

Appendix 1. Definitions of level of copy found by bibliographic searchers

Copy Level	Definition
No copy	No matching record is found. Even if a similar or related edition is found, the piece you are searching for differs bibliographically and a new record would need to be created in the local catalog.
Copy needs work	A minimal record is available, containing at least a matching 245, 260 and 300 field, but for the collection for which you are cataloging, the record would need additional authority, classification, and/or subject work.
Full copy	<p>A record is available which would need no additional cataloging work before the item is placed on the shelf, as defined by the criteria of the specific collection.</p> <p>For example, periodicals are classed in some collections at UML and not others. If an otherwise full record were found that lacked a call number, it would be considered "Full copy" for an unclassified periodical collection, but "Copy needs work" for a classed collection.</p>
Full copy	Simple definition for student workers: Full copy has matching 245, 260, and 300 fields, at least one subject heading (6xx field), and an LC call number (050 field).