



# BOOKS

## Finding matching bibliographic records

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The 2 most important factors in determining matching bibliographic records are **FORMAT** and **CONTENT**. Different formats require separate bib records. Conducting a **GENERAL KEYWORD** search is the recommended search method in both the SEO catalog and CatExpress. **BROWSE** type searching is not recommended because items in certain non-circulating statuses negatively affect the results.

### ▪ Different formats for BOOKS in the SEO catalog are:

- Regular print (Larger print books get attached to the regular print bib record)
- Large print [large print]
- Songbooks and/or sheet music [musical score]
- Atlases [map]
- Board books [board book]
- Big books (oversized juvenile books) [big book]
- Braille books [braille]

### ✓Content that **MUST MATCH** includes:

- ✓Author(s)
- ✓Title
- ✓Subtitle (except "a novel")
- ✓Illustrator(s)
- ✓Adapted by statements
- ✓Edition statements that refer to content (e.g. 2<sup>nd</sup> ed, revised ed.)

### ⊗Content that is **NOT required to match** includes:

- ⊗ISBN or other standard number(s)
- ⊗Edition statements that do not refer to content (e.g. Book Club ed., paperback ed.)
- ⊗Publisher and/or printer
- ⊗Publication date
- ⊗Number of pages
- ⊗Series