

## Pre-Cataloging Examination

Conditions: Cataloging copy source for the record is OCLC and the record includes major fields including subject headings and LC call numbers.

\_\_\_\_\_ **A1.** If the book is damaged, check with the relevant ordering or receiving unit to determine whether to attempt to replace the copy. If they decide not to request a replacement, catalog the copy we have, noting the damage. See this page from the [Beinecke Cataloging Manual on imperfections](#) [1] for templates. After cataloging, route to Preventive Conservation if the damage impacts the structural integrity of the text block or is likely to worsen over time.

\_\_\_\_\_ **A2.** Check the intended location of the item. Verify location based on flags in the book and the holdings record location code. If you are not sure of cataloging specifications for a given location, route to your supervisor. See [location tables and processing notes](#) [2] for details.

\_\_\_\_\_ **A3.** Latin script or non-Latin script?

- If the title page is not in a Latin script, consult with a colleague with the relevant language expertise.
- Languages written in right to left scripts may have the title page at what would be the end of a Latin script book.
- If there is both a Latin script and a non-Latin script title page consult with your supervisor if you have not worked with a book with parallel script fields before. If you are not comfortable working with non-Latin script, consult with a colleague with the relevant language expertise.

\_\_\_\_\_ **A4.** Accompanying material present?

- There are special procedures for books with accompanying loose plates, microfiche, and audio-visual materials like CD-ROMs, videos, and sound recordings; see the instructions under [E. CALL NUMBER AND LOCATION](#) [3].
- If the accompanying material is not noted on the bib record, consult with a catalog librarian.

\_\_\_\_\_ **A5.** Reproduction vs Original. If you are processing a preservation photocopy for a location, do not consider the photocopy to be the equivalent of the original. If the bib record is for the original, consult with a catalog librarian. Conversely, if you have a copy of the original, and the cataloging record describes a reproduction (microfilm, authorized photocopy, electronic resource), do not consider your item a match to the bibliographic record. For more information view the [reproductions cataloging documentation](#) [4].

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**Source URL:** <https://web.library.yale.edu/cataloging/cms/basic-copycat-checklist/precatalog>

### Links

[1] <http://beinecke1.library.yale.edu/info/bookcataloging/notes/imperfect.htm> [2] <https://web.library.yale.edu/cataloging/location-tables> [3] <http://web.library.yale.edu/cataloging/cms/basic-copycat-checklist/call-number> [4] <https://web.library.yale.edu/cataloging/reproductions-rda>