Institute of Textile Technology (ITT) Thesis

NCSU Textiles Library acquired the Institute of Textile Technology (ITT) thesis collection in 2005. The original set of thesis were cataloged using a combination of spreadsheets and databases (G:\Cataloging\Projects\ITT Collection). Brief records for each title were added to the catalog. In 2011, additional titles were added to the collection. These were individually cataloged using the same brief record criteria as in 2005.

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Workflow Overview

1. Create a New Duplicate Sirsi Bibliographic Record
2. Edit the DATE1 fixed field
3. Edit the Call Number (MARC 090 Field)
   a. Creating an author cutter number using The Cataloging Calculator
   b. Shelflisting the author cutter number created using The Cataloging Calculator
   c. Adding the author cutter number to the 090 field
4. Edit the Personal Name (MARC 100 field)
5. Edit the Title (MARC 245 field)
6. Edit the Date of Publication (MARC 260 [c])
7. Edit the Physical Description, Extent (MARC 300 [a])
8. Add Subject Headings (MARC 650)
9. Save the record
10. Updating the call number and item records
11. Save the record
12. Close the record
13. Title cataloged

Creating a New Duplicate Sirsi Bibliographic Record

In Workflows under the Cataloging toolbar open Titles > Duplicate Title wizard

- Search for: ITT thesis base record
- Index: Title
- Library: All
  - Note: The ITT thesis base record is shadowed staff processing bibliographic record. It can be viewed in Workflows but is not available in Endeca.
You are now ready to edit the ITT thesis base record to reflect the title you are cataloging.

**ITT Thesis Fixed Field Data**

The ITT thesis base record supplies most of the fixed field data. The only fixed field data that needs to be supplied by the cataloger is Date1.

**Editing Fixed Field Date1**

Find the date on the thesis and enter it into the Date1 fixed field using the following conventions:

- All dates are expressed as four numerical digits
- Example: 2002

**Additional fixed field data elements (editing not required):**

<table>
<thead>
<tr>
<th>Fixed Field</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rec_Type</td>
<td>t</td>
</tr>
<tr>
<td>Bib_Lvl</td>
<td>m</td>
</tr>
<tr>
<td>TypeCtrl</td>
<td>blank</td>
</tr>
<tr>
<td>Enc_Lvl</td>
<td>K</td>
</tr>
<tr>
<td>Desc</td>
<td>a</td>
</tr>
<tr>
<td>Entrd</td>
<td>auto supplied</td>
</tr>
<tr>
<td>Dat_Tp</td>
<td>s</td>
</tr>
<tr>
<td>Date1</td>
<td>enter date from 260</td>
</tr>
<tr>
<td>Date2</td>
<td>blank</td>
</tr>
<tr>
<td>Ctry</td>
<td>xxu</td>
</tr>
<tr>
<td>Illus</td>
<td>blank</td>
</tr>
<tr>
<td>Audience</td>
<td>blank</td>
</tr>
<tr>
<td>Repr</td>
<td>blank</td>
</tr>
<tr>
<td>Cont</td>
<td>1</td>
</tr>
<tr>
<td>GovtPub</td>
<td>blank</td>
</tr>
<tr>
<td>ConfPub</td>
<td>0</td>
</tr>
<tr>
<td>Festschr</td>
<td>0</td>
</tr>
<tr>
<td>Indx</td>
<td>0</td>
</tr>
<tr>
<td>Fiction</td>
<td>0</td>
</tr>
<tr>
<td>Blog</td>
<td>blank</td>
</tr>
<tr>
<td>Lang</td>
<td>eng</td>
</tr>
<tr>
<td>Mod_Rec</td>
<td>blank</td>
</tr>
<tr>
<td>Source</td>
<td>d</td>
</tr>
</tbody>
</table>

**Variable Field Data Entry**

For full MARC bibliographic field data, please see: [MARC 21 Format for Bibliographic Data](#).

**040: Cataloging Source**

ITT thesis base record supplies this data. Cataloger should not need to enter field data.
CPC 1

1. Indicator 1 = blank
2. Indicator 2 = blank
3. Field data = NRC|cNRC
   • Example: 040 ## NRC|cNRC

090: Local LC Call Number

1. Indicator 1 = blank
2. Indicator 2 = blank
3. Field data = LD2535.I38|b[cutter for author] [date]

Creating the Author Cutter Number

Use the Cataloging Calculator to create the LC Cutter for Author's last name: http://calculate.alptown.com/

1. Search Options = LC Cutter
2. In the Enter Query Above box: enter the first several letters of the author's last name
3. The Cataloging Calculator will create the author cutter (letter followed by numbers)

In the example above, we created an author cutter for the “Smith”

Shelflisting the Cataloging Calculator Author Cutter

The author cutter number represents the author's last name and controls where the title will sit on the shelf. The goal is to organize all the ITT Thesis in alphabetical order by author last name. We will use an online tool to create the author cutter, then adjust that cutter as necessary to ensure that it files alphabetically with our existing thesis.

In Workflows, under the Cataloging toolbar open Titles > Modify Title wizard

• Enter the call number with the newly created author cutter number as the last element in the search box:

• LD2535.I38 [author cutter number]
   • Index: Call Number
   • Library: TEXTILES

In the Modify Title Search Browse Call Number box:

• Select the call numbers that surround the author cutter number created
  • In the Description tab below, note the Personal Author

Using our example of “Smith, D.” we need to fit this thesis in among the 5 existing authors with the last name Smith:

• LD2535.I38 S599 = Smith A. M.
• LD2535.I38 S6 = Smith, J. W.
• LD2535.I38 S62 = Smith, K. D.
• LD2535.I38 S621 = Smith, R.
• LD2535.I38 S64 = Smith, V. C.

Based on the above, The Cataloging Calculator supplied author cutter (S658) is not going to work. Instead we need to fit “Smith, D.” between "Smith, A. M." and "Smith, J. W.". The final number selected is a matter of cataloger judgement and will vary by person. The goal is to slot the title into the correct filing position and still leave some wiggle room should another Smith need to be squeezed into the same area. In this case, we would use: LD2535.I38 S5997 for "Smith D."

• Write down the author cutter number you plan to use
• Close the Modify Title wizard

Adding the Author Cutter Number to the 090 Field

• In the 090 field enter the author cutter selected upon shelflisting after the |b
• Do not include spaces between the subfield (|b) and start of author cutter
  • Example: 090 ## LD2535.I38|bW5941

100: Personal Author

• Indicator 1 = 1
• Indicator 2 = blank

Field Data: Enter the author’s name, as it appears on the thesis using the following conventions

• This field always ends with an ISBD full stop (a period)

Last, First

Last, F.

Last, F. M.

• Note: There is a single space between the first initial's period and the second initial

Last, First Middle.

Last, First M.

Special Cases

Non-Hyphented Surnames

• Last2, First Last1
  • Example: Becky Adams Smith
  • 100 1# Smith, Becky Adams.

Hyphanted Surnames

• Last-Last, First
  • Example: Adam Dozier-Brown
  • 100 ?1# Dozier-Brown, Adam.

245: Title

Indicator 1 = 1

Indicator 2 =

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No non-filing characters</td>
</tr>
<tr>
<td>1</td>
<td>1 non-filing character (e.g. &quot;L'enfant&quot;)</td>
</tr>
<tr>
<td>2</td>
<td>1 non-filing character + the following blank space (e.g. &quot;A&quot;)</td>
</tr>
<tr>
<td>3</td>
<td>2 non-filing characters + the following blank space (e.g. &quot;An&quot;)</td>
</tr>
<tr>
<td>4</td>
<td>3 non-filing characters + the following blank space (e.g. &quot;The&quot;)</td>
</tr>
</tbody>
</table>

Field data:

• Enter the title as it appears on the thesis
• Use sentence case:
  • The first letter of the first word is capitalized
  • All other title words are lowercase, except proper nouns
• End the 245 field with an ISBD full stop (a period)
  • Example 1: 245 10 Determining density of thermoplastic fibers by differential scanning calorimetry.
  • Example 2: 245 14 The effect of woven product characteristics on manufacturing cost and complexity.
260: Publication Info

- Indicator 1 = blank
- Indicator 2 = blank

Field data: Thesis are unpublished materials and we only enter date information into the |c (subfield c)

- Enter the date on the thesis in |c
- Do not include spaces
- End the 260 field with an ISBD full stop (a period)
  - Example: 260 ## |c2002.

300: Physical Description

For the ITT Thesis we are only providing the |a (subfield a) extent.

- Indicator 1 = blank
- Indicator 2 = blank

Field data:

- Enter the number of pages followed by the abbreviation ”p.”
  - Example: 300 ## 87 p.

502: Dissertation note

The ITT thesis base record supplies this data. The cataloger should not need to edit this field.

- Indicator 1 = blank
- Indicator 2 = blank

Field data = Thesis (M.S.)--Institute of Textile Technology, NC.

- Example: 502 ## Thesis (M.S.)--Institute of Textile Technology, NC.

650: LC Subject Heading

- Indicator 1 = blank
- Indicator 2 = 0 (zero)

Selection Criteria

1. Choose at least one subject heading from list below
2. When applying multiple subject headings:
   a. Mix and match among any headings contained in their own box
   i. For headings listed in the same box (e.g. Textile fabrics):
      1. Use only the first heading (unqualified -- does not have a |x)
2. Use a qualified heading only (uses a |x)
   ii. Mix and match qualified headings only (all have |x)

For example:

- Use only: Textiles fabrics

or

- Use only: Textiles fabrics|xQuality control

or

- Use: Textile fabrics|xQuality control, Textile fabrics|xCleaning and Automobiles|xUpholstery

- Do NOT use Weaving and Weaving|xProduction together

### ITT Thesis Subject Headings

<table>
<thead>
<tr>
<th>Automobiles</th>
<th>xUpholstery.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colorfastness (Textiles)</td>
<td></td>
</tr>
<tr>
<td>Colorimetry.</td>
<td></td>
</tr>
<tr>
<td>Carding.</td>
<td></td>
</tr>
<tr>
<td>Cleaning compounds.</td>
<td></td>
</tr>
<tr>
<td>Color in the textile industries.</td>
<td></td>
</tr>
<tr>
<td>Cotton.</td>
<td></td>
</tr>
<tr>
<td>Cotton</td>
<td>xCleaning.</td>
</tr>
<tr>
<td>Cotton dust</td>
<td>xMeasurement.</td>
</tr>
<tr>
<td>Cotton fabrics.</td>
<td></td>
</tr>
<tr>
<td>Cotton fabrics</td>
<td>xTesting.</td>
</tr>
<tr>
<td>Cotton finishing.</td>
<td></td>
</tr>
<tr>
<td>Cotton spinning.</td>
<td></td>
</tr>
<tr>
<td>Cotton yarn.</td>
<td></td>
</tr>
<tr>
<td>Crimping of textiles.</td>
<td></td>
</tr>
<tr>
<td>Denim.</td>
<td></td>
</tr>
<tr>
<td>Dyes and dying.</td>
<td></td>
</tr>
<tr>
<td>Fireproofing agents.</td>
<td></td>
</tr>
<tr>
<td>Flammable fabrics.</td>
<td></td>
</tr>
<tr>
<td>Fluid dynamics.</td>
<td></td>
</tr>
<tr>
<td>Hemp.</td>
<td></td>
</tr>
<tr>
<td>Infrared radiation</td>
<td>xIndustrial applications.</td>
</tr>
<tr>
<td>Knit goods.</td>
<td></td>
</tr>
<tr>
<td>Knit goods</td>
<td>xFinishing.</td>
</tr>
<tr>
<td>Knit goods</td>
<td>xQuality control.</td>
</tr>
<tr>
<td>Looms.</td>
<td></td>
</tr>
<tr>
<td>Lubrication and lubricants.</td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td>xBiodegradation.</td>
</tr>
<tr>
<td>Materials</td>
<td>xTesting.</td>
</tr>
<tr>
<td>Mercerization.</td>
<td></td>
</tr>
<tr>
<td>Moisture in textiles.</td>
<td></td>
</tr>
<tr>
<td>Napping (Textiles)</td>
<td></td>
</tr>
</tbody>
</table>
Near infrared spectroscopy Industrial applications.

Needlepunch.


Nylon.

Polyester fibers.

Polymers.

Rayon.

Reactive dyes.

Recycled products.

Spinning. Spinning Quality control.

Spinning machinery.

Spun yarns.

Strength of materials.

Textile chemistry.

Textile industry. Textile industry Management.

Textile fabrics. Textile fabrics Cleaning.

Textile fabrics Density.

Textile fabrics Marketing.

Textile fabrics Physiological aspects.

Textile fabrics Quality control.

Textile fabrics Testing.

Textile fibers.

Textile fibers Synthetic.

Textile finishing.

Textile machinery.

Textile printing.

Textile technology.

Textile waste.

Textile workers.

Textured yarn.

Textured woven fabrics.

Weaving. Weaving Production.

Weaving Quality control.

Wool fabrics.

Yarn. Yarn Testing.

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**Working with the 650 Field**

- You may copy and paste the headings directly into Workflows.
- The 650 field ends with either an ISBD full stop (a period) or a closing parenthesis "*

**Creating New Blank Fields**

- Add a New Field Above and Below Wizards live directly underneath the Duplicate Title Bar:
Once you add a new blank field, you need to fill in the tag and indicators:

- Tag = 650
- Indicator 1 = blank
- Indicator 2 = 0

Copy and paste a subject heading from the table above into the Contents field (|a = subfield a)

When you are done editing the record, select Save! You may do this at any time and continue to edit/save the record as needed.

Updating the Call Number and Item Records

- Click on the Call Number/Item tab

Copy and paste the call number from the Bibliographic tab, 090 field into the Call Number field. Overwrite the system supplied call number data

Remove the "|B" (subfield b) that separates the two cutter numbers. Insert a single blank space in place of "|B"

Call library = TEXTILES
- Item ID: enter barcode on piece
- Type = BOOK
- Home location = STACKS

Save the changes! Record creation and editing is complete. Title is cataloged. You may now close the record.