Statistics and Preparations

I. Keep track of items cataloged.

On the departmental web form Yale University Library Cataloging Statistics [1], record the number of titles cataloged, subarranged by format and source copy.

Generally, for basic copy cataloging you will only use the Monographs window for Cataloging Types:

- LC Copy Cat
- Other Copy Cat
- Added Copies
- Pieces

You may need to use the separate windows for accompanying material. To open a window to count an accompanying media item, click on the appropriate tab:

- Video
- Sco/Rec
- Graphic
- CD-ROMS

If the book has accompanying material in a pocket (e.g. a booklet, a map, microfiche), do not count the accompanying material as a separate piece.

If the accompanying material is travelling separately (with its own barcode, e.g. a stand-alone teacher's guide, or a media item in a separate container), count it as a separate piece under the appropriate format.

Books counted in the Added copies box are not counted in the Total Titles box.

Example 1. You have cataloged a single volume book with LC copy. On the Monographs page, enter in these boxes:

- LC Copy Cat Titles: 1
- Pieces, etc.: 1

Example 2. You have cataloged a multivolume monograph (e.g. a 2 v. set) with LC copy. On the Monographs page, enter in these boxes:

- LC Copy Cat Titles: 1
- Pieces, etc.: 2

Example 3. You used member copy and cataloged a single volume book with an accompanying CD-ROM (which should be in a separate case). The items are counted on 2 separate web pages.

On the Monographs page, enter in these boxes:

- Other Copy Cat Titles: 1
- Pieces, etc.: 1

On the CD-ROMS page, enter in the following box:
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Published on Yale University Library (https://web.library.yale.edu)

- Pieces, etc.: 1
- <Do not count in Other Copy Titles>

PS: an accompanying audio CD should be counted on the Other Format form under Sco/Rec. (Pieces, etc. but not Other Copy Cat)

Example 4. You used member copy and cataloged a single volume book with 6 accompanying microfiche in a pocket on the inside back cover. On the Monographs page, enter in the following boxes:

- Titles: Other Copy Cat: 1
- Pieces, etc.: 1

Do not count the accompanying microfiche. (Accompanying material in a pocket is not counted on statistics)

Example 5. Your book has already been cataloged for art and you have a copy for sml. On the Monograph page, enter in the following boxes:

- Added Copies: 1
- Pieces, etc.: 1
- <Do not count in LC Copy Cat Titles or Other Copy Cat Titles>

Give the total number of LC and Other Copy titles in the Total Titles at the end of the month. Titles counted as Added Copies are not counted under Total Titles.

Give the total number of LC, Other Copy, and Added Copies pieces in the Pieces, etc. box at the end of the month.

_____ I2. Book Truck. Did the item come with an LSF flag? If so, leave it on the LSF truck and do not charge the item to Preparation. Otherwise, charge it to Preparation and leave it on the regular Preparations trucks.

Source URL: https://web.library.yale.edu/cataloging/cms/basic-copycat-checklist/statistics

Links
[1] https://libapp.library.yale.edu/CatStatistics/