

KOREAN BIBLIOGRAPHIC FILE MAINTENANCE

PRELIMINARY PREPARATION

Be familiar with the revised Korean Romanization and Word Division Guidelines, focusing on “Significant changes on Revised Guidelines”.

1. **Monographs:** The records are being updated in the cataloging module of the Library of Congress Integrated Library System (LC ILS).

Start with the priority lists of terms (attached Excel file) that are categorized and compiled according to the following criteria.

Priority 1: Words that are associated with name, series, and subject authority headings. (e.g., Han’guk *Kūmyung* Kamdogwōn in 710 field)

Words that most frequently appear in the title fields of bibliographic records. (e.g., Han’guk ūi *kūmyung* wigi in 245 field; a search shows over 50 hits for the word *kūmyung* in title fields).

Priority 2: Words that are less frequently used in the title fields of bibliographic records. (e.g., Han’guk *tijain* paltalsa in 245 field; a search shows fewer than 50 hits for the word *tijain* in title fields)

Priority 3: Words that are used in 260 and note fields. (e.g., *Tijain* Hausū)

Romanized native Korean and sino-Korean numbers in 246 field. (e.g., *Isip-ilsegi* Han’guk ūi mirae)

The lists are compiled by identifying the most significant changes or major changes in the guidelines. Determine and establish priorities according to the most frequently used terms or most likely used terms in the authority records, such as geographic names.

2. **Serials:** The records are being updated in the Online Computer Library Center (OCLC) database.

Obtain a list of LCCNs from the LC ILS Office and perform BFM one record at a time, following the same guidelines and workflow as for monographs.

The serial BFM project includes adding spaces in the parallel Korean fields to all Korean serial records according to the Korean Romanization and Word Division Guidelines.

GENERAL GUIDELINES

Bibliographic Records:

1. Examine the entire bibliographic record by identifying words that need to be changed and perform BFM, including 4XX and 8XX fields.
2. Do not attempt to create a parallel non-roman field for roman only records.
3. Perform BFM on title fields only for the Premarc records. (For searching purposes)
4. Change the diacritics (alif and ayn) to an apostrophe only in headings.

Do not change the diacritics (alif and ayn) in headings other than those that have been updated in the authority records. Headings in a bibliographic record have to be an exact match with the authority record, including diacritics, so that Unicode values correspond.

This is accomplished by “copying and pasting” the updated heading to the bibliographic record immediately after the authority record update.

Authority Records:

1. Perform BFM on associated authority records for each heading updated in a bibliographic record.
2. Give the former heading as a 4XX reference and code the subfield \$w nne to indicate it was the formerly valid heading.
3. Normally, do not update fields in authority records other than 1XX and 5XX.
4. Change the diacritics (alif and ayn) to an apostrophe in the 1XX, 4XX and 5XX headings so that the correct Unicode character is present.

WORKFLOW

1. Search a word from the priority one list and retrieve bibliographic records that contain the word.
2. Start to perform BFM on all the records that contain the term.
3. Examine the entire record by identifying words that need to be changed and perform BFM.
4. Add new words to the compiled list as you finish the BFM.
5. Perform BFM on both roman & non-roman fields.
6. Perform BFM on roman fields only for roman only records (do not attempt to add non-roman fields).
7. If corrections need to be made to name heading fields (e.g., 100, 240, 600, 610, 700, 710 etc.) perform BFM on related name authority records.
8. If updates need to be made to series fields, perform BFM on both the bibliographic record and, if any, the series authority record.
9. For records created in RLIN, make sure to have d-DLC and change g n-rlinjack to g y-rlinjack in 906 after running the Transliterator.
10. Add 955 indicating “cfx record changed to update romanization and word division” after updating bibliographic record.
11. If an added entry, either 246 or 740, is the same (in form and spelling) as the title in 245, delete the added entry.
12. If a name authority record doesn't exist, create an authority record even if it's not related to romanization/word division update (unless the record is an MLC record).
13. Change the old heading of an authority record to 4XX and code as a previously valid heading (\$w nne).
14. Add “Heading changed to update romanization and word division” in the 667 field after updating authority record.
15. Add spaces in the parallel Korean fields for the serial records according to the Korean Romanization and Word Divisions Guidelines.

16. Correct minor typos or errors during the BFM.
17. Cataloging staff should add new terms to the priority lists as they identify new terms during their normal cataloging work stream.
18. The priority lists are shared among cataloging staff for contribution.