

**Cataloging with CatExpress:**

- a. MCO will FTP records daily or weekly, as requested by the cataloging center, and load into Innopac.
- b. Duplicate OCLC numbers will be reported by e-mail to the cataloging center (Duplicate Call numbers and other Errors)
- c. Cataloging center creating the duplicate is responsible for merging records.

<i>SWAN item record fields</i>	<i>SWAN CatExpress</i>	<i>CatExpress 852</i>
call # prefix (c) (050/082/086/099  f)	*	b
class number (c) (050/082/086/099  a)	h	h
cutter number (c) (050/082/086/099  b)	i	i
volume/part (v)	j	j
<agency> 10 Crowder 20 Drury 30 MSSC 40 OTC 50 SBU 60 SMS 70 Cottey	*	c
barcode number (b)	p	p
<location code> (5 characters)	c	a
internal note (x)		
public note (n)		
<status> (see list)		
<item type> 0 = Monograph 1 = Serial 2 = Periodical (Bound) 3 = Periodical (Unbound) 4 = etc. See Itype list (do not use reserve or MOBIUS itypes)		
MARC tag for call number index (not equal to bib tag for call number) 050 = LC 082 = Dewey 086 = Gov Doc 099 = Other/local	*	z

## CAT EXPRESS 852 INPUT FOR ITEM RECORDS

Catalog

**MARC Display OFF** **Help Display OFF** **Preview** **Clear Fields** **Cancel** **Save to Catalog**  
 "Churchill : a life / Martin Gilbert."  
 (OCLC No. 27434589 )

Call Number Type: The type of number in the Call Number Class box. This is either a Dewey (022), Library of Congress (080), National Library of Medicine (090), or Local Call Number (099).

OCLC Holding Library Code (049 \$a)	ABEA	Price (020 \$c)	
Call Number Class (\$a)		Cutter (\$b)	
		Type:	LC (090)

|a = 5 letter Location Code

|c = Agency Code

|i = Cutter Number (e.g., G4435)\*\*

|p = Barcode Number

|b = Call Number Prefix (e.g., Ref)\*

|h = Class Number (e.g., DA566.9.C5)

|j = Vol. Number

|z = MARC Call# Tag (e.g., 050)

Add More Locations (852)	
Location (\$a)	Sublocation (\$b)
Shelving Location (\$a)	Class (\$h)
Cutter (\$i)	Shelving Control # (\$j)
Barcode (\$p)	Public Note (\$z)
Target Audience (\$21 \$a)	Scale [Blank]
Source (\$21 \$b)	
Summary (\$20 \$a)	Type [Blank]
General Note (\$500 \$a)	
Local/nonpublic note (\$90 \$a)	

Call Number Type: The type of number in the Call Number Class box. This is either a Dewey (022), Library of Congress (080), National Library of Medicine (090), or Local Call Number (099).

**MARC Display OFF** **Help Display OFF** **Preview** **Clear Fields** **Cancel** **Save to Catalog**

\*Use only if your library uses Prefixes in the Call Number Field. Some libraries do not use; they rely on the Location Code.

\*\*Use only if your library separates the Call number into separate Subfields (one for Class number and one for Cutter number). If your library doesn't separate, keep the cutter with the class number.