

Wayne State University

Memorandum

To: Louise Bugg

From: Charlene D. Wecker *CDW*

Ext.

Subject: Database Standards

Date: April 23, 1985

At our Database Loading and Management Group meeting on Monday, April 22, the Group came to agreement on some of the standards for our future DALNET database. We started by identifying some very general, basic standards; there will be, naturally, many more standards established. The wording of these are not, at this point, exact nor complete. Some clarification will be added to some of these.

1. There will be one bibliographic record in the database for each bibliographic entity. [Still need to decide on separate or consolidated bibliographic record for microform editions, fillins, etc.]
2. All headings in the database will in AACR2 form. [Records loaded will have been flipped, if possible. Others will be changed in the future as they are identified.]
3. The most up-to-date form of subject heading will be used in the database. [This will be possible for those controlled by the authority system; others will be revised if identified in the workflow.]
4. When selecting OCLC records, LC records will be selected over other existing OCLC records.
5. AACR2 cataloging rules will be followed on all ^{original input} ~~new titles~~ entered into the database; this will include following LC's interpretations of the AACR2 cataloging rules as given in its Cataloging Service Bulletins.
[Original input is defined as a library creating a bibliographic record from scratch.]
6. The appropriate OCLC formats (latest edition/revision) will be followed ^{for the communication of} ~~^~~ cataloging ^{data} in the case of serials cataloging, this will also include following the CONSER Editing Guide.
7. The OCLC Bibliographic-Input Standards will be followed for original input.

cc: Database Loading and Management Group
J. Houghton