

SWAN DRAFT POLICY on Provisional Bibliographic Records

SWAN Cataloging Committee, June, 2000

At times, entry of a brief or provisional bibliographic record in the SWAN catalog may be necessary.

A. For Acquisitions

A provisional record may be used for acquisitions purposes, depending upon the policy of the individual institution and the availability of a suitable record in the OCLC database. The following guidelines should be followed when a provisional record is created.

1. Enter the record in all capital letters. This allows provisional records to be easily distinguished from full records in the database.
2. A provisional record should follow the MARC format.
3. The following information should be included:
Standard number (ISBN, ISSN or LCCN) (O2X)
Title (245)
Edition (250) (if applicable)
Imprint (260)

B. On-the-Fly Records for Circulation

If it is necessary to create an On-the-Fly bib record for circulation purposes, the following information should be included in the record.

1. Enter the record in all capital letters. This allows brief records to be distinguished easily from full records in the database.
2. Include the author's last name in field 100 and the title in field 245 in the bib record.
3. The full call no. and the barcode must be included in the item record.