

F&M Zine Library Cataloging Procedures

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Procedures

Necessary Supplies for Zine Cataloging

- Pen, black ink
- Mailing labels
- Barcodes
- Tattle tape
- Comic book bags
- Stiffener
- [Zine Cataloging Spreadsheet](#)
 - This will allow you to keep track of zines cataloged, and should have fields for title, author, date cataloged, OCLC number, barcode, local notes field (590), and comments.

F&M Zine Library Cataloging Procedures

Receive the Zine & Search WMS

1. Receive zine, and prepare for cataloging.
2. Gather relevant metadata, usually done by reading the zine to assess for subject headings and summary field information. In the case of an exceptionally long zine, one can skim. You may wish to search for the zine in WorldCat first, to see if a record already exists before reading, but reading is still recommended to get a good grasp of the subject content in order to more fully evaluate the potential records.
3. Search for your zine title in WMS under the **Metadata** tab under “Record Manager” - it’s best to search using the zine title, artist/creator name, and potentially publisher or distro, to ensure that you are searching through all of your options. It may even be worth searching for common misspellings of your title, if those exist. At this point, follow the relevant option below:
 - a. If a record exists and is an exact match for the zine you’re cataloging, proceed to **Procedure for Copy Cataloging**.
 - b. If a similar but not exact match record exists for your zine (i.e. a different issue of the same run, different edition or date, series note, publisher, etc), proceed to **Procedure for Derivative Records**.
 - i. NOTE: Some issues or variations can be easily addressed with the addition of a 590 field to your LHR, with a statement like, “F&M Library Copy is number 55 of 100,” etc. Ensure that this will not solve your problem before deriving a record.
 - c. If no record exists for your zine, and there are no comparably similar records from which to derive a record, proceed to **Procedure for Original Cataloging**.

Procedure for Copy Cataloging

At this point, you have searched in WMS for a relevant record, and have found an exact match for your zine in hand. For copy cataloging, you essentially just have to do two things: add an LBD to the existing record, and create a barcode and call number on our local copy.

1. Find and open the record in WMS using the “Record Manager” menu, within the **Metadata** tab.
2. Scroll down until you see “LBD” in the top left hand corner. Click on the “Add LBD Record” button.
3. You will then see a pop up in that screen, with a filled in field LSN. If you have any local notes to add to the F&M record, like a gift note, add those in as individual 590 fields here.
4. Once all fields have been filled out, press Done. This will add the LBD record to the master record.

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5. After this is complete, it's time to add a barcode and call number to the local holding. Make note of the master record OCLC Number, and copy it to your clipboard.
6. Open the **Acquisitions** tab, and run a search under the "Discover Items" menu for the OCLC number. Find and click on the title of the appropriate record.
7. From here, you should see the record with a menu bar in the top right hand corner. In that menu bar, select "Copies (0)."
8. Fill in the call number as you've assigned to the zine per instructions under the **Assigning Call Numbers to F&M Zines** section of these procedures.
9. Fill in the barcode to be assigned to this zine.
10. Proceed to **Physically Processing F&M Zines**.

Procedure for Derivative Records

At this point, you have already searched in WMS for an exact record for the zine you're cataloging, and have found a record that is close but not an exact match for the zine in hand. Situations where this would be relevant are, for example, different issue numbers of the same zine run.

NOTE: You may find it helpful to save your work as a Save File in WMS, which saves your iteration of the record as its own entity, without publishing it to WorldCat. This ensures that your work is saved in the event of a power outage, need to step away, or some other event. To do this, from the Metadata tab with the record open, select the Save button. Select "Save In-Progress Record," to save the record, and make note of the save record number, as that will be your new access point to the record.

1. From the search list, click on the relevant title. This will take you to the record's edit page. **DO NOT EDIT FROM THIS VIEW**, as doing so will alter the existing record.
2. In the top menu bar, click "**Record**," then select "**Derive Bibliographic Record**." If it was successful, you should see a new copy of the record pop up, with a green check box directly under the top menu bar, reading "Derived the record."
 - a. After this step would be a great place to save your record as a Save File, as indicated above.
3. From here, you should alter the metadata within the derivative record as needed, to ensure that it lines up with the zine in your hands. Pay close attention to the LDR and 008 fields, and ensure that the LDR matches with instructions given for filling out the LDR in step 3C of **Procedure for Original Cataloging**.
4. Once you have ensured that the metadata is satisfactory, ensure that the following subject fields are present:
 - a. 650 second indicator 0: **Zines \$v Specimens**.
 - b. 655 second indicator 7: **Zines \$2 rbgenr**.
5. From here, it is time to validate the record. Select "Record" from the top menu bar, then "Validate." Correct any errors that pop up.

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6. Now the record is ready to add to WorldCat. Select “Save” from the top menu bar, then “Add Record to WorldCat.”
7. Make note of the OCLC number assigned to the item in your Zine Cataloging Spreadsheet for future use. You may find it helpful to copy it to your clipboard for the next step.

Procedure for Original Cataloging

NOTE: You may find it helpful to save your work as a Save File in WMS, which saves your iteration of the record as its own entity, without publishing it to WorldCat. This ensures that your work is saved in the event of a power outage, need to step away, or some other event. To do this, from the Metadata tab with the record open, select the Save button. Select “Save In-Progress Record,” to save the record, and make note of the save record number, as that will be your new access point to the record.

1. Create record in WorldCat.
 - a. In the Metadata tab, select “Record Manager.” From there, press the “Create Record” button.
 - b. A pop up screen will show, titled “Create Record.” Here, ensure that the following are selected:
 - i. Record Editor - Select MARC 21 View
 - ii. Format - Select RDA
 - iii. Material Type Template - Select Book.
 - iv. Click “Create” to make the record.
 - c. Fill out the **LDR field** as follows:
 - i. Expand the field.
 - ii. Leave “Record Status,” “Type of Record,” “Bibliographic Level,” and “Type of Control” as is. They should read as follows:
 1. Record Status: **n - New Record**
 2. Type of Record: **a - Language material**
 3. Bibliographic Level: **m - Monograph/Item** [F&M Zines are cataloged as individual monographs, not as serials, even if the zine is issued in a series.]
 4. Type of Control: ‘ ‘ - **No specified type of control**
 - iii. In the “Encoding Level” area, select uppercase letter **I** for “**Full-level cataloging input by OCLC participants.**”
 - iv. In the “Descriptive Cataloging Form” area, select lowercase letter **i** for “**ISBD punctuation included.**”
 - v. Select “Done” and close field.
 - d. Fill out the **008 field** as follows:
 - i. **ONLY** fill out the following fields, as per the bibliographic information from the particular zine:

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1. Type of Date/Publication Status
 - a. Usually “s” for single date, only use range or unknown if needed.
 2. Date1/Beginning Date of Publication
 3. Date2/Ending Date of Publication
 - a. Only if needed, as indicated by your selection for number 1.
 4. Place of Publication, Production, or Execution Code
 - a. NOTE: Place of publication is indicated by postal abbreviation followed by the letter u, and the list is searchable by entering in the first letters of the state or country name.
 5. Language Code
 - a. Usually “eng” if the language is English. Ensure that matching code is entered in field 040 under subfield b.
 - ii. Select “Done” and close field.
2. Enter bibliographic information regarding zine into relevant MARC fields, keeping in mind that the following fields **MUST** be present in the F&M Zine Library catalog records:
- a. LDR
 - b. 008
 - c. 040
 - d. 049
 - e. 100
 - f. 245
 - g. 264
 - h. 300
 - i. Please note, measurements entered here **MUST** be in centimeters. If a 490 field is present, then there is a period after the cm. If no 490 exists, then there is no period after the cm.
 - i. 336
 - i. Note: clicking on the small sideways arrow in between the leader and the field will allow you to automatically populate this field.
 - ii. This field should read: **text \$b txt \$2 rdacontent**
 - j. 337
 - i. Note: clicking on the small sideways arrow in between the leader and the field will allow you to automatically populate this field.
 - ii. This field should read: **unmediated \$b n \$2 rdamedia**
 - k. 338
 - i. Note: clicking on the small sideways arrow in between the leader and the field will allow you to automatically populate this field.
 - ii. This field should read: **volume \$b nc \$2 rdacarrier**
 - l. 490
 - i. If applicable, for a larger series title.

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- m. 520
 - n. 650
 - i. At the very least, this field should have one entry for **Zines \$v Specimens**.
 - o. 655
 - i. At the very least, this field should have one entry under 655 second indicator 7, for **Zines \$2 rbgenr**.
3. Double check all relevant bibliographic information, and Validate the record. Under “Record” at the top menu bar, select “Validate.”
 - a. Resolve any errors that may pop up during the validation.
 4. Once record has been validated, it is ready for addition to WorldCat. Along the top menu bar, select “Save,” then “Add Record to WorldCat.” Be sure to note the OCLC Number, as that will be used in later steps.
 5. Make note of the OCLC number assigned to the item, recording it in the Zine Cataloging Spreadsheet. You may find it helpful to copy it to your clipboard for the next step.
 6. Proceed to section titled **Adding F&M Zine Library Copy to Local Holdings**.

Assigning Call Numbers to F&M Zines

Call numbers are assigned based on our own unique format, which is why it’s critical to categorize this system as “Other” when prompted in Step 7C of “Adding F&M Zine Library Copy to Local Holdings.” The F&M Zine Library system is based on Cutter numbers, and is as follows.

Sample Call Number: Zines M373s 2019z

Prefix

All zines in the F&M Zine Library are prefixed with “Zines” for their call numbers. No exceptions.

Cutter Number

For generating the Cutter Number, follow standard Cutter number practice - you can alternatively use a tool like [The Cataloging Calculator](#) to generate an LC Cutter Number. The Cutter number will not always be based on last name, as standard practices dictate, as many zinesters do not indicate their last names, and thorough research should NOT be conducted to determine someone’s last name if it is not already given on their work.

In cases where there is no last name for the Cutter, follow the below alternatives, moving on to the next if the first does not apply:

1. Last name
2. First name

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3. Course, workshop, or event title
4. Zine title

Cutters are cut off after three numbers, but if names or titles are short enough to only generate two numbers, that is acceptable.

After the Cutter number comes a single, lowercase letter.* The procedure for assigning this title depends on whether an item has come from a workshop or course. If a zine has been created as part of a workshop or course and is one of many items in the collection from that same course, they will have the same Cutter number with varying lowercase letters, ranging in alphabetical order from A-Z. If a zine does not come from a workshop or course, or if it is the only instance of a zine from a workshop or course, it can be assigned a lowercase letter based on the first non-article word of the title.

*There are cases where it becomes necessary to add on two lowercase letters, such as the zine series, Ker-Bloom!, where there are more than 26 titles in the zine library's collection, and similar title names. In this instance, use the second letter of the title. If this results in the same call number as another title, then rotate through the alphabet until you come to a letter combination that does not yet exist in the series run. See appendices for lowercase letters used thus far in cataloging Ker-Bloom!s.

Year

Assigning the year is the last part of the unique classification number for the F&M Zine Library. If a zine has a publication year given on the zine itself, use that year. If it does not, then use the last date mentioned on the zine. If there are no dates mentioned, then use the year that the zine was cataloged in. Year is always followed by a lowercase letter "z" to indicate zines.

Physically Processing F&M Zines

Once a zine has been assigned a call number, it is ready for physical processing. For the F&M Zine Library, physical processing includes: affixing a call number sticker, assigning and affixing a barcode, affixing tattle tape, and housing the zine, if necessary.

Affixing Call Number Labels

Call number labels are individually cut from larger labels, as we do not have pre-cut labels in the correct size for the zine collection. Call numbers are handwritten, clearly and legibly, with black ink on the label, then trimmed down to size, and affixed on the item.

Assigning & Affixing Barcodes and Affixing Tattle Tape

Barcodes are assigned randomly to the zines in the F&M Zine Library Collection.

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Barcodes are also used to affix tattle tape to the zines. Carefully peel off the barcode you'd like to assign, and cut a piece of tattle tape just shorter than the barcode. Remove adhesive from the tattle tape, and apply to the sticky side of the barcode. Then, you are ready to affix the barcode to the zine. To do this for all non-minizines, place the barcode on the back cover, either at the very top or very bottom of the left side of the zine, obscuring the least amount of text/images as possible. Barcodes for mini-zines are placed on the last inside page of the zine, to preserve space and original design.

Housing the Zine

Different zines have different housing needs, and these will generally be at the discretion of the cataloger. Past instances of zines that have benefited from housing include: zines with multiple separate parts, zines that do not support themselves, etc. Please use your best judgement, keeping in mind the below caveats:

Minizines automatically receive housing, due to their size. If there is no convenient place to affix the call number label, this can go on the bottom leftmost side of a piece of stiffener, which is then placed into a comic book bag, with the minizine placed inside. Do note that the minizine should have a barcode affixed to it, either on the back cover or inside of the minizine.

Issues of Ker-Bloom! automatically receive housing as well. Follow the above instructions for housing minizines, but note that call number labels should always be affixed to the cover, not the housing for Ker-Bloom!.

Adding F&M Zine Library Copy to Local Holdings

At this point, you should have a completed record uploaded to WorldCat, with its own unique OCLC number. If you do not have the OCLC number, search for the record that you created using title or creator name, and make note of the OCLC number. Note that this will be more difficult than simply recording the number in the first place, as there may likely be multiple records if you had derived the record.

1. Copy the OCLC number for the zine you are cataloging to your clipboard.
2. Within WMS, navigate to the "Acquisitions" tab from the very top menu.
3. Select "Discover Items" from the side menu bar. Under "Search," select "OCLC Number" under the Index field. Run the search.
4. You should now see a results page featuring your title. Click on the title of the work.
5. From here, you should see a screen with relevant metadata, and a menu bar in the top right hand corner of your screen, reading "Details," "WorldCat Holdings," "Copies (),", and "Holds ()." Click on the "Copies ()" item.
6. From here, you should see a screen with a blank chart. Click on the link in the top right corner of your screen that reads "Add Item."

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7. You will then be brought to a screen with fields for you to fill out. Fill out the below fields as follows:
 - a. Branch: Shaddek-Fackenthal Library
 - b. Shelving Locations - Permanent: Zine Collection
 - c. Call Number: Other
 - i. In the first call number box (not Prefixes), fill in: Zines.
 - ii. In the second call number box, for Cutter, fill in the Cutter number generated call number that you've assigned to your zine.
 - d. Receipt Status: Completed
 - e. Barcode: Fill in the barcode number you've placed on your zine.
8. Once all fields have been filled out completely as specified, click "Save Item."
9. Now, if you return to your Metadata screen, and find the record, you should be able to scroll all the way down to the LHRs section, where you'll see your individual copy that was just added. If you do not see it, simply refresh next to the Results text.
10. At this point, if you have any notes specific to the F&M copy, such as edition number, cataloging assistance, or gift notes, please follow the below steps:
 - a. Under LBD, which should be located just above the LHRs section of the record, Click "Add LBD Record."
 - b. From here, the field you'll be using is the 590, with no indicators. Enter your text into the field.
 - c. Once finished, click "Done." That will automatically save the LBD note(s) you entered within the local copy of the record.

Appendix

Ker-Bloom! Call Numbers

Lowercase letters thus far assigned to Ker-Bloom! titles include:

j, k, i, s, t, z, c, tg, f, o, l (L), d, sp, da, ju, m, tw, fi, tl (TL), tc, fil (FIL), kr, te, d, b, it, w

Procedure for Cataloging Split Zines

Preferably, split zines will already have a record so that you may simply derive from the existing record and ensure that their existing cataloging recognizes both titles and authors of the split zine. If this is not the case, ensure the following:

- The main author is listed in the 100 field, with the secondary author listed in the 700, first indicator 1.
- The first title is given using the 245 1 0 field and indicators, and the second title is given using the 246 3 0 field and indicators.
- Ensure that split zine is used in the 520 field to describe the work.
- Ensure that 655 - 4 field and indicators read: Split zine.
- Ensure that the following is given in the 655 - 7 field and indicators: Dos-à-dos bindings (Bindings) \$2 rbbin