PINES Original Cataloging with RDA: Book Format

<fc #ff0000>UPDATE IN PROGRESS. Contact PINES Cataloging Specialist for updated guidelines</fc>

Training for original cataloging on OCLC is mandatory for all except those catalogers who have already had experience on OCLC. Copy catalogers wishing original cataloging training should contact the PINES Cataloging Specialist for arrange for training to be scheduled.

Currently there is full level cataloging training for books and AV formats. Original records, either full or K level, should be created with the OCLC Connexion Client and then imported into the PINES database.

> ⚠️ PINES requires that full-level cataloging (OCLC "I" level)
> records be created for books.

Fixed fields: All fixed fields must be coded correctly according to current practice (see OCLC Formats and Standards and MARC Standards); always use "I" for Encoding Level.

Variable fields: The following variable fields must be present in MARC bibliographic records when information is available and/or applicable.

Variable field key for this page:

- _ = blank value in indicators
- ǂ = subfield delimiter
- Subfield a (ǂa) in the first position of a MARC tag is implied in OCLC system, so is omitted.

Resources:

For basic PINES original cataloging policies see Original Cataloging Policies.
For further instructions on using OCLC's Connexion Client see Connexion client documentation
For more information on RDA guidelines and instructions, see RDA ToolKit

Guidelines for Transcription (RDA 1.7)

Transcribe vs Record: general information

Transcribed elements match exactly what is on resource, except when specific instructions say otherwise (those for capitalization and punctuation, for example).

On resource:
The Backwaters Press

Omaha, Nebraska

Transcribe as: Omaha, Nebraska : The Backwaters Press
264 _1 Omaha, Nebraska : ‡b The Backwaters Press, ‡c [2016]

On resource: ©2016
Transcribe as: 264 _4 ‡c ©2016

Recorded elements is data about a resource that is not exactly as it appears on the source, or, is taken from another source.

On resource: copyright 2016
Record as: 264 _4 ‡c ©2016

On resource: 978-0-8125-1528-2
Record as: 020 ‡a9780812515282

Capitalization (RDA 1.7.2)

For the sake of consistency, PINES has implemented the guidelines in RDA Appendix A. For titles, capitalize only the first letter in the title. Exceptions are proper names and nouns.

On resource: Gone with the Wind by Margaret Mitchell.
Record as: 245 10 Gone with the wind / ‡c Margaret Mitchell.

> **On resource**: BABAR THE KING by Jean de Brunhoff ; translated into English by Scott Fontenot & Denise St. Pierre.
> **Record as:** 245 10 Babar the King / ‡c Jean de Brunhoff ; translated into English by Scott Fontenot & Denise St. Pierre.

Punctuation (RDA 1.7.3)

Add punctuation if necessary for clarity.

Title page: Aristotle Onassis by
Nicholas Fraser
Frank Smith
Simon Lemon
Esther Ryde
edited by Joe Jackson

Record as: 245 10 Aristotle Onassis / ‡c by Nicholas Fraser, Frank Smith, Simon Lemon, Esther Ryde ; edited by Joe Jackson.

Transcribe punctuation as it appears on the source.

…And then there were none
What is it? what is it not?
Vessels on the Northwest coast between Alaska and California – 1543–1811
I don't do dishes!

Make a note to indicate that punctuation has been omitted or modified, if considered important for identification.

264 _1 Boston, Mass.
500 Place of publication appears on the source as: Boston [Mass.]

245 10 John Wansley (Wanslow), Sr., his wife Mildred (Milly or Millie) Whitten and their children / ‡c James Baker Evans.

500 Alternative last names appear, respectively, as John Wansley [Wanslow], Sr., his wife Mildred [Milly or Millie] on the preferred source of information.

Diacritics (RDA 1.7.4)

Transcribe diacritical marks or add them, if needed, even if absent from the resource.

Title page: LES MISERABLES
Record as: 245 14 Les misérables.

How to add diacritics in Connexion:

Place your cursor after the letter needing the diacritic (e.g. **e|**), or highlight the letter. Then select the diacritics editor by using **Ctrl e** or from **Edit** menu — **ALA Enter Diacritics**. Choose what you need and click **Insert & Close**.

Symbols (RDA 1.7.5)

Replace symbols and other characters that cannot be reproduced by the facilities available, and add a note with a description of the symbol.

245 10 Animalapples
500 The letter "a" in title is presented by images of red apples.

Spacing (RDA 1.7.6)

Transcribe acronyms and initials without spaces.

Title page: by J. D. Salinger.

Record as: 245 … ‡c by J.D. Salinger.

This rule does not apply to transcribing a personal access point in authority record in the 100 tag. Here, there has to be a space between initials.

100 1_ Salinger, J. D. ‡q (Jerome David), ‡d 1919-2010.

Title page: Anything / anytime / anywhere for you.
Record as: 245 00 Anything/anytime/anywhere for you.

Abbreviations (RDA 1.7.8 and Appendix B)

Generally, RDA standards and guidelines are to avoid using abbreviations. The primary exceptions are for:

- Units of measurement
- Abbreviations that are regularly used in resources and are commonly understood by users
- Abbreviations that a resource uses to identify

Mostly, abbreviations are used only when they appear on the resource, although there are some exceptions in addition to those noted above. See RDA Appendix B for guidance.

> "cm." is no longer considered to be an abbreviation. Use "cm"

Examples:

AACR2	RDA
p.	pages
ca.	approximately
i.e.	that is
acc.	accompanied
ill.	illustrations
col.	color
facsim.	facsimile
ed.	edition
S.l.	[place of publication not identified]
s.n.	[publisher not identified]
n.d.	[date of publication not identified]
3 vol.	3 volumes
ca. 200 p.	approximately 200 pages
48 [i.e. 96] p.	48, that is, 96 pages

AACR2	RDA
[16] p. of plates	16 unnumbered pages of plates

Inaccuracies (RDA 1.7.9; 2.3.6)

Transcribe an inaccuracy or a misspelled word as it appears on the resource unless the instructions for a specific element differ. Make a note to explain, if necessary. Correct the inaccuracy note if it is important for identification or access. Add a variant title to record the correct form of the inaccuracies in a title to ensure identification and access.

On title page: Oak Hill Methodist Church Cemetary
Transcribe as:
245 00 Oak Hill Methodist Church Cemetary
246 3 Oak Hill Methodist Church Cemetery

or

245 00 Oak Hill Methodist Church Cemetary
246 1_ ‡i Title misspelled and should read: ‡a Oak Hill Methodist Church Cemetery

> note   Remember to code ‡a when it is not in the first position in a MARC field.

245 04 The wolrd of television
246 3_ World of television

Source of Information guidelines (RDA 2.2.2)

Preferred source of information:
Title page
If no title page: use information from cover, colophon pages, or anywhere within the resource.

Other source of information:

Accompanying materials, etc. or any other available source.

If information outside of the resource is used in certain elements, indicate this by placing the information in brackets. These elements include:

- title proper
- parallel title proper
- other title information
- all the subelements under statements of responsibility:
    - edition statement
    - production statement

- publication statement
- distribution statement
- manufacture statement
- series statement

> **note** These are all 2xx fields and the 490 field.

Putting data from sources outside your resource in brackets is enough. Notes on where you get the information are unnecessary.

Fixed Fields

In OCLC and Evergreen, the fixed field is a combination of the MARC Leader and the 008 field. They are identified by their positions within the Leader and 008 (Type=Leader/06, for example). OCLC WorldCat and Evergreen use a fixed field matrix or grid for the Leader and 008 field to simplify input and editing. These fields are codes for computer handling and are often used for OPAC display and search filters. They are constant and are fixed length and fixed variables for coding. All fixed fields should be correctly coded for your resource.

Of special note for original cataloging of books are:

Type (Type of Record/material being cataloged): a (Books)

BLvl (Bibliographical Level): m (monograph)

Desc (Descriptive Cataloging Form): i (ISBD: Descriptive portion of the record contains the punctuation provisions of ISBD.)

Elvl (Encoding Level/degree of completeness of the bibliographic record):

- I (Full-level input by OCLC member library)

or

- K (Minimal-level input by OCLC participants member library)

Cont: b … 6

- Be careful when coding Cont: (Contents). With the exception of "b" for bibliographical references (bibliographies), all or a significant amount of the resource has to be the material symbolized by the code. For example, the code "i" for index is used when the resource is an index and not when a publication only contains an index (which is coded in Indx: Index; 008/31).
- For graphic novels, use "6".
- Code all blank ▪ areas, if required/applicable, to define the material nature of the resource. At least

one subject heading or subdivision should also define the nature. Do not code anything locally added to the resource in the master record.

Form: d (large print, if item is large print)

007 field

The 007, the physical description fixed field, is a variable control field used to define elements of the resource not included in the Leader/008. While OCLC uses subfields for elements in the 007, MARC 21 defines the elements by position. Codes differ dependent on the format of the resource. Traditionally used for non-print formats, more recently coding has been added to the 007 field for print resources.

007 t ǂb a
007 t ǂb b (coding for large print)

Resource Identifiers (0xx fields) (RDA 2.15)

Identifiers for a manifestation 010 890456389
010 2001236489
020 ISBN ǂq (pb, hc, etc. if more than one found)
020 ǂz for an invalid ISBN number
024 1_ 639277552693
024 3_ 2639267552982 (13 digit EAN number)

> note   No need to code the 024 field if numbers are identical to the ISBN

Other 0xx Fields

041 0_ eng ǂa spa (text in parallel languages of English & Spanish)
041 1_ spa ǂh eng (text is or contains a translation: English text (ǂh) translated into Spanish)
043 n-us-ga
043 n-us—

- 043 is added when a record has a geographic subject access point or has a geographic element in an access point:

245 10 Gone with the wind.
651 _0 Georgia ǂx History ǂy Civil War, 1861-1865 ǂv Fiction.

> note   You may use the OCLC macro functionality to generate a 43 tag. Tools – Macro – Manage –

| note | Generate 043 – Run. |

082 04 641.5 ǂ2 23

- DDC call number. Apply one in a full-level record. Use WebDewey. You can also access WebDewey through the Tools menu in the Connexion Client.

Access Points for Creators, 1xx fields (RDA 6.27.1.2)

Works created by persons, families, or corporate bodies

100 1_ Personal name
100 3_ Family*
110 2_ or 1 Corporate body
111 2_ Conference, meeting, event

Access Points for Personal Names (RDA 9.2)

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100 1_ Morrison, Tony.
100 1_ Walker, Alice, ǂd 1944-
100 0_ John Paul ǂb II, ǂc Pope, ǂd 1912-1978.
100 1_ King, Martin Luther, ǂc Jr., ǂd 1929-1968.
100 1_ Salinger, J. D. ǂq (Jerome David), ǂd 1919-2010.

If a resource has a creator, make sure you search the OCLC authority file to see if a matching name authority record (NAR) for the creator exists. If there is, use it. If not, transcribe the creator's name in 100 field as a place holder, and then send The PINES Cataloging Specialist all information about the creator from the resource, creator's Webpages and other reliable online resources, and/or from a local creators themselves.

Choice of a preferred name: If varied forms of the name exist, one with or without middle initials, or fuller form of middle or first names, for example, the preferred name should be one following the book's title either on title page or cover if there is no title page.

Information needed to create a NAR for a creator:

- The DOB is the most desirable information if available
- Birthplace, places of residence
- Occupation

Access Points for Corporate Bodies (RDA 8.1.2, 19.2.1.1.1)

Corporate bodies as creators

A corporate body can be a creator, if the content of its work falls into the following categories (outlined below are some key points; for more detail, check the RDA rule).

- Works of an administrative nature.
- Works that record the collective thought of the body (reports of commissions, committees, etc.).
- Works that record hearings conducted by legislative, judicial, governmental, and other corporate bodies.
- Works that report the collective activity of conference, expedition, an event, exhibition).
- Works that result from the collective activity of a performing group.
- Cartographic works.
- Legal works.
- Named individual works of art by two or more artists acting as a corporate body.

If no NAR exists in OCLC for the corporate body, transcribe it in 110 as a place holder in your bib record and then send all information about it to the PINES Cataloging Specialist: location, date started, any other variant name, major activities, Web page, etc.

Examples:

110 1_ Georgia. ‡b Department of Audits and Accounts.
110 2_ Microsoft Corporation.

Access Points for Family Names (RDA 8.1.2; 10.10.1.1)

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When constructing an authorized access point to represent a family, use the preferred name for the family (RDA 10.2.2).

100 3_ Wray (Family : ‡g Wray, Mary), ‡e compiler.
245 14 The Mary Wray family recipe book / ‡c compiled by the Mary Wary family.

If no NAR exists in OCLC for the family name, create a placeholder 100 _3 in the record in the form:
100 3_ Last name of the family (Family)
Example: 100 3_ Branson (Family)

For creation of a NAR, send the PINES Cataloging Specialist as much of the following family information as possible:

- Surname of the family.
- Date associated with the family.
- Place(s) associated with the family.

  - Prominent member(s) of the family.

Relationship Designators

Relationship designators identify the relationship between a resource and associated agents. They provide specific information about the character of the relationship and as many can be used as needed to fully describe that relationship. They are optional, but strongly encouraged. PINES local policies recommend their addition.

Examples:

100 1_ Doodler, Todd H., ‡e author, ‡e illustrator.
100 1_ Green, Katie ‡c (Illustrator), ‡e artist, ‡e author.
100 1_ Hitchman, Virginia, ‡e author, ‡e interviewer, ‡e translator, ‡e compiler, ‡e editor.

Common relationship designators for books format:

, ‡e author.
, ‡e illustrator.
, ‡e editor.
, ‡e compiler.
, ‡e translator.
, ‡e photographer.

See RDA Appendix I for a more complete list.
For more information, see the PCC Training Manual for Applying Relationship Designators in Bibliographic Records.

Access Points for Compilation - one agent (RDA 6.2.2.10.3)

Collection of works by the same agent

100 1_ Dickens, Charles, ‡d 1812-1870, ‡e author.
245 10 Dickens' new stories.
505 00 ‡t Hard times – ‡t Pictures from Italy – ‡t The tale of two cities.
700 12 Dickens, Charles, ‡d 1812-1870. ‡t Hard times.
700 12 Dickens, Charles, ‡d 1812-1870. ‡t Pictures from Italy.
700 12 Dickens, Charles, ‡d 1812-1870. ‡t Tale of two cities.

> Drop all articles from the original titles when coding ‡t in an analytical tracing or ‡a for 740 (uncontrolled related/analytical title).

The main title (245 field) is: 245 14 The great Gatsby.
Code analytical access point as:
700 12 Fitzgerald, F. Scott ‡q (Francis Scott), ‡d 1896-1940. ‡t Great Gatsby.

Code 740 02 as:

740 02 Hard times.
740 02 Pictures from Italy.
740 02 Tales of two cities.

> note   Relationship designators (‡e relator term) are not added for 700 12 tracing.

Access Points for Collaboration (RDA 6.27.1.3, 19.2.1.1)

Collaborative work with multiple agents

RDA 6.27.1.3: If one principal name (person, corporate body, family) responsible for the work is indicated, make an access point for this named person/group. If a principal name is not indicated, as is in the example below, the first-named creator is considered the principal creator of the work.

Creating access points for other creators/agents is optional but you should provide them for those who have different responsibilities.

Title page:

> Managing bird damage to fruit and other horticultural crops by John Tracey, Mary Bomford, Quentin Hart, Glen Saunders, Ron Sinclair.

Transcription:
100 1_ Tracey, John, ‡e author. **(CORE ELEMENT)**

Optional for others:

700 1_ Bomford, Mary, ‡e author.
700 1_ Hart, Quentin, ‡e author.
700 1_ Saunders, Glen, ‡e author.
700 1_ Sinclair, Ron, ‡e author.

Compilation with multiple agents (RDA 6.27.1.4)

Work or works by multiple agents with a collective title

For a compilation of works by multiple agents with a collective title, record the collective title in the 245 and omit a 1xx field.

Example :

Introduction to Greek Philosophy / Frank Robinson, Edith Bieber, and Ronald Carl. Toronto Socratic Publishing.

Table of Contents:

The authorized access point is the preferred title and analytical authorized access points can be provided for each agent:

245 00 Introduction to Greek philosophy
700 12 Robins, Frank. ǂt Three ages.
700 12 Bieber, Edith. ǂt Plato and Socrates.
700 12 Carl, Ronald. ǂt Modern influence.

Work or works by multiple agents without a collective title

Example:

245 00 In praise of older women / ǂ c Stephen Vizinczey. Feramontiv / Desmond Cory. The graveyard shift / Harry Patterson.

700 12 Vizinczey, Stephen, ǂc 1933- ǂt In praise of older women.
700 12 Cory, Desmond, ǂd 1928- ǂt Feramontiv.
700 12 Patterson, Harry, 1929- ǂt Graveyard shift.

As an alternative, RDA 6.2.2.11.2 and 2.3.2.11 allow you to devise a collective title. For example, you might devise a collective title if more title/agent entries exist than can be easily handled in a 245.

Make a note to indicate the source of a title proper (RDA 2.17.2.3).

Access points for adapters, etc. (RDA 6.27.1.5)

Adaptations and revisions

You may have to make a judgment call to determine if: </wrap>

The resource in hand is a new work derived from another work?

Or

Is it simply a revision of an existing work?

If the resource is considered a new work, use the adapter as preferred name access point in 100 field.

> If an adaptation or revision of an existing work substantially changes the nature and content of that work, treat the adaptation or revision as a new work. Making an author-added entry for the original creator is optional.

Preferred Title: 240 field (RDA 6.2.2, 6.11)

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Preferred title for Expression

100 1_ Stendhal, ‡d 1783-1842
240 10 Rouge et le noir. ‡l English (<fc #87ceeb>**CORE ELEMENT**</fc>)
245 14 The red and the black

If original author/title information is available

> Code 100/240 fields for a translation if the original title and author are known. Code in subfield ‡l the language in which it is translated, the same language as it appears in 245 title field. Language of an expression is an RDA **<fc #87ceeb>CORE ELEMENT</fc>**.

Title (RDA 2.3)

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"A word, character, or group of words and/or characters that names a resource or a work contained in it" (RDA 2.3.1.1).

More than one title can be associated with the resource. Multiple titles can be found in:

- Sources of information (title page, title frame; caption title, running title; cover, spine; title bar)
- On a jacket, sleeve, container, etc.
- In material accompanying it.
- Through reference sources
- Through assignment by a registration agency (for example, key title)
- By an agency preparing a description of it (For example, a translation by the cataloger).

245 Title field: 1st indicator (Title added entry: MARC coding)

If a 1xx field is present, the indicator is coded 1 and a title access point is made.

If a 1xx field is not present, the indicator is coded 0 and a title access point is not made.

245 Title field: 2nd Indicator (Nonfiling characters: MARC coding)

Indicator is coded with 0-9 for the number of nonfiling characters to be skipped in indexing or filing.

0 is used when the title does not begin with an article an means no characters are skipped.

Diacritical marks or special characters at the beginning of a title field that does not begin with an initial article are not counted as nonfiling characters.

1-9 is used when a Title begins with a definite or indefinite article that is skipped in sorting and filing.

Include in the count any diacritical mark, space, or mark of punctuation related to the article and any space or mark of punctuation preceding the first filing character after the initial article.

This rule also applies to foreign languages that have definite or indefinite articles.

Examples:

245 10 Hamlet.
245 10 "Who is afraid of Virginia Woolf?"
245 12 A good man is hard to find.
245 13 An eye toward perfection.
245 14 The trial.
245 15 "The definitive answer"…
245 15 The "winter mind"
246 16 –the serpent–snapping eye.
245 17 The … annual report to the Governor.

245 ‡a Title proper (RDA 1.3, 2.3.2, 2.3.4, 2.4.2)

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A principal name of a manifestation, normally used when naming the manifestation.

Examples:

Title page: The Big Book of Colours, Smells & Tastes.
245 _4 The big book of colours, smells & tastes

An alternative title is treated as part of the title proper (RDA 2.3.2.1)

Title page: Moby Dick or The Whale
245 _0 Moby Dick, or, The Whale

Preferred source of information (RDA 2.2.2.2)

- "Take a title proper from the preferred source of information specified at RDA 2.2.2, 2.2.3".

- "If there is no title provided within the manifestation itself, take a title proper from one of the sources specified at RDA 2.2.4".

- "Make a note on the source of a title proper, if required (see RDA 2.17.2.3)".