

# PINES local RDA Guidelines for Core Elements in Original Cataloging

Since RDA provides options in certain areas of descriptive cataloging, the PINES Cataloging Subcommittee has approved the following practices as PINES local guidelines. Decisions on options are subject to change as best practices continue to emerge. If there is a conflict between a RDA rule and a LC-PCC-PS, we generally follow the latter's practice.

Some resource examples are from "Georgia Original Cataloging Exercises" prepared by the DLC trainers at GA RDA summits, 2015.

## **Capitalization (RDA 1.7.2) : Follow RDA Appendix A.**

PINES catalogers will follow AACR2 practice for capitalization. For example, in transcribing the title in Resource B: BARBAR THE KING, use lower case:

Instead of:

245 \$a BABAR THE KING / \$c Jean de Brunhoff ; translated into English by Scott Fontenot & Denise St. Pierre (Yes-dlc).

Transcribe as:

245\$a Babar the King / \$c Jean de Brunhoff ; translated into English by Scott Fontenot & Denise St. Pierre (PINES practice—lower case title proper except for proper nouns).

## **Diacritical Marks (RDA 1.7.4)**

If diacritical marks do not appear the resource, applying them is optional:

For example:

Source of information reads: LES MISERABLES

Transcribe as: Les misérables

## **A special case in Punctuations (RDA D. 1.2.1)**

Do not manually input double punctuation if a field requiring a period happens to end in an abbreviation.

On resource: Third ed.

Record as Third ed. not Third ed..

See **RDA 1.7.3** for guidance on punctuation in transcribed elements.

## **007 for Audio-visual resources and accompanying materials (in 300 subfield Ꞥe)**

Although RDA has 33xs to bring out characteristics of AV resources, 007 fields are still coded. We will therefore continue to add as many 007s as applicable in cataloging AV resources (see my AV RDA training ppt. files).

### **Illustrators of children's books (RDA 7.15, 7.17)**

Follow LC practice: LC-PCC 18.5.1.3 and I.3.1.

LC practice: Provide an authorized access point in the bibliographic record for an illustrator in all cases of resources intended for children. Give the RDA appendix I designator "illustrator" in MARC 700 subfield \$e.

### **Compilations—provide optional name/title access points**

(see three examples of resource description AT END OF PAGE)

#### **a) A&B by one author:**

Compilation A: A compilation of 12 short stories  
Compilation B: Jane Austen's *Pride and Prejudice*, *Sense and Sensibility*, and *Emma*.

Analytical tracing of the titles (from 2nd on) by the same author is optional. Remember always to trace the first title, as it is a LC core element. We follow all RDA or LC-PCC defined core elements.

#### **b) Compilation by different authors:**

In this case, even before RDA, catalogers are encouraged to trace well known titles/authors, especially if their authors/titles have long established access points in the authority records. For instance, if there is a collection that contains some of the best known short stories by William Faulkner, Ernest Hemingway, Flannery O'Connor, etc., we should trace as many as we have time to do so.

### **1xx/7xx Relationship designators for name access points:**

Add all \$e relator terms as applicable; consult RDA approved terms in Appendix I (See <https://access.rdatoolkit.org/>).

### **245 titles, Statement of Responsibility (SOR), etc. (RDA 2.4)**

Transcribing 245 field (based on Resource A: see detail on the last page).

Describe what we see?

245 \$a An illustrated history of Virginia: \$b from colony to statehood / \$c written by David W. Reser, Ph. D., and Kay Guiles, M.A. ; pictures by Jane and Frank Williamson

OR drop Ph. D. and M.A. as in AACR2?

245 \$a An illustrated history of Virginia: \$b from colony to statehood / \$c written by David W. Reser and Kay Guiles ; pictures by Jane and Frank Williamson.

Under normal circumstances, drop all the titles, degrees, etc, that accompany authors' names.

## **245 Statement of Responsibility (SOR), more than three creators (LC-PCC PS 2.4.1.5)**

Follow LC Policy Statement 2.4.1.5 Option: LC practice for Optional omission: **Generally do not omit names in a statement of responsibility.** (see <https://access.rdatoolkit.org/> Resources tab.)

## **245 parallel titles (RDA 2.3.3)**

In AACR2, catalogers only coded 245 = \$b when parallel title appears on title pages; RDA has the optional of tracing a parallel title as is found anywhere in a resource. PINES catalogers follow RDA practice.

## **Recording Publishers' Names (RDA 2.8.1.4) Publishers: Corporate hierarchy in RDA publication statements**

RDA 2.8.1.4 includes an optional instruction to “Omit levels in a corporate hierarchy that are not required to identify the publisher.” The LC-PCC-PS for that rule instructs catalogers to follow the base rule, not the option, which can result in excessive 264 \$b statements such as “Golden Books, an imprint of Random House Children's Books, a division of Random House, Inc.”

Catalogers are encouraged to provide sufficient information that better identifies a publisher. Golden Books, an imprint of Random House Children's Books” but that is not excessive.

## **264 Publication, copyright, etc. dates (RDA 2.8.2)**

### **Recording dates and copyright dates**

In RDA, the copyright date is a separate element, as are dates of production, of publication, of distribution, of manufacture. The copyright date is a core element if neither the date of publication nor the date of distribution is identified.

### **Recording Copyright Dates (RDA 2.11.1.3)**

Record copyright dates applying the general guidelines on numbers expressed as numerals or as words given under RDA 1.8. Precede the date by the copyright symbol (©) or the phonogram symbol (℗), or by copyright or phonogram if the appropriate symbol cannot be reproduced.

### **Publication dates**

Record dates using Arabic numbers. For example: London : Children's Stories Press MMX Record as: 264 \_1 London : \$b Children's Stories Press, \$c 2010.

### **Copyright dates**

Although the current LC practice is to leave a 264 with just the copyright date out of a record, (264 \_4 [copyright date]), PINES catalogers will keep the field.

For example:

Publication date is inferred from a copyright date (no publication date found)

264 \_1 \$a Richard, VA : \$b The Colonial Press, \$c [2008] 264 \_4 \$c ©2008

Both publication and copyright dates are available.

264 \_1 \$c 2013. 264 \_4 \$c ©2013

### **Publication date not identified (RDA 2.8.6.6)**

Although \$c [date of publication not identified] is an RDA option, supply a probable date of publication if possible.

### **Pagination (RDA 3.4.5.3)**

#### **RDA 3.4.5. 3 Single Volume with Unnumbered Pages, Leaves, or Columns**

PINES catalogers will follow a) practice whenever possible:

- a) Record the exact number of pages, leaves, or columns, if readily ascertainable (e.g. 93 unnumbered pages).
- b) If the number is not readily ascertainable, record an estimated number of pages, leaves, or columns preceded by approximately (e.g. approximately 600 pages).
- c) 1 volume (unpaged). Note: many DLC RDA records still have 300 \$a 1 volume (unpaged); but DLC preference as communicated during training sessions with Georgia public library catalogers is choice a).

#### **Complicated or Irregular Paging, etc. (RDA 3.4.5.8) The three options are: (PINES catalogers follow a) or b) as much as possible.)**

- a) Record the total number of pages, leaves, or columns (excluding those that are blank or contain advertising or other inessential matter) followed by in various pagings, in various foliations, or in various numberings, as appropriate (e.g. 1000 pages in various pagings; 256 leaves in various foliations).
- b) Record the number of pages, leaves, or columns in the main sequences of the pagination and add the total number of the remaining variously numbered or unnumbered sequences (e.g. 560, 223 pages, 217 variously numbered pages).
- c) Record 1 volume (various pagings)

### **Measurement for AV materials (RDA 3.5)**

The RDA term for “sound disc” is “audio disc”, so PINES catalogers will use the new term. DVDs , Compact discs \$c 4 ¾ in.

RDA uses cm for dimensions for AV items; we will follow LC practice to continue to give disc dimensions in inches.

### **Extra 33Xs for \$e Accompanying materials (RDA 3.3, 3.2, 6.9)**

Add additional 33Xs for both DVD and CD materials if one or both types appear in \$e of 300. Field.

- a. Adding 33x for a DVD in ~~3~~e:

300 1 volume (unpaged) : †b color illustrations ; †c 25 x 29 cm. + †e 1 DVD (4 3/4 in.)

336 text †b txt †2 rdacontent

336 two-dimensional moving image †b tdi †2 rdacontent

337 unmediated †b n †2 rdamedia

337 video †b v †2 rdamedia

338 volume †b nc †2 rdacarrier

338 videodisc †b vd †2 rdacarrier

b. Adding 33x for a compact disc in †e: 300 1 volume (unpaged) : †b color illustrations ; †c 25 x 29 cm. + †e 1 CD (4 3/4 in.)

336 text †b txt †2 rdacontent

336 spoken word †b spw †2 rdacontent

337 unmediated †b n †2 rdamedia

337 audio †b s †2 rdamedia

338 volume †b nc †2 rdacarrier

338 audiodisc †b sd †2 rdacarrier

c. Generally, add accompanying booklet for an audio or video resource if it is deemed important and add pertinent 3xxs.

### Extra 33Xs for illustrative content

Add still image †b sti †2 rdacontent to most children's books, graphic novels, and any work that has a \$v Pictorial works ending a 6xx field.

**RDA 7.15.1.3.** We currently do not list number of certain illustrations, and we leave to catalogers on how to enter this information.

### New 34xs fields (340, 344, and 347) in AV cataloging

These are the newest group of MARC tags for coding RDA elements. Use 34X fields for sound, projection, video, and/or digital file characteristics in original cataloging when applicable, readily ascertainable, and considered important for access or identification. The 340 field is a description of the physical medium audio-visual and other items. At this time, PINES cataloger we follow the current standard and not add this tag if it repeats 300 †c information.

### To be or not to be? Repeating 300 \$b information in 344

Regarding the application of 344 field for recording sound characteristics of an audio resource, PINES catalogers will not follow Music Library Association' Cataloging and Metadata Committee recommendation to omit subfield \$b in 300 field when 344 field is coded in record.

300 1 audio disc : †b digital, CD audio ; †c 4 3/4 in.

Not the Music Library Association recommendation: 300 1 audio disc ; †c 4 3/4 in

336 performed music †b prm †2 rdacontent

337 audio †b s †2 rdacontent

338 audio disc †b sd †2 rdacontent\t 344 digital †b optical †g stereo †2 rda

## 490 \_1 or 490 \_0: whether to trace series statement (RDA 2.12, 2.12.9)

DLC stopped tracing new series many years ago by coding all series statements in 490 0. This is the only area the PINES does not follow LC practice. We still code legitimate series statements in a 490 1 coupled with a 8xx field.

## 500 “Compact disc” for an audio resource

RDA does not have this option for an AACR2 Program for Cooperative Cataloging (PCC) practice; but most PCC records still use it. PINES will continue to add this note.

## Examples for resource description

### Resource A:

An Illustrated History of Virginia  
from Colony to Statehood  
2nd Edition

Written by David W. Reser , Ph. D./ and Kay Guiles, M.A.  
Pictures by Jane and Frank Williamson

page opposite title page: The Colonial Press, Richmond, VA, Boston, MA title page verso: text copyright ©2008; other information: XXII, 300 pages; illustrations are in color; height = 28 cm

### Resource B:

Jean de Brunhoff  
BABAR THE KING

translated into English by Scott Fontenot & Denise St. Pierre

London  
Children's Stories Press  
MMX

title page verso information: originally published in French as Le Roi Babar; Distributed in North America by Great Books, Ltd., North Carolina, USA

## Compilations

### Compilation A

Chronicles of Avonlea  
L.M. Montgomery  
Boston

Page Company Publishers  
1912

other information: Chronicles of Avonlea was originally published in 1912....It is a compilation of twelve short stories, the first of which is called "The Hurrying of Ludovic."

### Compilation B:

Jane Austen

Pride and Prejudice  
Sense and sensibility  
Emma

London  
LSK Press, 2011

other information: compilation contains only three of Austen's novels. There are seven known novels by Jane Austen and 160 pieces of correspondence.

authorized access point for Jane Austen: Austen, Jane, 1775-1817.

Analytical authorize access point(s):

Austen, Jane, 1775-1817. Pride and prejudice  
Austen, Jane, 1775-1817. Sense and sensibility  
Austen, Jane, 1775-1817. Emma

Comment: the first analytic is a core element for LC (LC-PCC PS 25.1)

### Compilation C:

Introduction to Greek Philosophy  
Frank Robinson, Edith Bieber, and Ronald Carl  
Toronto  
Socratic Publishing  
2012

Table of Contents:

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

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