Avery Architectural & Fine Arts Library
CLIR American View Books project
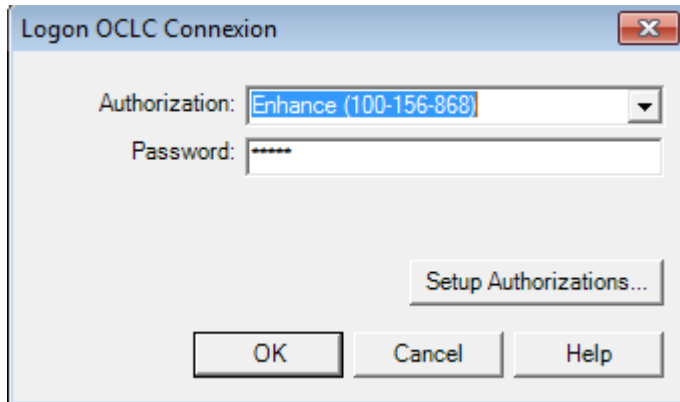Cataloging instructions
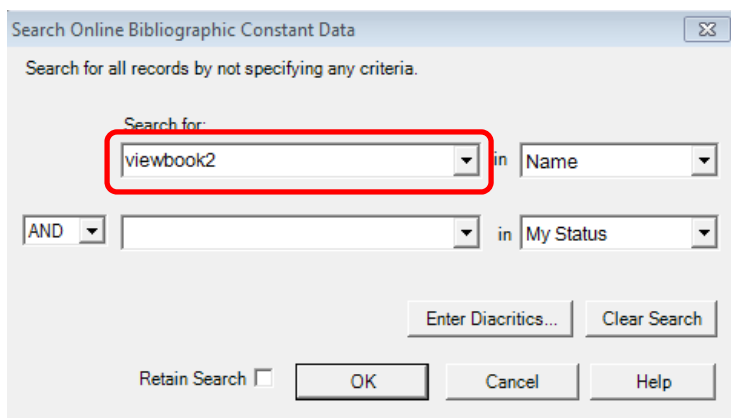
Logon to Connexion and bring up the template:
1. Logon to Connexion by clicking on this icon:

When you do that, this logon screen appears:

2. After you're logged on, bring up the view books template. Use the **Ctrl+N** shortcut to bring up the search box and type **viewbook2** into the name box:

3. When you've retrieved the view book template, make a copy of it that you will edit by using the **Ctrl+Alt+C** shortcut.

If asked if you want to transfer fixed field values to new record, click yes.

Post-cataloging steps:
1. Reformat the completed template by clicking on the R icon:

2. Validate the record using the checkmark icon:

Created: 4/30/2013
Updated: 7/8/2013

This makes sure that everything is the record is readable by the machine. If the machine can't parse something, you'll get an error message. Fix the error and validate the record again.

3. Control the headings by using the Control Headings command in the Edit drop down menu. This process matches the headings in your record to their authorized forms in the authority file. Headings that are matched will turn into a blue hyperlink. If something you've searched doesn't turn blue, search it again to be sure you copy and pasted it correctly. Correct the heading if necessary and control it again.

Exception: 655 fields can't be controlled.

4. Update holdings to produce record using the icon with the yellow arrow, but <u>without</u> the catalog card.
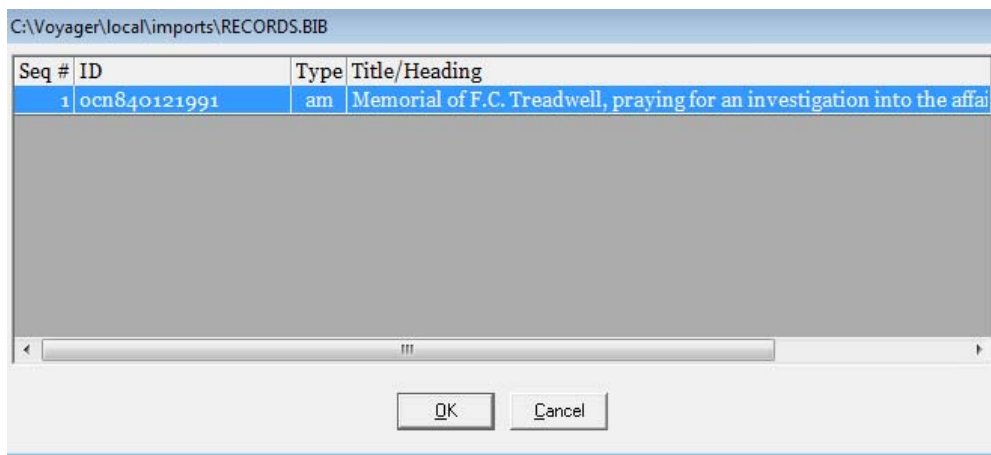
R ☑ 🗐 🗐 🗐 🗐

5. Export the record into CLIO (Columbia's local catalog) using the icon with the E and arrow:

R ☑ 🗐 🗐 🗐 🗐 🗐 🖨
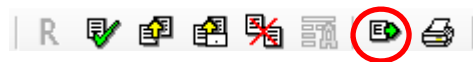
If you're asked if you want to overwrite or append, choose overwrite.

Saving the record in CLIO:
1. After you've exported a record from Connexion, retrieve the record by using the F8 shortcut.

C:\Voyager\local\imports\RECORDS.BIB

Seq #	ID	Type	Title/Heading
1	ocn840121991	am	Memorial of F.C. Treadwell, praying for an investigation into the affai

OK   Cancel

Double clicking on the record will open it.

Created: 4/30/2013
Updated: 7/8/2013

Avery Architectural & Fine Arts Library
CLIR American View Books project
Cataloging instructions

035			‡a (OCoLC)ocn840121991
040			‡a ZCU ‡c ZCU ‡d ZCU
035			‡a (OCoLC)840121991
049			‡a ZCUA
110	1		‡a New York (State). ‡b Legislature. ‡b Senate.
245	1	0	‡a Memorial of F.C. Treadwell, praying for an investigation into the affairs of the Brooklyn Bank.
260			‡a [Albany? : ‡b s.n., ‡c 1839?]
300			‡a 8 p. ; ‡c 24 cm.
490	1		‡a In Senate ; ‡v 1839, no. 83
500			‡a Caption title.
610	2	0	‡a Brooklyn Bank.
650		0	‡a Bank fraud ‡z New York (State) ‡z New York.
650		0	‡a Banks and banking ‡z New York (State) ‡z New York.
700	1		‡a Treadwell, Francis C.
830		0	‡a Senate document (New York (State). Legislature. Senate) ; ‡v 1839, no. 83.
994			‡a Co ‡b ZCU
948	1		‡a 20130419 ‡b o ‡c eal2180 ‡d AVC
965			‡a 965Durst

2. Save the record to the database by clicking on the sailboat icon at the top of the screen:
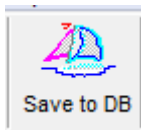
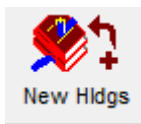The first time you save a record, you'll be asked if you want to save your profile. Click no.

3. Add your statistics using the shortcut Ctrl+3. Completed statistics will look like this:

948	1		‡a 20130419 ‡b o ‡c eal2180 ‡d AVC

4. Save again by clicking on the sailboat icon.

Creating holdings records
5. Create a holdings record by clicking on this icon:

The holdings template looks like this:

Created: 4/30/2013
Updated: 7/8/2013

Avery Architectural & Fine Arts Library
CLIR American View Books project
Cataloging instructions

Create a call number

Every call number will follow this format:

852 8 0 ‡b avr ‡h [number for City] ‡i [Cutter taken from main entry]

Find the number for the City:

1. Start by searching in the cataloging software.

For a view book about Chicago, start with the general number for view books (aa735) and add the first letter of the city the view book is about (C for Chicago).

2. Scroll to the part of the results lists where books about Chicago start.

The title list tells us that the number for Chicago is C4.

852 8 0 ‡b avr ‡h AA735 C4 ‡i [Cutter taken from main entry]

Create the cutter number:
1. Look at the record you created for the view book. If there is a 100 or 110 field, that's your main entry. If not, the title is your main entry.

If you're using title as your main entry, disregard any initial articles.

In either case, you'll use the first word of the main entry to create the Cutter.
> For a person: Martin, William (use Martin)
> For a company: Rand, McNally & Co. (use Rand)
> For a title: Chicago at a glance (use Chicago)

2. Take the first letter of the first word and use the online Cutter table to find the number.
https://www1.columbia.edu/sec/cu/libraries/inside/units/bibcontrol/osmc/cutter.html

So a view book about Chicago by someone named William Martin would have the Cutter M36.

852 8 0 ‡b avr ‡h AA735 C4 ‡i M36

Detailed instructions on how to use the Cutter table can be found here:
http://www.columbia.edu/cu/libraries/inside/units/bibcontrol/osmc/Cutter_Train_web.htm

Created: 4/30/2013
Updated: 7/8/2013

3. No two books can have the same call number, so you'll need to go back to the title index and check your call number to make sure it "fits."

Call Number	Full Title	Author	Ir
AA735 C4 M35 F	Chicago, the great central market; a collection of editorials and illustrations from the "Field quality news," a monthly publication issued by Marshall Field & company, wholesale, to its merchant customers.	Marshall Field & Company.	[C cc
AA735 C4 M38	Chicago : de la modernité en	Massu, Claude.	M c:

Martin falls between Marshall and Massau, so your number fits. If your number doesn't fit, add the next available digit, starting with 3, to the original Cutter number.

4. Save the holdings record by clicking on the sailboat icon.

Create an item record:

1. Create the item record by clicking on this icon:

New Items
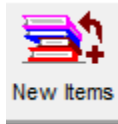
The item record template looks like this:

Avery Architectural & Fine Arts Library
CLIR American View Books project
Cataloging instructions

Title:	Memorial of F.C. Treadwell, praying for an investigation into the affairs of
Location: avr	**Call #:** AA735 C4 M36

Barcode:		Temp. Loc.:	
Perm. Loc.: avr		Temp. Type:	
Item Type: noncirc		Media Type:	

Enum:
Chron:
Year:
Caption:
Free text:
Spine:

Copy: 0   Pieces: 1   Price: $0.00

Self Check
☐ Magnetic Media   ☑ Sensitize

2. Place your cursor in the barcode box and scan the barcode.

3. Save the record by clicking on the sailboat icon.

Created: 4/30/2013
Updated: 7/8/2013

Avery Architectural & Fine Arts Library
CLIR American View Books project
Field-by-field instructions

Fixed fields:

Ills (illustrations):
The default on the template is a, for illustrations. If a view book has plates, which are pages/leaves of a book that are not part of the books original pagination, you may also need to include f.

DtSt and Dates (Type of date and Date of publication):
In the DtSt field, use s f there is a single date associated with the view book. Type the single date in the first box of the Date field.

In the DtSt field, use q if there is a range of dates associated with the view book. Type the earliest date in the first box and the latest date in the second box.

Lang (Language of the text in the view book):
The default on the template is eng, for English.

If the text is not in English, you will need to enter the three-letter code in this box. You can find a full list of codes here: http://www.loc.gov/marc/languages/language_name.html

Indx (Index):
The default on the template is 0, for no index. If the view book has an index, change the number to 1.

Ctry (Country of publication):
The majority of the view books will be published in the United States. All of the three-letter country codes can be found here: http://www.loc.gov/marc/countries/countries_name.html

If you know that the view book was published in the United States, but do not know the state, use xxu. This is currently the default on the template.

If you do not know where a view book was published, use xx.

Variable fields

043 (Geographic area code):
The full list of codes can be found here: http://www.loc.gov/marc/geoareas/gacs_name.html
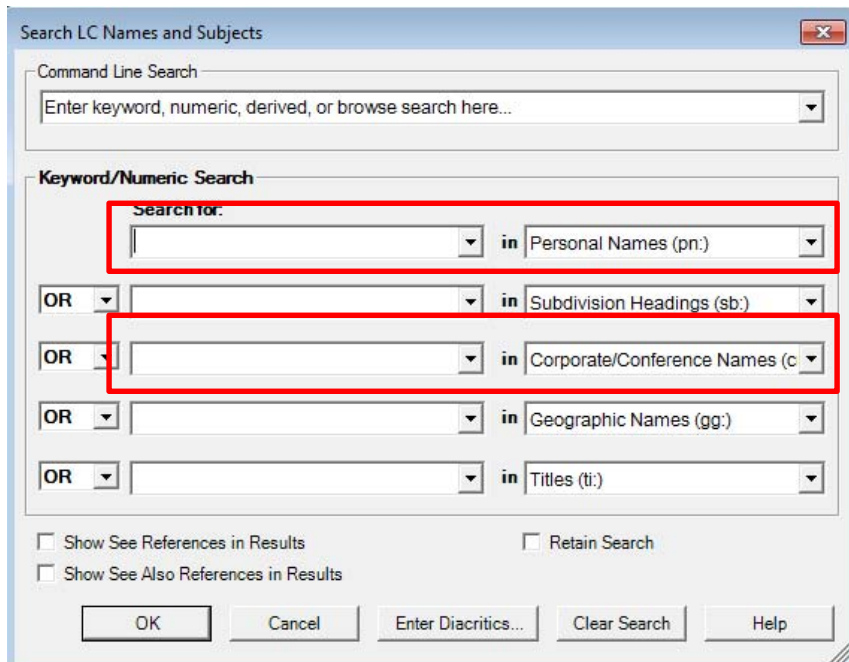
100 (Personal name), 110 (Company name):
If it the view book is authored by a person, use field 100. If it is authored by a company, use field 110. However, if the only person or company you can find is a publisher or printer, you can delete this field.

This field is where the official version of the name is recorded. You'll need to check the authority file to find the authorized version of the author's name.

Created: 4/30/2013
Updated: 5/1/2013

Avery Architectural & Fine Arts Library
CLIR American View Books project
Field-by-field instructions

To search the authority file for authors:

Typing the name of the company in the search box:

returns the following results:

110 2   Rand McNally and Company

Copy the data from the authority record and paste it into the template.

If you don't find an authorized version of a name, type the information you see on the view book in the 100 or 110 field. If the author is a person, invert the name (i.e., type the last name and then the first).

245 (Title): Indicators

245 1 0

First indicator: if you do not have a 100 or a 110, change the first indicator from 1 to 0.

Second indicator: If the title of the view book has an initial article (e.g., a, an, the), take the number of letters in the article +1.

Created: 4/30/2013
Updated: 5/1/2013

> *For example:*
>
> a=2, an=3, the=4

245 (Title): Title information:

Take title information from the title page of the view book and include any subtitle information in the ‡b of this field.

If you included an author in the 100 or 110, you'll need to write down the name of the person or company as you see it on the view book in the ‡c.

246 (Other titles):
Use this field for titles that appear in places other than the title page: Cover title, running title (the title at the top of each page), spine title (the title on the spine of the book).

If there is an ampersand (&) in the title, include a 246 field that replaces the ampersand with the word and.

If none of these apply to the view book you have, you can delete the example fields from the template.

260 (Publication information):
If any of the information is missing, make your most educated guess and put any information you supply in brackets. For example, a view book about Niagara Falls is probably published in Niagara Falls, New York. For dates that you're not certain about, include a question mark.

> *For example:*
>
> In your book about Niagara Fall, you see that the publisher is Thomas Tugby and the date 1881 appears in the text:
>
> [Niagara Falls] : ‡b Thomas Tugby, ‡c [1881?]

If you have no information, you can use the following terms, alone or in combination:

‡a [S.l.] (No place)
‡b [s.n.] (No publisher)
‡c [s.d.] (No date)

Bracket each one individually if used singly. Put one bracket at the beginning and end if used together.

300‡a (Physical description-pagination):
Pages are printed on both sides, leaves only on one side.

Record the last number of pages/leaves in any sequence (e.g., introduction and text).

> *For example:*
> 47 p.
> xii, 47 p.

If the pages/leaves are unnumbered, use:

> *For example:*
> 1 v. (unpaged)

If a book has plates, count the number of plates and record it in brackets:

> *For example:*
> 47 p., [8] pages of plates.

300‡b (Physical description-illustrations):
The default on the template is all ill., but can be changed to chiefly ill. if there is accompanying text beyond captions.

300‡c (Physical description-dimensions):
Measure the height of the view book in centimeters. Most view books are wider than they are tall, so you will need to measure and record both height and width.

> *For example:*
> ‡c 25 cm
> ‡c 10 x 15 cm.

If a view book is accordion folded, you should record the width for both the unfolded and folded sheet:

> *For example:*
> ‡c 200 x 15 cm., folded to 20 x 15 cm.

500 (General notes):

There are three kinds of general notes discussed in this section: binding, reproduction, and local data.

Binding:
If a view book is bound with something like string or cord that has been laced through holes in the side of the book, use the note in the template for stabbed binding. Include information in the note about the type of material used to tie the book together.

If stabbed binding is not present, you can delete the note.

Reproduction:

Avery Architectural & Fine Arts Library
CLIR American View Books project
Field-by-field instructions

There are three means of reproduction that are of interest in the view book collection: photomechanical reproduction, photogravure, and aquatint.

There are three notes in the template that correspond with these techniques. Choose the one that applies to the view book you are cataloging and delete the rest. If there is no accompanying text with your view book, delete the part of the note that discusses accompanying text.

For your reference, the Getty's Art & architecture thesaurus defines each of these processes:

Photomechanical reproduction:
Images produced by processes that involve a photographic process (that is, employing light-sensitivity) to transfer an image, and then a separate process to produce the print, which was never itself light-sensitive.

Photogravure:
Photomechanical prints produced by the process called photogravure, in which the metal printing plate is prepared using a bichromate process, leaving a gelatin resist of varying thickness. The plate is etched to form cells of varying depth able to hold different amounts of ink.

Aquatint:
Prints produced from designs created by the aquatint process, by which a printing plate is covered with a coating and etched with acid so as to create a range of tonal values, often combined with line work. The resulting print resembling a watercolor.

Copy-specific data:
Include information specific to the copy of the view book you have (e.g., signatures or bookplates). Create a separate note for each instance of copy-specific data.

> *For example:*
> 500 Avery Classics copy: Signed by John Smith. ‡5 NNC

505 (Contents notes):
Record names of buildings or places feature in the view book. In some cases, the name of the place will be very specific (e.g., Golden Gate). In other cases, the name of the place will be vague (e.g., Chinese grocery and butcher shop).

General information on subjects:
In the template, there is mention of "place" in some of these headings. The place being referred to is the place that the view book is about, which may not be the place where the view book was published.

650 (Topics):

Created: 4/30/2013
Updated: 5/1/2013

Avery Architectural & Fine Arts Library
CLIR American View Books project
Field-by-field instructions

There are two 650s in the template: type of building and topic.

Use the 'topic' subject if a view book is about a specific aspect of a place.

> *For example:*
> A view book that represents Mormons in Salt Lake City would have the heading:
> Mormons ‡z Utah ‡z Salt Lake City ‡v Pictorial works.

Use the 'type of building' subject to represent the kinds of buildings in the view book.

> *For example:*
> A view book with a photo of an apartment building in Chapel Hill would have the heading:
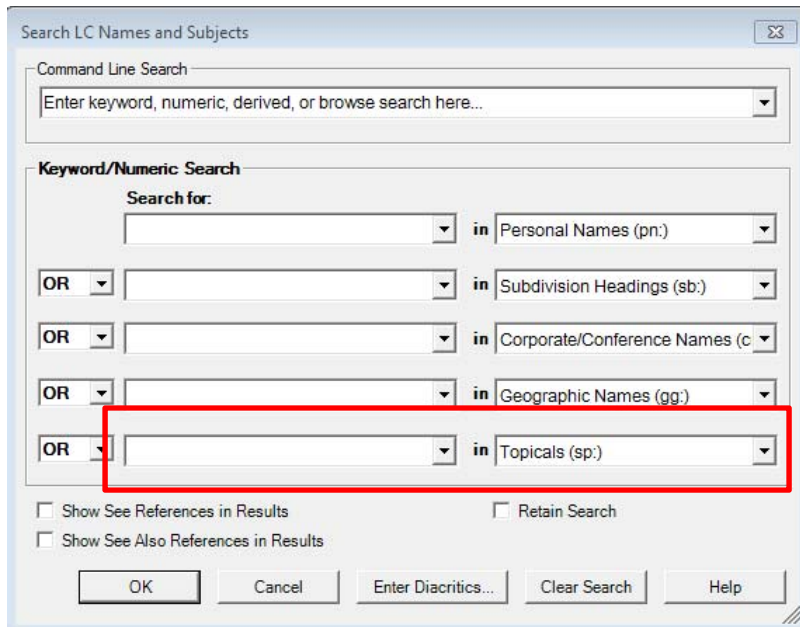> Apartment houses ‡z North Carolina ‡z Chapel Hill ‡v Pictorial works.

651 (Place):
There is a single 651 heading for place that will be in ever record for view books.
> *For example:*
> A view book about New Orleans would have the heading:
> New Orleans (La.) ‡v Pictorial works.

To search the authority file for topics and types of buildings:

Typing Mormons in this search box returns a list of search results, of which Mormons is one.

Created: 4/30/2013
Updated: 5/1/2013

13	Mormons [150]
14	Mormons ǂv Biography [150]
15	Mormons ǂx Cultural assimilation [150]
16	Mormons ǂv Fiction [150]
17	Mormons ǂv Genealogy [150]
18	Mormons ǂv Juvenile fiction [150]
19	Mormons ǂx Monuments [150]
20	Mormons ǂx Monuments ǂz Arizona [150]
21	Mormons ǂx Monuments ǂz California [150]

Open the record, copy the information in the 150 field, and paste it into the 650 field in the template.

010			sh 85087296
040			DLC ǂb eng ǂc DLC ǂd DLC
150			Mormons
450			Latter-Day Saints
550			Mormon Church

To search the authority file for places:

Search LC Names and Subjects

Command Line Search

Enter keyword, numeric, derived, or browse search here...

Keyword/Numeric Search

Search for:

		in	Personal Names (pn:)
OR		in	Subdivision Headings (sb:)
OR		in	Corporate/Conference Names (c
OR		in	Geographic Names (gg:)
OR		in	Topicals (sp:)

☐ Show See References in Results   ☐ Retain Search
☐ Show See Also References in Results

OK   Cancel   Enter Diacritics...   Clear Search   Help

Typing Chicago in the Geographic names search box returns a long list of results:

8	Back of the Yards (Chicago, Ill.) [151]
9	Belmont-Cragin (Chicago, Ill.) [151]
10	Beltway (Chicago, Ill.) [151]
11	Beverly Hills (Chicago, Ill.) [151]
12	Bridgeport (Chicago, Ill.) [151]
13	Brighton Park (Chicago, Ill.) [151]
14	Bronzeville (Chicago, Ill.) [151]
15	Bucktown (Chicago, Ill.) [151]
16	Chatham (Chicago, Ill.) [151]
17	Chicago Heights (Ill.) [151]
18	Chicago (Ill.) [151]
19	Chicago (Ill.) ǂv Biography [151]
20	Chicago (Ill.) ǂx Buildings, structures, etc. [151]
21	Chicago (Ill.) ǂx Description and travel [151]
22	Chicago (Ill.) ǂv Fiction [151]
23	Chicago (Ill.) ǂv Guidebooks [151]
24	Chicago (Ill.) ǂx History [151]
25	Chicago (Ill.) ǂx History ǂy 1875- [151]
26	Chicago (Ill.) ǂx History ǂy Civil War, 1861-1865 [151]
27	Chicago (Ill.) ǂx History ǂy To 1875 [151]

Choose the result for Chicago (Ill.) which is result #18.

010			n 78086438 ǂz sh 85023228
040			DLC ǂb eng ǂe rda ǂc DLC ǂd DLC-R ǂd DLC ǂd NIC ǂd WaU ǂd ICIU ǂd OCoLC ǂd DLC
034			ǂd W0873900 ǂe W0873900 ǂf N0415100 ǂg N0415100 ǂ2 geonames
043			n-us-il
151			Chicago (Ill.)
451			Chikago (Ill.)
451			Chikaho (Ill.)
451			City of Chicago (Ill.)
451			Shikago (Ill.)
667			Old catalog heading: Chicago, Ill.
670			In nebel, 1919; ǂb t.p. (Shikago)
670			"Karpatorusynstvo"--istoriï a̐ i suchasnist', 1994: ǂb t.p. (Chikaho, SShA)
670			V Chikago na vystavku! [microform] 1982.
670			Cityspace, 1998: ǂb t.p. (City of Chicago)
670			GeoNames, algorithmically matched, 2009 ǂb (ppl; 41°51'00"N 087°39'00"W)
781		0	ǂz Illinois ǂz Chicago

If you're adding a place to a topic heading, you'll want to look at the 781 in the authority record and copy and paste that into your heading.

> *For example:*

Skyscrapers ‡z Illinois ‡z Chicago ‡v Pictorial works.

If you're composing a heading for a place, you'll look at the 151 in the authority record and copy and paste that into your heading.

For example:
Chicago (Ill.) ‡v Pictorial works.

655 (Genre headings):
The genre heading for view books is the only one that will be in every view book record.

To formulate the genre heading for view books, you'll start with the first part (Viewbooks) and add the place you used in the topic or type of building headings.

For example:
Skyscrapers ‡z Illinois ‡z Chicago ‡v Pictorial works.
Viewbooks ‡z Illinois ‡z Chicago

The next part, century, will be included if you know the date of publication. If not, you can end the heading by putting a period after place, deleting the ‡y for Century, and keeping the ‡2 rbgenr

Viewbooks ‡z Illinois ‡z Chicago ‡y 20^(th) century. ‡2 rbgenr

For the remainder of the genre headings (accordion-fold, stabbing, photomechanical prints, photogravures, aquatints), keep the headings that correspond with the notes you've included and delete the rest. These headings will not need to be modified in any way.

700, 710 (additional authors):
The 700 and 710 fields are repeatable, so you can also use this field for people or companies who are associated with the view book either at the time is was created (e.g., publisher) or after the view book was created (e.g., someone who signed the view book). Anyone you include in this field has to be mentioned somewhere in the record—usually the 245 ‡c, the 260, or any of the 500 notes.

If you don't need to use these fields, you can delete them from the template.

You will include the authorized form of the person or company name in this field as you did with the 100 or 110 field.

If the person or company you're adding is associated with the view book without any indication of how, you can copy and paste the data in the authority record and you're done.

Created: 4/30/2013
Updated: 5/1/2013

For example:
Smith, John, ‡d 1860-1946.

If you're adding a person or company because there is an indication of ownership, you'll need to add some extra information.

For example:
Smith, John, ‡d 1860-1946, ‡e former owner. ‡5 NNC

Name viewbook2

Rec stat	n	Entered	20130313		Replaced				
Type a		ELvl	I	Srce d	Audn		Ctrl		Lang eng
BLvl m		Form		Conf 0	Biog		MRec		Ctry xxu
		Cont		GPub	LitF 0		Indx 0		
Desc a		Ills af		Fest 0	DtSt s		Dates 1800 ,	1950	

---

043   n-us-ny

100 1   Author: Person

110 2   Author: Company name

245 1 0 Title : ǂb subtitle / ǂc Person or Company names.

260   Place of publication : ǂb Publisher, ǂc date of publication.

300   Number of pages or leaves : ǂb all ill. ; ǂc dimensions.

500   Binding: stabbed; tied with [material used to hold view book together (e.g., beige cord)].

500   Photomechanical reproductions of photographs of [subject of view book], with accompanying text "[Text title]" by [Text author].

500   Photogravure reproductions of photographs of [subject of view book], with accompanying text "[Text title]" by [Text author].

500   Aquatint reproductions of photographs of [subject of view book], with accompanying text "[Text title]" by [Text author].

505 0   Name of building -- name of building -- name of building.

500   Avery Classics copy: [Copy specific data]. ǂ5 NNC

610 2 0 Specific building ǂv Pictorial works.

650   0 Type of building ǂz Place ǂz Place ǂv Pictorial works.

650   0 Topic ǂz Place ǂz Place ǂv Pictorial works.

651   0 Place ǂv Pictorial works.

655   7 Viewbooks ǂz Place ǂz Place ǂy century. ǂ2 rbgenr

655   7 Accordion-fold format (Binding) ǂ2 rbbin

655   7 Stabbing (Binding) ǂ2 rbbin

655   7 Photomechanical prints. ǂ2 aat

655   7 Photogravures (Prints) ǂ2 aat

655   7 Aquatints (Prints) ǂ2 aat

700 1   Additional person. (Can be repeated)

710 2   Additional company. (Can be repeated)