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Processing New CIP Materials at the Library of Congress

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Cataloging in Publication (CIP) data from the Library of Congress (LC) is an important cataloging tool for school library media specialists. "CIP/LC" provides a brief history of CIP; its scope; frequently asked questions; how to download CIP records from the Web; and information on how to read, interpret, and use CIP as well as an annotated bibliography for in-depth information on cataloging.

By mail or electronic transfer, a participating publisher sends the Library of Congress (LC) an application package for a book about to be published. This includes a CIP data sheet and, ideally, the complete galley proofs for the book. Hundreds of CIP records are in various stages of creation at any given time at LC. CIP records are given priority over the cataloging of non-CIP materials. In the fiscal year 2000, CIP records accounted for 25 percent of LC's cataloging output.¹

Often LC receives less than full galley proofs, perhaps just preliminary pages. An LC staff member decides whether to proceed with the CIP cataloging or contact the publisher for additional information. Without sufficient information, the CIP may not accurately describe the published book. If LC delays the CIP cataloging to get more information from the publisher, the printing date may be delayed, or the publisher may print the book without the CIP block. Generally, LC is more likely to proceed with the CIP cataloging rather than risk delaying the publication date.

The CIP application package travels through at least three catalogers to receive descriptive cataloging, authority work, subject analysis, LC classification number, and Dewey Decimal number. Usually within two weeks, the

publisher receives the LC block by mail or electronically to print on the copyright page. LC also creates a MARC CIP record for the LC online catalog before the book is published.

Upon publication, the publisher is required to submit a copy of the book so that LC can double-check the MARC CIP for accuracy and add the physical description (such as pagination, illustrations, size). CIP verification is an important final step in the process. However, the complimentary copy of the book often does not arrive in a timely manner, or at all, thus delaying changes to the MARC CIP.

When LC receives its copy of the published book, a cataloger corrects and enhances the MARC CIP. LC may make changes in the title or other bibliographic information, added entries, or subject headings at this post-cataloging stage. LC may also add notes and additional access points to the MARC CIP. Often the publisher informs LC of such changes in advance, and receives a revised CIP block to print in the book. In fiscal year 2001, LC made 9,792 individual changes to existing CIP records before the books were published.² However, if publishers do not inform LC of these changes in time to revise the CIP block, some of the CIP data on the book's copyright page will be incorrect. If the CIP block is the only source of cataloging data, the school librarian should verify all information before it is added to the local catalog.

LC distributes the corrected MARC CIP record to customers of the LC MARC Distribution Service as a full LC record. Libraries purchase this complete MARC record—previously a "prenatal" CIP record prepared without the book in hand, and later corrected with the book in hand—from vendors for use in local online catalogs.

Because LC usually adds the publisher's complimentary copy of the book to its collection, the corrected MARC CIP record appears in LC's online catalog on the Web for most books.³ A library can either download the MARC record using Z39.50, copy and paste the record into the local online catalog, or use the LC MARC record to type catalog card sets. LC MARC records are not copyrighted. In fact, neither is it illegal to utilize MARC records from other libraries' online catalogs accessible on the Web.

Reinventing the Wheel: ECIP, the Electronic CIP Program
 The electronic CIP (ECIP) program began as a research project in 1993 and became a full production system in 1999.⁴ ECIP speeds up the CIP process by using electronic rather than mail transmission of galley proofs from publishers to LC and finished CIP records from LC back to the publishers. More than two thousand publishers now participate in the ECIP program.⁵

Besides speeding up the transfer of information, ECIP also increases accuracy for the CIP records. CIP the old-fashioned way meant retyping the CIP data three times at LC, and then again at the publisher's when the CIP record was added to the copyright page. Typographical errors were possible each time the data was rekeyed. ECIP allows LC to copy and paste cataloging data directly from the title page and other parts of the electronic galley proofs into the CIP record. In

turn, the publisher is able to copy and paste the completed CIP block into the book's final printing master. This online process increases the typographical accuracy of CIP records.

An Offshoot of ECIP: The New Books Project at LC
 The technology of ECIP streamlined the process of CIP, and then one technological idea led to another. The New Books Project, currently being developed by LC, will provide additional bibliographic information in the form of a New Books record accessed through LC's home page.⁶ The New Books record will include an image of the book jacket, summary, table of contents, author information, publisher's home page, and other information.⁷ LC is also developing a companion program, the Library of Congress Partnership Program. This program will enable libraries to be listed on the LC home page in such a way that when readers identify books they would like to see in their local library, they could simply click a button associated with the New Books record and automatically email their library with information about the book.

The next column will answer frequently asked questions about CIP. ●

References

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