New Catalog Records

When to request/make a new record

A new record should be made when any one of the following match points varies from the existing record or item in hand. A new record should be created for each format.

Books (Monographs)

Match points:

1. Title
2. Author/Contributors
3. Edition (ex. original; facsimile)
4. Format (ex. Regular print; Large print; Braille; Board Book; Big Book; Electronic)
5. Publisher/Imprint- use existing record if imprint in same publisher family (see [Association of American Publishers](#))
6. Paging- may vary by +/- 15 pages IF all other match points match

Audiobooks: Compact discs, MP3, Cassettes, Electronic

Match points:

1. Title
2. Author/Contributors
3. Edition- (ex. Unabridged; Abridged; Kits (include book))
4. Format- (ex. Compact discs; MP3; Cassette; Electronic)
5. Publisher/Imprints- use existing record if imprint in same publisher family (see [Association of American Publishers](#))
6. Time
7. # of items may vary by +/- 1 IF all other match points match

Videos: DVD, Blu-ray, VHS, Electronic

Match points:

1. Title
2. Actors
3. Director
4. Format- (ex. DVD; Blu-ray; VHS)
5. Edition: (ex. Widescreen; Fullscreen; Combo pack)
6. Publisher
7. # of items

Open Entries (Serials): Magazines, Travel guides, etc…

Please use the volume field on the item record to distinguish your edition.

Match points:

1. Title/Part
2. ISSN (serials)
3. Format – (ex. Large print; Braille; Board Book; Big Book; Electronic)

Music: Compact discs, MP3, Cassettes, LPs, Electronic

Match points:

1. Title
2. Musicians
3. Conductor
4. Format- (ex. Compact discs; MP3; Cassette; LP; Electronic)
5. Edition- (ex. Explicit)
6. Publisher
7. Song list
8. # of items may vary by +/- 1 IF all other match points match

Computer software

Match points:

1. Title
2. Format – (ex. CD-ROM; MP3; DVD-ROM; Electronic)
3. Publisher

4. # of items

Graphic Novels:

Every graphic novel record should be distinct; one record for each volume.

The format should be as follow whenever possible:

245 1   ‡aSeries title.‡nvol #,‡pDistinct title /‡cAuthor.

246 3   ‡aDistinct title (without initial article)

490 0   ‡aSeries title ;‡vvol #

Example:

100 1   ‡aIkumi, Mia.

245 10 ‡aTokyo Mew Mew.‡nVol 1,‡pMew Mew to the rescue /‡cMia Ikumi & Reiko Yoshida ; [translator, Ikoi Hiroe ; English adaptaion, Stuart Hazleton].

246 30 ‡aMew mew

246 3   ‡aMew Mew to the rescue

260   ‡aLos Angeles, Calif. :‡bTokyopop,‡cc2003.

300   ‡a1 v. (unpaged):‡bchiefly ill. ;‡c20 cm.

490 0   ‡aTokyo mew mew ;‡vvol 1