

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
- ‡ = subfield delimiter
- Subfield a (‡a) 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 : Ꞥb The Backwaters Press, Ꞥc [2016]

On resource: ©2016

Transcribe as: 264 _4 Ꞥc ©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 Ꞥc ©2016

On resource: 978-0-8125-1528-2

Record as: 020 Ꞥa9780812515282

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 / Ꞥc 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 / Ꞥc Jean de Brunhoff ; translated into English by Scott Fontenot & Denise St. Pierre.

Punctuation (RDA 1.7.3)

Add punctuation if necessary for clarity.

On resource title page:

Aristotle Onassis

by

Nicholas Fraser

Frank Smith

Simon Lemon

Esther Ryde

edited by Joe Jackson

Record as: 245 10 Aristotle Onassis / Ꞥc 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 / Ꞥc
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 ... Ꞥc 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. Ꞥq (Jerome David), Ꞥd 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 Cemetary

or

245 00 Oak Hill Methodist Church Cemetary

246 1_ $\ddot{\text{t}}$ Title misspelled and should read: $\ddot{\text{a}}$ Oak Hill Methodist Church Cemetery



Remember to code $\ddot{\text{a}}$ 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



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 #b a

007 t #b b (coding for large print)

Resource Identifiers (0xx fields) (RDA 2.15)

Identifiers for a manifestation 010 890456389

010 2001236489

020 ISBN #q (pb, hc, etc. if more than one found)

020 #z for an invalid ISBN number

024 1_ 639277552693

024 3_ 2639267552982 (13 digit EAN number)



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

Other 0xx Fields

041 0_ eng #a spa (text in parallel languages of English & Spanish)

041 1_ spa #h eng (text is or contains a translation: English text (#h) 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 #x History #y Civil War, 1861-1865 #v Fiction.



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



Generate 043 – Run.

082 04 641.5 #2 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)

<fc #87ceeb>**CORE ELEMENT**</fc>

100 1_ Morrison, Tony.

100 1_ Walker, Alice, #d 1944-

100 0_ John Paul #b II, #c Pope, #d 1912-1978.

100 1_ King, Martin Luther, #c Jr., #d 1929-1968.

100 1_ Salinger, J. D. #q (Jerome David), #d 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)

<fc #87ceeb>CORE ELEMENT</fc>

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 Wray 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., Ꞥe author, Ꞥe illustrator.

100 1_ Green, Katie Ꞥc (Illustrator), Ꞥe artist, Ꞥe author.

100 1_ Hitchman, Virginia, Ꞥe author, Ꞥe interviewer, Ꞥe translator, Ꞥe compiler, Ꞥe editor.

Common relationship designators for books format:

, Ꞥe author.

, Ꞥe illustrator.

, Ꞥe editor.

, Ꞥe compiler.

, Ꞥe translator.

, Ꞥe 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, Ꞥd 1812-1870, Ꞥe author.

245 10 Dickens' new stories.

505 00 Ꞥt Hard times - Ꞥt Pictures from Italy - Ꞥt The tale of two cities.

700 12 Dickens, Charles, Ꞥd 1812-1870. Ꞥt Hard times.

700 12 Dickens, Charles, Ꞥd 1812-1870. Ꞥt Pictures from Italy.

700 12 Dickens, Charles, Ꞥd 1812-1870. Ꞥt Tale of two cities.

Drop all articles from the original titles when coding Ꞥt in an analytical tracing or Ꞥa 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 Ꞥq (Francis Scott), Ꞥd 1896-1940. Ꞥt Great Gatsby.

Code 740 02 as:

740 02 Hard times.

740 02 Pictures from Italy.

740 02 Tales of two cities.



Relationship designators (≠ 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, ≠ author. <fc #87ceeb>**(CORE ELEMENT)**</fc>

Optional for others:

700 1_ Bomford, Mary, ≠ author.

700 1_ Hart, Quentin, ≠ author.

700 1_ Saunders, Glen, ≠ author.

700 1_ Sinclair, Ron, ≠ 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:

Preface June DiAngelo
 The Three Ages Frank Robinson
 Plato and Socrates Edith Bieber
 Modern Influence Ronald Carl
 Conclusion Hans Schmit

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. ‡t Three ages.
 700 12 Bieber, Edith. ‡t Plato and Socrates.
 700 12 Carl, Ronald. ‡t Modern influence.

Work or works by multiple agents without a collective title

Example:

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

700 12 Vizinczey, Stephen, ‡c 1933- ‡t In praise of older women.
 700 12 Cory, Desmond, ‡d 1928- ‡t Feramontiv.
 700 12 Patterson, Harry, 1929- ‡t 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)

<fc #87ceeb>**CORE ELEMENT**</fc>

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)

<fc #87ceeb>**CORE ELEMENT**</fc>

“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 and 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)

<fc #87ceeb>**CORE ELEMENT**</fc>

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

Omission of Introductory Words, etc. (2.3.1.6)

Do not transcribe words that serve as an introduction and are not intended to be part of the title.

Example:

On resource: Disney presents Sleeping Beauty

245 00 Sleeping Beauty.

Preferred source of information (RDA 2.3.2.2)

- The title proper should be taken from the preferred source of information as specified in RDA 2.2.2 and 2.2.3.
- If the manifestation does not include a title proper, take it from a source specified in RDA 2.2.4.
- If required (see RDA 2.17.2.3), make a note defining the source.

Other elements recorded as part of the title proper: Titles of Parts, Sections, and Supplements (RDA 2.3.1.7)

"If the title of the part, section, or supplement has a numeric and/or alphabetic designation, record (in this order):

a) the common title

b) the designation of the part, section or supplement

c) the title of the part, section, or supplement" (RDA 2.3.1.7)

Examples:

245 04 The new encyclopedia of Southern culture. #n Volume 10, #p Law & politics

245 00 Multicultural America. #n Volume 1 : #b a multimedia encyclopedia

Supplied or devised title (RDA 2.2.4, 2.3.2.10, 2.34)

As a <fc #87ceeb>**CORE ELEMENT**</fc> in RDA, a title proper must be recorded. If no title appears on the resource in the preferred source of information (RDA 2.2.2, 2.2.3), either find a title from the resource in specified sources (RDA 2.2.4), or devise a title. In either case, enclose the supplied title in square brackets and add a note in a 500 field to indicate the source of the title.

Examples:

245 00 [Multicultural America].

500 Title supplied from (publisher's) website.

245 00 [Southern recipes].

500 Title supplied by cataloger.

Other Title Information: 245 field, ¶b (RDA 2.3.4)

<fc #87ceeb>**LC-PCC PS CORE ELEMENT**</fc>

"A word, character, or group of words and/or characters that appears in conjunction with, and is subordinate to, the title proper of a resource". (RDA 2.3.4)

Other title information present on the resource and recorded or transcribed in 245 ¶b is not an RDA core element but is a Library of Congress-Program for Cooperative Cataloging Policy Statements (LC-PCC PS) core element. PINES follows LC-PCC PS.

Examples:

245 10 Nostromo : ¶b a tale of the seaboard

245 14 The crime busters : ¶b the FBE, Scotland Yard, Interpol : the story of criminal detection



245 ¶b is not repeatable. If there are two subtitles, use one ¶b for both subtitles and precede the 2nd subtitle with a colon and a space.

Parallel Title Proper : 245 field, ¶b (RDA 2.3.3)

<fc #87ceeb>**LC-PCC PS CORE ELEMENT**</fc>

A parallel title proper is a title proper in another language and/or script.

If a parallel title proper is taken from a different source than the title proper, and that fact is considered important for identification, make a note on the source

Example:

245 14 The red and the black = ¶b Le rouge et le noir

246 1 ¶i Parallel title on page 3 in Preface : ¶a Le rouge et le noir

Variant Titles: 246 fields (RDA 2.3.6)

"A title associated with a resource that differs from a title recorded as a title proper, a parallel title proper, an other title information, a parallel other title information, an earlier title proper, a later title proper, a key title, or an abbreviated title." (RDA 2.3.6)

Examples:

245 10 Moby Dick, or, The whale.
246 30 Whale

245 10 Jane Austen's pride and prejudice
246 30 Pride and prejudice

If any sign/mark/symbol (for example, &) is within the first five key word of a title proper, spell it out in a 246 title added entry.

Examples:

245 10 Father & son.
246 3_ Father and son

245 00 3 little pigs.
246 3_ Three little pigs

Variant titles are not core elements, so tracing of them is optional; add as needed:

246 30 alternative titles or partial title
246 3_ Cataloger revised titles
246 14 Cover title
246 17 Running title
246 18 Spine title
246 1 ‡i At head of title: ‡a
246 1 ‡i Also known as: ‡a ...



Drop all initial articles when adding titles in 246 fields and end them without periods.

You can also use a 500 note for an added title information: 500 At head of title:

For a more complete 246 title list, see [OCLC Bibliographic Formats and Standards: 246 Varying Form of Title](#)

Statement of Responsibility : 245 field, ‡c (RDA 2.4)

<fc #87ceeb>**CORE ELEMENT**</fc>

“A statement relating to the identification and/or function of any agents responsible for the creation of, or contributing to the realization of, the intellectual or artistic content of a resource.” RDA 2.4

Examples:**On resource:**

Don't Worry, Make Money Richard Carlson, PH.D.

Record as:

245 _0 Don't worry, make money / Ꞥc Richard Carlson.

On resource:

The portable North American Indian Reader
Edited and with an introduction by Frederick W. Turner III.

Record as:

245 _4 The portable North American Indian reader / Ꞥc edited and with an introduction by Frederick W. Turner III.

On resource:

FUNDAMENTALS OF DATA STRUCTURES IN PASCAL
Ellis Horwitz
Sartaj Shni

Record as:

245 _0 Fundamentals of data structures in PASCAL / Ꞥc Ellis Horwitz, Sartaj Sahni.

Statement naming more than one agent: 245 field, Ꞥc (RDA 2.4.1.5)

“Record a statement of responsibility naming more than one agent as a single statement whether those agents perform the same function or different functions”. – RDA 2.4.1.5

“If a single statement of responsibility names more than three agents performing the same function (or with the same degree of responsibility), omit any but the first of each group of such agents. Indicate the omission by summarizing what has been omitted in a language and script preferred by the agency preparing the description. Indicate that the summary was taken from a source outside the manifestation itself” – RDA 2.4.1.5

On resource:

ARISTOTLE ONASSIS

by
Nicholas Fraser
Frank Smith
Simon Lemon
Esther Ryde
edited by Joe Jackson

Options for transcription:

- ꞑc by Nicholas Fraser, Frank Smith, Simon Lemon, Esther Ryde ; edited by Joe Jackson.
- ꞑc by Nicholas Fraser [and three others] ; edited by Joe Jackson.
- ꞑc by Nicholas Fraser, Frank Smith [and two others] ...

Clarification of role 245 field, ꞑc (RDA 2.4.1.7)

If the role of an agent is not clear, add a short phrase for clarification.

On resource:

SHAKING THE PUMPKIN: TRADITIONAL POETRY OF THE INDIAN NORTH AMERICAS
JEROME ROTHENBERG

Record as:

245_0 Shaking the pumpkin : ꞑb traditional poetry of the Indian North Americas / ꞑc edited with commentaries by Jerome Rothenberg.



Use brackets on [edited with the commentaries by] if information is taken from an outside source.

Edition Statement: 250 field (RDA 2.5.1.4)

<fc #87ceeb>**CORE ELEMENT**</fc>

Transcribe any edition statement as it appears on the source.

On resource: Second edition.

Record as: 250 Second edition.

On resource: 2nd ed.

Record as: 250 2nd ed. (not 2nd ed<fc #ff0000>..**</fc>)**

Optional addition:

“If a manifestation lacks an edition statement but is known to contain significant changes from other editions, supply an edition statement, if considered important for identification or access. Indicate that the information was taken from a source outside the manifestation itself” RDA 2.5.1.4.

Example: 250 [Hand-coloured and corrected edition].



Bracket an edition statement, if this information is taken from outside the resource.



If an edition statement appears only in the CIP data block, you may transcribe it and enclose it in brackets.



The 250 field is used to code formal version/edition statements only; put other types of edition related notes in a 500 field.

Publication Statement (RDA 2.8)

<fc #87ceeb>**CORE ELEMENT**</fc>

“A statement identifying the place or places of publication, publisher or publishers, and date or dates of publication of a resource. Publication statements include statements relating to the publication, release, or issuing of a manifestation. Consider all online resources to be published. For early printed resources, distribution and manufacture statements relating to booksellers and printers may be treated as publication statements” RDA 2.8.1.1.

For statements relating to the production of manifestations in an unpublished form, see RDA 2.7.

Place of Publication: 264 field, ‡a (RDA 2.8.2)

<fc #87ceeb>**CORE ELEMENT**</fc>

“Include both the local place name (city, town, etc.) and the name of the larger jurisdiction or jurisdictions (state, province, etc., and/or country) if present on the source of information” – RDA 2.8.2.3.

On resource: Vancouver, British Columbia

Record as: 264 _1 Vanouver, British Columbia

If more than one place of publication appears on the source of information, only the first recorded is required. However, you can add the additional places in the same 264 in a repeated ‡a.

Example:

264 _1 New York ; Ꞥa London ;

Optional addition:

Larger jurisdiction may be added in brackets if it is thought to be important for identification, for example, when more than one place has the same name.

264 _1 Dublin, [Ireland]

264 _1 Dublin, [Ohio]

Place of Publication not identified: 264 field, Ꞥa (RDA 2.8.2.6)

If a place of publication is not identified in the manifestation, supply a place of publication or probable place of publication if it can be determined. Apply the instructions in this order of preference:

a) known place (RDA 2.8.2.6.1)

Example: 264 _1 [New York] (Fixed Field: Ctry nyu)

b) probable place (RDA 2.8.2.6.2)

Example: 264 _1 [Between, Georgia?] Fixed Field: Ctry gau

c) known country, state, province, etc. (RDA 2.8.2.6.3)

Example: 264 _1 [United States] Fixed Field: Ctry xxu

d) probable country, state, province, etc. (RDA 2.8.2.6.4)

Example: 264 _1 [United States?] Fixed Field: Ctry xxu

e) unknown place (RDA 2.8.2.6.5).

264 _1 [Place of publication not identified] (Fixed Field: Ctry xx)

Publishers : 264 field, Ꞥb (RDA 2.8.4)

<fc #87ceeb>**CORE ELEMENT**</fc>

“A name of an agent responsible for publishing, releasing, or issuing a resource. A publisher’s name may be represented by a characterizing word or phrase” RDA 2.8.4.1

On resource: Copyright ©1998 by Maple House Publishing

Record as: 264 _1 : Ꞥb Maple House Publishing,

On resource: Golden Books, an imprint of Random House Children’s Books

Record as: 264 _1 : Ꞥb Golden Books, an imprint of Random House Children’s Books,

More than one publisher: (RDA 28.4.5) “If more than one agent is named as a publisher of the manifestation, record the publishers’ names in the order indicated by the sequence, layout, or typography of the names on the source of information” – RDA 28.4.5.

Munchen, Germany : ‡b C.H. Beck ; ‡a Oxford, United Kingdom : ‡b Hart ; ‡a Baden-Baden, Germany : ‡b Nomos ; ‡a Basel, Switzerland : ‡b Helbing Lichtenhahn,

Probable publisher:

246 _ 1 ‡b [Maple House Publishing?]

No publisher identified: 246 _ 1 ‡b [publisher not identified]

RDA 2.8.4.3 includes an optional instruction to “Omit levels in a corporate hierarchy that are not required to identify the publisher.” The LC-PCC PS for this rule instructs catalogers to follow the base rule, not the option, which results in excessive 264 ‡b statements such as “Golden Books, an imprint of Random House Children’s Books, a division of Random House, Inc.”

PINES has decided to omit additional information not needed to identify the publisher.

Producers/Distributors/Manufacturers: 264 field, ‡b (RDA 2.7, 2.9,2.10)

Producer:

264 _ 0 : ‡b name of producer

Distributor:

264 _ 2 : ‡b Hippocrene Books (distributor),

264 _ 1 : ‡b Harrow and Heston : ‡b distributed by Hippocrene Books,

Manufacturer:

On resource:

Dire Printing Sh. Co

Record as:

264 _ 1 : ‡b [publisher not identified],

264 _ 3 : ‡b Dire Printing Sh. Co.

Or with just a 264 _ 3 field:

264 _ 3 : ‡b Dire Printing Sh. Co.,

Dates (RDA 2.7.6, 2.8.6, 2.9.6, 2.10.6, 2.11)

<fc #87ceeb>**CORE ELEMENT**</fc>

Publication date: “A date associated with the publication, release, or issuing of a resource” – RDA 2.8.6.1.

Copyright date: “A date associated with a claim of protection under copyright or a similar regime. Copyright dates include phonogram dates, that is, dates associated with claims of protection for audio recordings” – RDA 2.11.1.1

Production date: “A date associated with the inscription, fabrication, construction, etc., of a resource in an unpublished form” – RDA 2.7.6.1.

Distribution date: “A date associated with the distribution of a resource in a published form” – RDA 2.9.6.1.

Manufacture date: “A date associated with the printing, duplicating, casting, etc., of a resource in a published form” – RDA 2.10.6.1.

Code all dates in MARC field 264, ‡c

Code OCLC fixed fields DtSt (MARC 008/06) using appropriate codes and Dates (MARC 008/07-14)

Publication and Copyright Dates (RDA 2.8.6)

On resource:

A book of travelers' tales

This Picador edition published in 1986 by Pan Books Ltd in Cavaye Place, London.

Code as:

264 _1 London : ‡b Pan Books Ltd, ‡c 1986.

OCLC Fixed Field DtSt: s Dates: 1986

Publication Date inferred from a copyright date: (RDA 2.8.6.6, LC-PCC PS)

If an item has a copyright date but lacks a publication date, “[s]upply a date of publication that corresponds to the copyright date, in square brackets” – RDA 2.8.6.6, LC-PCC PS.

PINES local practice: if a publication date is inferred from a copyright date, place the date in brackets for 264 _1 and record the copyright date in 264 _4:

264 _1 New York : ‡b New Directions, ‡c [2013]

264 _4 ‡c ©2013



Notice that the 264 _4 copyright date field does not end with a period

OCLC Fixed Field DtSt: s Dates: 2013

Publication Date that Differs from Copyright Date (RDA 2.8.6.6)

On resource:

THE GLASS MENAGERIE

by Tennessee Williams

New York

New Directions

2011

©1989

Code as:

264 _1 New York : ‡b New Directions, ‡c 2011.

264 _4 ‡c ©1989

OCLC Fixed Field DtSt: t Dates: 2011, 1989.

Date of Publication Not Identified in a Single-Part Manifestation (RDA 2.8.6.6, LC-PCC PS 2.)

If the copyright date is the year following the year in which the publication is received, supply a date of publication that corresponds to the copyright date.

Example:

Date of publication not given.

Title page verso ©2009

Item received in 2008

Code as:

264 _1 New York : ‡b Lifetime Library, ‡c [2009]

264 _4 Ꞥ ©2009

OCLC Fixed Field DtSt: t Dates: 2009, 2009



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