

Table of Contents

Acknowledgments	vii
Acronyms and Abbreviations	ix
Introduction	1
1. What is Retrospective Conversion and Why Do It?	5
2. The Recon Process: An Overview	11
3. Determining Library Needs	15
4. Establishing Parameters for the Recon Project	19
5. Establishing Standards for the Recon Project	23
6. Identifying Recon Options	29
7. Analyzing the Options	41
8. Choosing an Option	53
9. Developing an Action Plan for Recon	57
10. Machine-Readable Cataloging (MARC)	63
11. MARC Bibliographic Records	71
12. MARC Authority Records	115
13. Implementation and Project Management	141
14. Editing Derived Records	149
Appendix I. Sources of MARC Records and Recon Services	157
Appendix II. Directory of Recon Vendors	181
Appendix III. Sample Forms for the Preparation of Bibliographic Records	183
Appendix IV. Selected Bibliography	187
Index	195
About the Authors	199