

## DALNET Guidelines for Bibliographic and Authority Databases

Revised 11/99

1. All newly cataloged titles input into the DALNET databases will be done using the latest edition of the *Anglo-American Cataloguing Rules* as interpreted by the Library of Congress.
2. All name and series headings on bibliographic records will be constructed in the form of the latest edition of the *Anglo-American Cataloguing Rules* as interpreted by the Library of Congress.
3. The latest form of any name or series used by the National Authority File will be used.
4. The following subject heading systems may be used: Library of Congress (LC), Medical Subject Headings (MeSH), LC Children's Subject Headings, Sears List of Subject Headings, and local subject heading lists if approved by DALNET before the institution's bibliographic records are loaded.
5. The latest version of the *Library of Congress Subject Headings* will be used as the authority. For headings not controlled by the *LC Subject Headings* list, DALNET members should be guided by LC's *Subject Cataloging Manual*. The authority for medical subject headings will be the most current version of the *Medical Headings, Annotated Alphabetic List*. The authority for the Children's subject headings will be the most current version of *LC Subject Headings* and the principles and guidelines set forth in its introduction. Any institution using local subject headings or *Sears List of Subject Headings* will be responsible for maintaining a controlled list of such terms.
6. DALNET members will prefer Library of Congress or BIBCO full-MARC records.
7. All full-MARC bibliographic records shall conform to the latest version of the OCLC Bibliographic Input Standards and Formats or the DALNET Standard/Guidelines for Minimal Level Records.
8. DALNET members will *not* generally delete classification numbers and subject headings from records containing classification schemes and subject heading systems they do not use. However, 650 and 651 fields with a second indicator of 5, 6, 7 or 8 should be deleted. Retention of the second indicator 4 is optional.
9. DALNET members commit to maintaining the integrity of the authority file. Members will evaluate authority records created by the system, merging headings as necessary to maintain conformity with DALNET Guidelines for Bibliographic and Authority Databases. The authority evaluation process may occur during cataloging or post-cataloging.
10. Member libraries are urged to follow LC's decisions regarding the tracing of series. Decisions differing from LC should be recorded in the 6xx |5 field.

### References:

Anglo-American Cataloguing Rules. Prepared under the direction of the Joint Steering Committee for Revision of AACR...Michael Gorman and Paul Winkler, eds. Chicago: American Library Association. Use latest edition.

Bibliographic Formats and Standards. OCLC Online Computer Library Center, Inc. Dublin, Ohio. Use latest edition.

Library of Congress Rule Interpretations. Washington: Cataloging Distribution Service, Library of Congress. Use latest edition.

Library of Congress. Subject Cataloging Division. Library of Congress Subject Headings. Washington: Cataloging Distribution Service, Library of Congress. Use latest edition and weekly updates issued quarterly.

Library of Congress. Subject Cataloging Division. Subject Cataloging Manual: Subject Headings. Washington: Cataloging Distribution Service, Library of Congress. Use latest edition.

National Library of Medicine (U.S.). Medical Subject Headings: Annotated Alphabetic List. Bethesda, Md.: National Library of Medicine, distributed by National Technical Information Service. Use latest issue.

Sears, Minnie Earl. Sears List of Subject Headings. New York: H.W. Wilson Co. Use latest edition.