send any comments, suggestions, or corrections to me at:

Submitted by
Ann Heinrichs
Metadata/Cataloging Librarian
The Paul Bechtold Library
Catholic Theological Union
5401 S. Cornell Ave.
Chicago, IL 60615
aheinrichs@ctu.edu
773-371-5462

Class BJ

Ethics
Religious ethics
Jewish ethics
Special topics, A-Z
Dignity

BJ1286.D54

Class BL

Religions. Mythology. Rationalism
Religion
Religion in relation to other subjects, A-Z
Other (Philosophy)

BL65.O84

History and principles of religion
European. Occidental
Classical religion and mythology
Greek
Local, A-Z
Delos Island

BL793.D35

Special deities and characters of classical mythology, A-Z
Actaeon

BL820.A23

History and principles of religions
Asian. Oriental
By religion
Hinduism

BL1140.4.S47-.S479

Sacred books. Sources
Purāṇas
Individual Purāṇas. By title, A-Z
Śivadharmapurāṇa TABLE BL3

Tantric texts. Śaiva Āgamas. Vaiṣṇava saṃhitās
Pāñcarātra

BL1141.8.K37-.K379

Individual saṃhitās. By title, A-Z
Kapiñjalasaṃhitā TABLE BL3

By region or country

India
Individual religions
Sikhism. Sikh religion
Special topics, A-Z
Egoism

BL2018.5.E38

Nepal
By ethnic group, A-Z
Khas

BL2034.5.K43

Class BM

Judaism
History
By period
500-1500
Karaites. מִיֵאֲרָק
Funeral rites. Mourning customs

BM185.2

Sources
Rabbinical literature
Special topics, A-Z
Bachelors
Nonverbal communication

BM496.9.B34
BM496.9.N67

Class BP

Islam. Bahai Faith. Theosophy, etc.
Islam
Topics (not otherwise provided for), A-Z
Neoliberalism

BP190.5.N47

Class BR

Christianity
Collected works
Early Christian literature to ca. 600. Fathers of the Church, etc.
Individual authors
Zeno, Saint, Bishop of Verona, -371 TABLE BR1

BR65.Z46-.Z466

History
By period
Modern period
Reformation and Counter-Reformation, 1517-1648
Biography
Individual
Luther, Martin, 1483-1546
Works by Luther
Individual works, A-Z
Roths Festpostille
German
English
Other languages, A-Z

[BR332.R6-.R64]
BR332.R6
BR332.R63
BR332.R64A-.R64Z

Class BS

The Bible
General
Texts and versions
Modern texts and versions
Non-European languages
Asian languages, A-Z
Sindhi TABLE BS5

African languages, A-Z

BS315.S543

- BS325.B3983 Bembe (Congo (Brazzaville)) TABLE BS5
 BS325.D64 Dogon TABLE BS5
 BS325.I46 Ikwere TABLE BS5
 BS325.K24 Kabiye TABLE BS5
 BS325.K75 Krio TABLE BS5
 BS325.K78 Kru TABLE BS5
 BS325.K817 Kukele TABLE BS5
 BS325.K835 Kunda TABLE BS5
 BS325.M5 Mina (Cameroon) TABLE BS5
 BS325.M52 Moba TABLE BS5
 [BS325.T382] Temne see BS325.T5
 BS325.T5 Timne TABLE BS5 CANCEL
 BS325.T5 Timne. Temne
- BS335.M425 Languages of Oceania and Australasia (Austronesian, Papuan, and Australian), A-Z
 Masbateno TABLE BS5
- BS350.P3-.P39 Mixed languages, A-Z
 BS350.P3-.P39 Papiamento TABLE BS4 CANCEL
 Papiamentu TABLE BS4
- Old Testament
 Special parts of the Old Testament
 Historical books
 Pentateuch (Torah)
 Genesis. Genesis and Exodus
 Special topics
 Other special, A-Z
 Tree of life
- BS1238.T74
- Class BX**
- Christian denominations
 Catholic Church
 Monasticism. Religious orders
 Individual orders of women
 Third Order of the Discalced Carmelite Congregation TABLE
- BX4537.95
 BX18
- Other Protestant denominations
 Lutheran churches
 Other special, A-Z
 Absolution see BX8074.C6
 Confession. Penance. Reconciliation of penitents CANCEL
 Confession. Penance. Reconciliation of penitents. Absolution
- [BX8074.A272]
 BX8074.C6
 BX8074.C6
- Class KBP**
- Islamic law. Sharī'ah. Fiqh. فقہ. عیروش
 Schools of thought. Islamic legal schools. Madhāhib. مہاذم
 Schools and authors affiliated with a particular school

- KBP395.A94 'Ibādī. يضابا.
Individual authors, A-Z
'Awtabī, Salamah ibn Muslim, active 11th century. ٤ملس ، يبتتوع
TABLE K4
- Sunnī schools
Ḥanbalī. Ḥanbalīyah. Ḥanābilah. ٤لبنحلا ٤لبنحلا ٤لبنحلا
Individual authors, A-Z
KBP310.I2645 Ibn Ghuṣūn, Ṣāliḥ ibn 'Alī. ٤ل ع نب حلاص ، نوصغ نب
TABLE K4
- Shāfi'ī. Shāfi'īyah. ٤ي عفاشلا ، ي عفاشلا
Individual authors, A-Z
KBP330.I2616 Ibn al-Muqṛī, Ismā'īl ibn Abī Bakr, 1354-1433 or 1434. ٤ب
TABLE K4 ركب يبأ نب لي ع امس ، يرقملا
- Shī'ī schools. Shī'ah. ٤ع يش
Ja'farīs. Ithna'asharis. ٤نوي رفع جلا . نوي رفع جلا
Individual authors, A-Z
KBP370.B373 Baraghānī, Muḥammad Taqī ibn Muḥammad, -1847 or
TABLE K4 دمحم نب يقات دمحم ، ين اغرب 1848.

Class KJ

- Europe: Countries (5000 numbers)
Legal education
Study and teaching
By subject, A-Z
[KJ-KKZ1 51.E332]
KJ-KKZ1 51.R45
Ecclesiastical law see KJ-KKZ1 51.R45
Religious law TABLE K12

Class here works on the study of religious law as part of secular or general legal education. For works on the study of religious law in programs specialized or limited to religious law, see KB. Including ecclesiastical law.

Class N

- Visual arts
History
Modern art
By century
21st century
Special aspects or movements, A-Z
N6498.M47
Messianism

Class PJ

- Oriental philology and literature
Arabic literature
History and criticism
Special, A-Z
PJ7519.T32
Taboo

Class PN

Literature (General)
Literary history
Juvenile literature
Special topics, A-Z
Holocaust, Jewish (1939-1945)

PN1009.5.H64

Class Z

Libraries
Library science. Information science
Personnel
Special groups, A-Z
Instruction librarians

Public services. Reference services
Library service to special groups
Other, A-Z
Veterans

Z682.4.I57

Z711.92.V48

Class ZA

Information resources (General)
Information in specific formats or media
Electronic information resources
Digital libraries
Data curation

ZA4080.4

Section Three: News and Views (of the Members of the ATLA Technical Services Section)

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- Caring for Collections** Library Juice Academy
This course helps participants evaluate and assess how to best manage the use of collections with preventive conservation in mind resulting in a preservation plan with short, medium, and long-term priorities.
June 5-30, 2017 \$175
<http://libraryjuiceacademy.com/107-caring-collections.php>
- Diverse, Inclusive, and Equitable Metadata** ALCTS
A series of webinars designed to promote cultural competencies and inclusivity in the metadata process.
June 6-7, 2017 \$43-\$206
<http://www.ala.org/alcts/events/ac/2017/vc>
- How to Inspire and Energize Your People Every Day** AMA
Informed by quantitative research as well as responses from leaders, this webinar provides guidance on how to be present, personal, passionate, and purposeful in leadership resulting in motivated and inspired staff.
June 14, 2017 Free
<http://www.amanet.org/training/webcasts/how-to-inspire-and-energize-your-people-every-day.aspx>
- Metadata Design** Library Juice Academy
Focusing on the tools and technologies involved in metadata design, students will learn how to build a data model, standardize metadata elements, and document metadata instances from XML schema.
July 3-28, 2017 \$175
<http://libraryjuiceacademy.com/105-metadata-design.php>
- E-Book Management for Academic Libraries** Library Juice Academy
Provides guidance on all aspects of managing e-books including methods of acquisition, understanding and negotiating licenses, user discovery options, and workflow considerations.
July 3-28, 2017 \$175
<http://libraryjuiceacademy.com/143-e-books.php>
- 8 Design Tips to Transform Ho-Hum PowerPoints Into Wow!** Training Magazine Network
Learn how to incorporate both high-tech and low-tech ideas into your PowerPoint presentations utilizing design tips to make the tool more effective.
July 26, 2017 Free
<http://www.trainingmagnetwork.com/events/1105?gref=calendar>
- Describing Photographs for the Online Catalogue** Library Juice Academy
Using VRA Core Categories or Dublin Core, students will learn to develop an image record focusing on data completeness and complexity, discuss the feasibility of using crowd-sourced descriptive information, and the varied approaches to describing visual content through written language.
August 7-September 1, 2017 \$175
<http://libraryjuiceacademy.com/064-describing-photographs.php>

Submitted by
Leslie Engelson, Metadata Librarian
Waterfield Library, Murray State University

SELECTED ARTICLES FROM CURRENT LIBRARY JOURNALS

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- Sassen, Catherine. "Enhancing Bibliographic Access to Dissertations." *Technical Services Quarterly* 34, no. 1 (January 2017): 40-53.
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Submitted by
Anna Appleman, Cataloger
John Bulow Campbell Library, Columbia Theological Seminary

TESTIMONY

USING MARCEDIT AND OCLC CONNEXION TO ENHANCE BIBLIOGRAPHIC RECORDS IN A BATCH

With the tight budgets common to libraries these days, cataloging departments search for ways to add value while streamlining processes. At Buswell Memorial Library (Wheaton College, IL), we've developed a method for enhancing our records with contents notes to make them more searchable for our users, then adapted that method to add Library of Congress Classification (LCC) numbers in preparation for a reclassification project.

Project Background

We began the table of contents project to make our records more discoverable. For several years the cataloging department followed a policy of adding contents notes to records for only materials that correspond with the disciplines in our doctoral programs, namely, Bible, theology, and psychology. We recently eliminated this policy to include all newly added materials with useful tables of contents, since keyword searching should benefit all of our users. In addition, many of our records hadn't been updated since they were originally added to our ILS, so several of them had corresponding OCLC records with contents notes added by others. Rather than duplicate work already done by OCLC subscribers, we created this method to import those enhancements in a batch.

The LCC enhancement project began as a way to save money for a hoped-for reclassification from Dewey Decimal to LCC. If the project proceeds, we will be hiring a vendor that charges per record, and records that lack valid call numbers in the 050 or 090 cost more than records that include them. An older policy required catalogers to delete the 050 from records since they weren't needed at the time, so several of our older records were missing call numbers that existed in their corresponding OCLC records.

Procedure

1. Identify a Record Set to Target

This step varies depending on the ILS. Buswell uses Voyager, so we query a Microsoft Access database to generate reports. For our table of contents project, we focused on our main circulating collection and generated a report of all records in within a specified call number range in that main collection. We found it best to target sections of the collection at a time rather than attempt to complete it all at once. For our reclassification project, we generated a report of all records in the locations that we plan to reclassify. From the report, copy the list of record identifiers (in Voyager it's called the Bib ID), paste it into an empty Notepad file, and save it.

2. Extract Records

Extract the identified record set from the ILS. If you don't have the ability to extract records from your ILS directly, this can be done using MarcEdit's Z39.50/SRU Client feature. With the Batch Search Utility (found by clicking on Batch Mode), link the source file field to the list of Bib IDs previously created, and extract each record in the list. Before you can extract records, your database needs to be added to MarcEdit's Z39.50 client. The University of Illinois at Urbana-Champaign (UIUC) has a [tutorial](#) for this process, but it varies across institutions, and not all databases support Z39.50, so check with your systems administrator for help. UIUC also offers a helpful [tutorial](#) for querying help.

3. Identify Records Lacking Desired Enhancements

Open MarcEditor and use the Select Records for Edit function under File to identify missing fields by entering the desired field, such as 505, into the Display Field box, import the file, and select "Does Not Match", then export the resulting record set to a new file. UIUC provides a useful [tutorial](#) for this step as well.

4. Export OCLC Numbers to Text File

Use MarcEdit's Export Tab Delimited feature to extract the OCLC numbers from the new file into a text file, then perform

a Find/Replace to add the "#" symbol before each number to make the text file readable for OCLC Connexion.

5. Extract Records from OCLC Connexion

Using the edited text file, perform a batch search in OCLC Connexion and then export the search results into a new MARC file.

6. Merge OCLC Records into ILS Records

Using MarcEdit's Merge Records feature, merge the enhanced records with the original ILS records. Since we do not want to completely overlay our Voyager records, we tell the program only to merge specified fields, such as 505 or 050.

7. Load Enhanced Records into the ILS

Finally, load the enhanced records back into the ILS. For us, this involves contacting our consortium with a bulk import request.

8. Final Steps

These vary depending on the project, but for our table of contents and reclassification projects, we want to identify which records still lack a 505 or 050, so we run Step 3 on the merged file from Step 6 to tell us which records to target manually, then export the resulting file to an Excel spreadsheet using the Export Tab Delimited feature. This creates a list of records our staff uses to manually enhance the records. For the table of contents project, our cataloging student assistant pulls the corresponding items from the shelf, manually enhances the records in Connexion, and then copies the changes to our Voyager records. For the reclassification project, our cataloging staff assigns LCC numbers and places them in 090 fields to indicate local use. We do not add these numbers to the OCLC master records.

Conclusion

In the past year, we've added 5500 contents notes with this method, and we estimate that we've saved about \$6000 on the reclassification project.

This article provides a broad overview of our batch enhancement method, but the actual procedure includes more detailed steps. If you want comprehensive instructions, please contact me at christa.strickler@wheaton.edu, and I'll be happy to send them to you or answer any questions.

Submitted by
Christa Strickler, Assistant Professor of Library Science
Buswell Memorial Library, Wheaton College