

UPRLC Cataloging Tools

Welcome! Here you will find resources to help you with your cataloging tasks: Updating bibliographic and holdings records, following cataloging standards, and assigning subject headings. If you have additional questions or would like to schedule training, please contact us. We are happy to help!

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SIRSI Workflows Instructions

RDA Resources

- [Cataloging FAQ](#)
- [How to Add an Item or Call Number](#)
- [How to Delete an Item](#)
- [How to Use SmartPort](#) (to obtain records from OCLC, MeLCat, or LC)
- [How to Check-In Serials](#) (using the Serials Module)
- [How to Add a Lexile Level](#)
- [Smartport : best practices](#) (Recorded Webinar Dec 2014)
- [Options for Titles Not Found in Smartport](#)
- [LCCN Formats for Cataloging](#)

- [ALCTS RDA Series on YouTube](#)
- [LC RDA Training Materials](#)
- [LC RDA Record Examples](#)
- [RDA Toolkit Teaching and Training](#)
- [Valley Library Consortium RDA Resources](#)
- [RDA/AACR2 Changes](#)
- [Editing MARC Records RDA](#)
- [Common RDA 3XX Combinations](#)
- [Term list for RDA Content Types](#)
- [Term list for RDA Media Types](#)
- [Term list for RDA Carrier Types](#)
- [RDA Webinar \(March 25, 2011\)](#)

- [OCLC - RDA Resources Page](#)
- [OCLC Technical bulletin #258](#)
- [Changes from AACR2 to RDA \(Part 1 - Adam L. Schiff, University of Washington\)](#)
- [Changes from AACR2 to RDA \(Part 2 - Adam L. Schiff, University of Washington\)](#)

Cataloging Resources

Additional Resources

- [Association for Library Collections & Technical Services \(ALCTS\) \(Free Videos\)](#)
- [Understanding MARC Bibliographic](#)
- [MARC 21 Format for Bibliographic Data](#)
- [AACR2 State/Province Abbreviations](#)
- [Subject headings: List of "v" \(form\) subdivisions](#)
- [MARC Country Codes](#)
- [MARC Language Codes](#)
- [Punctuation for MARC records](#)
- [MARC Series Examples](#)
- [Everything...about nonfiling indicators](#) (Martha Conway, Yale University Cataloger)

- [UPRLC Cataloging Policy \(Draft\)](#)
- [UPCat](#) (Upper Peninsula Library Catalog)
- [Worldcat.org](#)
- [Connexion \(OCLC\)](#)
- [Library of Congress Authority File](#)
- [MMM, UP Digitization Center](#)
- [State/Province Abbreviations](#)

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