Q. Do I have to complete this specification if I have previously purchased cataloging and/or processing from Baker & Taylor?

A. No. All account specifications previously submitted are on file. However, you may wish to review this material for enhancements which will better suit your needs. If you do not know your current cataloging specifications, call or write your Customer Service Representative.

Q. Do all my orders receive these specifications, once submitted?

A. Yes, all future orders will reflect the new specifications.

Q. Where do the catalog records come from?

A. Two sources. If you have chosen Library of Congress classification and subject headings, or unabridged Dewey Classification with LC subject headings, most records are created from the MARC tapes produced by the Library of Congress. Approximately 15% of records are created by professional catalogers employed by Baker & Taylor. Abridged Dewey classification and Sears subject headings are assigned by Baker & Taylor's cataloging team.

Q. What is a CIP Record?

A. Cataloging in Publication is a special program of the Library of Congress in cooperation with most major publishers. Cataloging copy is prepared prior to publication of a book so that the data can be printed in the book itself. A CIP record is incomplete, and occasionally inaccurate, due to the fact that the cataloging was done prior to the existence of a physical book. The easiest way to recognize a CIP record is that there is no collation, i.e., pagination and physical description line.

Q. What is the difference between the Abridged Dewey number and Unabridged Dewey number?

A. The two numbers are chosen from different schedules. However, in all except a few instances, the Abridged Dewey number chosen for a book will be the same as the Unabridged Dewey number to its first prime mark, usually 3 or 4 digits. Libraries with larger collections desiring more specific classification may prefer to choose the Unabridged Dewey option (Option 004, Choice B, p. 12) while limiting the length of the number in Option 008.

Q. Can I get sample sets of cards using my new specification so I can see what they look like prior to having my own orders implemented?

A. Yes. Baker & Taylor has printed examples for most card specifications and will supply them on request. If your specification is unique a special sample run will be created for your review. Contact your Customer Service Representative.

Q. Can I combine Unabridged Dewey classification with Sears subject headings?

A. Yes. This is one of the important features of B&T MARC. Simply mark Option 004, Choice B (p. 12) and Option 005, Choice B (p. 12) on the Basic Profile.

Q. Which type of cataloging do you recommend?

A. All options are based on the LC MARC21/ISBD record. This is especially important for libraries purchasing a wide variety of materials, participating in a union catalog or adhering to the national standard.

Smaller libraries serving children or buying only juvenile books and popular adult materials, may prefer records with Sears headings prepared by Baker & Taylor's catalogers.
Q. How much of my book order will come with catalog records and how do I increase that percentage?

A. The number of records you receive will depend on the type of books you order and your Basic Profile. The following are some guidelines. If you have chosen a Basic Profile that includes either an Abridged Dewey classification or Sears subject headings, you will receive Enhanced Marc catalog records prepared by Baker & Taylor’s professional catalogers. Virtually all children’s hardcover, children’s paperbacks which are reviewed, and the most popular adult titles are included. There are over 600,000 titles enhanced with Abridged Dewey classification and Sears subject headings, including 25,000 new titles each year.

Those libraries which purchase a broader spectrum of materials than those listed above, will benefit from switching to a Basic Profile with Library of Congress subject headings and a truncated Unabridged Dewey classification.

To ensure the maximum number of records, be sure to choose to receive CIP cataloging, as well as Baker & Taylor original cataloging (Option 002, Choice E, p. 12)

Q. How are MicroLIF records delivered by the B&T MARC system?

A. The Automated Records portion of the specifications governs MicroLIF. If you have chosen to receive MicroLIF records, you will receive a full cataloging record whenever it is available according to your Basic Profile choices. (See the Question immediately above for a discussion on maximizing catalog record availability.) Baker & Taylor offers MicroLIF records in both the original 1987 protocol and the MARC21 protocol adopted in 1991.

In addition, for those titles for which no MARC records are available, Baker & Taylor can create brief, place-holder bibliographic records suitable for circulating each title. These records contain author’s last name, title, publisher, and accession number data only and do not follow national standards for minimal level cataloging records. Each library may choose whether or not to receive such records. See page 30.

Q. Do you cutter?

A. The phrase ‘cutter’ technically refers to those data elements used to subsort titles beyond the classification number, specifically those numbers derived from one of two Cutter Tables, or the Cutter-Sanborn Table. (See also the Glossary). Baker & Taylor does not construct Cutter numbers for Abridged or Unabridged Dewey classification numbers; rather, completely alphabetical subset elements derived from author or main entry data are provided.

Q. Do prime marks print in the left margin presentation of the call number?

A. No. Digit counts do not count the prime mark in the margin printing. Prime marks do appear in Tag 082 of machine readable records as a slash (/).

Q. Can I get Automated records including local call numbers and accession numbers without receiving catalog cards?

A. Yes. Automated records and catalog cards are produced independently. You will, however, need to complete the Classification Section of the brochure so that Baker & Taylor knows which type of call numbers to prepare. Some Automated Records in the MicroLIF format will not contain call numbers when a full cataloging record is not available. (See above question on MicroLIF.)

Q. Can I get cards, labels or automated records for spoken-word titles?

A. Yes, however we need to record your media profile on a separate specification form. Please call our National Sales Headquarters at (800) 775-1800 for a B&T MARC Media Specification Booklet.
Baker & Taylor is a leading full-line distributor of books, videos and music products to library customers world-wide.

To learn more about Baker & Taylor, visit our Web site at www.btol.com or call Information Services at 800.775.1800.

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