PINES Original Cataloging with RDA: Book Format: Introduction

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 document:

- _ = 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 : ǂb The Backwaters Press, ǂc [2016]

On resource: ©2016
Transcribe as: 264 _4 ǂc ©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 ǂc ©2016

On resource: 978-0-8125-1528-2
Record as: 020 ǂa9780812515282

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 / ǂc 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 / ǂc 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 / ‡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

AACR2	RDA
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
[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

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

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)

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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

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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)

CORE ELEMENT

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. ǂb Department of Audits and Accounts.
110 2_ Microsoft Corporation.

Access Points for Family Names (RDA 8.1.2; 10.10.1.1)

CORE ELEMENT

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 : ǂg Wray, Mary), ǂe compiler.
245 14 The Mary Wray family recipe book / ǂc 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.

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:

Preface .... June DiAngelo
The Three Ages ....Frank Robinson

Plato and Socrates ....Edith Bieber
Modern Influence ....Ronal 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.

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Preferred Title: 240 field (RDA 6.2.2, 6.11)

CORE ELEMENT

Preferred title for Expression

100 1_ Stendhal, ‡d 1783-1842
240 10 Rouge et le noir. ‡l English (**CORE ELEMENT**)
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 **CORE ELEMENT**.

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Title (RDA 2.3)

"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)

CORE ELEMENT

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 **CORE ELEMENT** 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)

LC-PCC PS CORE ELEMENT

"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)

LC-PCC PS CORE ELEMENT

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)

"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 / ‡c 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 / ‡c 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 / ‡c Ellis Horwitz, Sartaj Sahni.

Statement naming more than one agent: 245 field, ‡c (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:

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

Clarification of role 245 field, ‡c (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 : ‡b traditional poetry of the Indian North Americas / ‡c 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)

CORE ELEMENT

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**..**)

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)

CORE ELEMENT

"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)

CORE ELEMENT

"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 ; ‡a 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, ‡a (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, ‡b (RDA 2.8.4)

CORE ELEMENT

"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 : ‡b Maple House Publishing,

On resource: Golden Books, an imprint of Random House Children's Books
Record as: 264 _1 : ‡b 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/Distributers/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)

CORE ELEMENT

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.

Publication Date 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 ‡c ©2009
OCLC Fixed Field DtSt: t Dates: 2009, 2009

What is printed on the manifestation is more important than information from another source.

Publication Dates: Date of Related Manifestations (RDA 27.1)

Title page on Resource:

The COUNT OF MONTE CRISTO

Alexandre Dumas

Bantam books

Toronto New York

Verso of Title Page:

First Bantam edition
1990
Published by Bantam Books
Originally published by MJ Ivers in US, 1892.

Code as:

245 _4 The Count of Monte Cristo / ‡c Alexandre Dumas.
240 10 Comte de Monte-Cristo. ‡l English
250 First Bantam edition.
264 _1 Toronto ; ‡a New York : ‡b Bantam Books, ‡c 1990.
500 Originally published by MJ Ivers in US, 1892.

OCLC Fixed Field DtSt r Dates: 1990, 1892.

Multipart Monographs (RDA 2.7.6.5)

"If the first issue, part, or iteration of a multipart monograph … is available, record a date of production of that issue, part, or iteration, followed by a hyphen."

Example:

264 _1 Toronto ; ‡a New York : ‡b Bantam Books, ‡c 1990-
300 volume

> **OCLC Fixed Field coding for open dates**: Record the date of the first part/volume and leave the date open using 9999.

DtSt: m Dates: 1990,9999

After the last volume arrives, close the date with the date on the last copy.

264 _1 Toronto ; ‡a New York : ‡b Bantam Books, ‡c 1990-1998.
300 6 volume
DtSt m Dates: 1990, 1998.

Supplied Dates (RDA 1.9.2)

If a date does not appear or is unclear on the source of information, supply an approximate date of publication. Indicate the source if taken from somewhere other than the resource.

Actual known record as: [2003]
Either one of two consecutive years record as: [1971 or 1972]
Probable year record as: [2000?]
Probable range of years record as: [between 1970 and 1979?]
Earliest possible date know record as: [not before August, 2011]
Latest possible date known record as: [not after 1865]

Examples of coding:

264 _1 New York : ‡b Lifetime Library, ‡c [1960?]
DtSt: s Dates: 1960

264 _1 New York : ‡b Lifetime Library, ‡c [between 1970 and 1979]
DtSt: s Dates: 197u

264 _1 New York : ‡b Lifetime Library, ‡c [between 1800-1899]
DtSt: s Dates: 18uu

Example wording on resource:

"O.P. Mims, written on a dark, dreary, snowy day–December 2, 1974".

Code as:

264 _0 ‡c [not before December 1974]

DtSt: s Dates: 1974

Fictitious or incorrect dates (RDA 2.8.6.3)

"If the date as it appears in the resource is known to be fictitious or incorrect, make a note giving the actual date" – RDA 2.8.6.3.

Examples:

264 _1 Paris : ‡b Impr. Vincent, ‡c 1798.
500 Actually published in Brussels by Morens in 1883.

Date of Publication Not Identified (RDA 2.8.6.6)

Follow LC-PCC PS guidelines and try to supply a probable date. If a date can be supplied, indicate if from a different source. If no date can be supplied, then record as: [date of publication not identified].

264 _1 Atlanta, Ga. : ‡b [publisher not identified], ‡c [date of publication not identified]

Manufacture Date (RDA 2.10.6)

Date of manufacture (printing) in place of publication

"If an item lacking a publication date contains a copyright date and a date of manufacture and the year is the same for both, supply a date of publication that corresponds to that date, in square brackets, if it seems reasonable to assume that date is a likely publication date" – RDA 2.8.6.6 LC-PCC PS)

On Resource:

… Or you Can Let Him Go

Kathryn Seidick

Bantam

Toronto New York

First Bantam printing: April 1987

Code as:

264 1 Toronto [Ont.] : ‡a New York : ‡b Bantam, ‡c [1987]

DtSt: s Dates: 1987

Date of publication not given

Example:

t.p. verso ©1980, 1980 printing

If it is determined the printing company on a resource also publishes, you may treat it as a publisher.

Examples: 264 _ 1 : ‡b XX Printing, LLC, ‡c [2013]
or;
264 _ 1 : ‡b [publisher not identified], ‡c [2013]
264 _ 3 : ‡b Dire Printing Sh. Co.
or;

264 _ 3 : ‡b Dire Printing Sh. Co., ‡c September 2013. </wrap>

For all above examples:DtSt: s Dates: 2013

Manufacture date with Publication Date: (RDA 2.17.13)

On Resource:

MOCCASIN TRAIL

Eloise Jarvis McGraw

New York

Junior Literary Guild

Coward-McCann

1952

28th printing 1987

Code as:

264 _1 New York : ‡b Junior Literary Guild : ‡b Coward-McCann, ‡c 1952.
500 Description based on 28th printing, 1987.
DtSt: s Dates: 1952

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Coding publication dates: a summary

1. If there is a publication date found on the piece in hand (i.e. published in 2018), code your date as:
264 _1 , ǂc 2018.

2. If there is no publication date, and a copyright date is found on the piece (i.e. copyright or ©2018), infer a pub. date from it, and code your dates as:
264 _1 ǂc [2018]
264 _4 ǂc ©2018

3. If there is no publication date and no copyright date, look for a **first** printing date (i.e. May 2018 first printing), infer a publication date from the first printing date, and code your date as:
264 _1 ǂc [2018]

4. If there is no publication date, no copyright date, and no **first** printing date, infer a publication date from any printing date on the resource (i.e. May 2018 printing), code your date as:
246 _1 ǂc [2018?]

5. If there is no publication date, no copyright date, and no first printing date anywhere on the resource; but, on the last inside page of a book, there is a phrase similar to "Made in USA May 2018, Charleston, SC." This is likely the first printing (manufacture) date, and we code the publication date as in #3 above.

Physical Description: 300 field (RDA 3.0, 3.1)

The physical description of a manifestation describes the extent, dimensions, and other physical details in such a way that it can be distinguished from other manifestations with similar characteristics. The source of information for the description is the carrier or carriers or that on accompanying material or a container.

Extent: 300 ‡a (RDA 3.4.5, 3.4.5.9.1)

CORE ELEMENT

Examples:

300 xvii, 323 pages
300 167 pages
300 15, 321 pages
300 A-T pages (add note as necessary : 500 Pages numbered as words)
300 8 unnumbered pages, 277 pages, 3 unnumbered pages
300 approximately 300 leaves

> Leaf: "A unit of extent consisting of a single bound or fastened sheet as a subunit of a volume; each leaf consists of two pages, one on each side, either or both of which may be blank" – RDA Glossary.

300 323 pages, 18 unnumbered pages of plates
300 xiv, 145 pages, 10 leaves of plates

> Plate: "A leaf, usually containing illustrative content, that does not form part of either the preliminary or the main sequence of pages or leaves" – RDA Glossary.

Single Volume with Unnumbered Pages (RDA 3.4.5.3.1)

Three options for recording unnumbered pages, leaves, or columns:

1. If the pagination is readily ascertainable:

24 unnumbered pages

2. If the pagination is not readily ascertainable:

approximately 200 unnumbered pages

3. 1 volume (unpaged) (try to avoid this option if possible.)

PINES local RDA guidelines for recording unpaged books is to, if at all possible, count the pages and transcribe those numbers in the 300 field and to avoid using 1 volume (unpaged).

More Than One Volume (RDA 3.4.5.16)

Examples:

300 3 volumes 300 2 volumes in 1

An example for this usage is when two separate works are published in one volume: a manifestation containing *A Street car named desire* and *Glass menagerie*. The 245 field in this case would be: 245 10 Street car named desire ; ǂb The glass menagerie.

300 3 volumes (800 p.)

In this example, pages are numbered consecutively in each of 3 volumes as 1-201; 202-513; 514-800.

Continuously paged volumes (RDA 3.4.5.17)

"If the volumes are continuously paged, specify the number of pages, leaves, or columns in parentheses, following the term for the type of unit. Ignore separately paged sequences of preliminary matter in volumes other than the first" (RDA 3.4.5.17).

Example:

300 3 volumes (xi, 800 pages)

Individually Paged Volumes (RDA 3.4.5.18)

"If the volumes are individually paged, record the number of volumes and omit the pagination" (RDA 3.4.5.18).

Example:

300 2 volumes

Illustrative content: 300 field ‡b (RDA 7.15, 7.17)

"A presence of image content that accompanies the primary content of an expression Tables containing only words and/or numerical data are excluded" RDA Glossary.

LC-PCC PS **CORE ELEMENT**

"Illustrative content is a core element for LC for resources intended for children" LC-PCC PS.

"Record an illustrative content if considered important for identification or selection. Use one or more appropriate terms from the following list. Record the type of an illustrative content in place of or in addition to the general term *illustration* … Record the term in the singular or plural, as applicable" RDA 7.15.1.3

coat of arms
facsimile
form
genealogical table
graph
illumination
illustration
map
photograph (used for actually photographs only)
plan
portrait
sample

Examples:

300 45 pages : ‡b illustrations
300 345 pages : ‡b illustrations (some color)
300 145 pages : ‡b 8 color illustrations
300 240 pages : ‡b chiefly color illustrations
300 511 pages : ‡b illustrations, coat of arms, genealogical table, maps, portraits

Dimensions: 300 field ‡c (RDA 3.5)

"A measurement of a carrier or a container of a manifestation. Dimensions include measurements of height, width, depth, length, gauge, and diameter" RDA Glossary.

"Unless instructed otherwise, record dimensions in centimetres to the next whole centimetre up and use the metric symbol *cm* (e.g., if the height measures 17.2 centimetres, record 18 cm)" RDA 3.5.1.3.

"Punctuation - Field 300 may end in no punctuation, may end in a right parenthesis when the last element of the field is a parenthetical qualifier, or may end in a period when the last element is an abbreviation ("cm" and "mm" are not treated as abbreviations) or a 490 field is present in the record"

MARC 21 Bibliographic - Full

Examples:

300 ; ‡c 22 cm
300 ; ‡c 25 x 15 cm
300 ; ‡c 21 cm + ‡e 1 CD Rom, 1 booklet.
300 ; ‡c 22 cm. (followed by a series statement)
490 1_ Oprah's book club

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Describing Carriers (RDA 3)

Carrier: "A physical medium in which data, sound, images, etc., are stored. For certain types of manifestations, the carrier may consist of a storage medium sometimes encased in a plastic, metal, etc., housing that is an integral part of the manifestation." RDA Glossary.

Elements to describe carriers are those that allow a user to choose a manifestation they need in terms of the carrier's physical characteristics and the formatting and encoding of the information in the carrier. (RDA 3.0) The carrier description is based on the "evidence presented by the manifestation itself" or in any accompanying material or container. (RDA3.1.1)

The MARC fields 336, 337, and 338 are used to describe the carrier in a bibliographic record.

Example for books:

336 text ǂb txt ǂ2 rdacontent 337 unmediated ǂb n ǂ2 rdamedia 338 volume ǂb nc ǂ2 rdacarrier

The OCLC Connexion client has a macro that adds 3xx fields to bibliographic records. Under Tools – Macros, select Manage then click to expand at OCLC and then select Add 33x and click the Run button. Verify the types are correct and click on OK to accept and add them to the record.

Remember to add ǂb eng in the 040 tag before using this Macro.

Content type: 336 field (RDA 6.9)

CORE ELEMENT

Content type: " A categorization reflecting the fundamental form of communication in which the content is expressed and the human sense through which it is intended to be perceived. Content type also reflects the number of spatial dimensions and the presence or absence of movement in which content expressed in the form of an image or images is intended to be perceived" (RDA Glossary).

A prescribed list of terms is used to describe the content type (see RDA 6.9.1.3 or Term and Code List for RDA Content Types)

For most text resources the content type (336 field) is:

336 text ǂb txt ǂ2 rdacontent

For a resource that is heavily illustrated, such as children's books or those with a form subdivision in subject headings ǂv Pictorial works, add an additional 336:

336 text ǂb txt ǂ2 rdacontent
336 still image ǂb sti ǂ2 rdacontent

You can create constant data to add the 33x fields for illustrated resources. See further instructions at: Creation & Use of Constant Data in OCLC's WorldCat

Media Type: 337 Field (RDA 3.2)

CORE ELEMENT

Media type: "A categorization reflecting the general type of intermediation device required to view, play, run, etc., the content of a manifestation" RDA Glossary.

For book (text) resources use: (RDA 3.2.1.3).

unmediated

336 text ǂb txt ǂ2 rdacontent
337 unmediated ǂb n ǂ2 rdamedia

See Term and Code List for RDA Media Types for a full list.

Carrier type: 338 fields (RDA 3.3)

CORE ELEMENT

Carrier type: "A categorization reflecting the format of the storage medium and housing of a carrier in combination with the type of intermediation device required to view, play, run, etc., the content of a manifestation" RDA Glossary.

For text resources, the carrier type is:

336 text ǂb txt ǂ2 rdacontent 337 unmediated ǂb n ǂ2 rdamedia 338 volume ǂb nc ǂ2 rdacarrier

Describing Carriers: Accompanying materials

Add additional 33xs to describe carriers for accompanying material.

Example for audio materials accompanying a book:

300 48 pages : ǂb color illustrations ; ǂc 21 cm. + ǂe 1 audio disc (CD).

336 text ǂb txt ǂ2 rdacontent
336 still image ǂb sti ǂ2 rdacontent
336 spoken word ǂb spw ǂ2 rdacontent
337 unmediated ǂb n ǂ2 rdamedia
337 audio ǂb s ǂ2 rdamedia
338 volume ǂb nc ǂ2 rdacarrier
338 audio disc ǂb sd ǂ2 rdacarrier

Also add a 007 for the sound recording to the bibliographic record

.

Example for visual materials accompanying a book:

300 48 pages : ǂb colour illustrations ; ǂc 21 cm. + ǂe 1 DVD.

336 text ǂb txt ǂ2 rdacontent
336 still image ǂb sti ǂ2 rdacontent
336 two-dimensional moving image ǂb tdi ǂ2 rdacontent
337 unmediated ǂb n ǂ2 rdamedia
337 video ǂb v ǂ2 rdamedia
338 volume ǂb nc ǂ2 rdacarrier
338 videodisc ǂb vd ǂ2 rdacarrier

Also add a 007 for the visual material to the bibliographic record.

Series Statement: 490/8xxs fields (RDA 2.12, 2.12.9)

Series statement: "A statement identifying a series to which a resource belongs and the numbering of the resource within the series. A series statement may also include information identifying one or more subseries to which the manifestation being described belongs. A series statement sometimes includes statements of responsibility relating to a series or subseries. The information relating to one series, or one series and one or more subseries, constitutes one series statement" RDA Glossary.

MARC coding

Record the series statement, as it appears on the manifestation, in the 490 field, without an ending period unless the last word is an abbreviation. The first indicator defines the series tracing policy. 0 means the statement is not traced/indexed and does not have an 8xx field for a series access point. 1 means the series is traced and will need an 8xx field, even if it duplicates the 490.

Current LC practice is to not trace series. For more information and for exceptions to the practice see Frequently Asked Questions about Series

The series statement in 490 1_ is transcribed exactly as it appears as to wording and spelling but not necessarily as to capitalization and punctuation. Retain initial articles in transcribed titles, parallel titles, and subseries titles (RDA 2.12).

490 1_ title indexed/traced and coupled with an 8XX field (Series access point)
490 0_ title not indexed/traced and not coupled with an 8XX field

To determine if the series is traced and whether the series access point has an authorized form that is the same or differs from the series statement on the manifestation, check the statement in the authority file. If an authority heading is not found, use 1 for the first indicator in the 490 and add a 8xx field (remember to add a period for the ending punctuation). If the series statement is found in the authority file, record the form of the statement in the 8xx field, whether it differs or is the same and trace the 490 field.

Examples:

245 10 Love warrior / ‡c Glennon Doyle Melton.
490 1_ Oprah's book club
830 0_ Oprah's book club.

245 10 Dead cold brew / ‡c Cleo Coyle.
490 1_ A coffeehouse mystery ; ‡v 16
800 1_ Coyle, Cleo. ‡t Coffeehouse mystery ; ‡v 16.
(Here, a single author as the creator of a series)

On resource:

Thorndike Press large print basic

Checking the OCLC authority file, you find ARN 5996612:

130 0 Thorndike Press large print basic series
380 Series-like phrase
430 0 Thorndike Press large print basic
530 0 Thorndike large print basic series
667 Give as a quoted note.

Transcribe in bibliobraphic record as:

490 1_ Ballad novels
490 1_ Thorndike Press Large Print Basic
500 __ Thorndike Press large print basic series."
800 1_ McCrumb, Sharyn, ‡d 1948- ‡t Ballad novels ; ‡v [7]
830 0_ Thorndike Press Large Print Basic series.

Another example:

490 1_ Thorndike Press large print Americana
830 0_ Thorndike Press large print Americana series.

Notes: 5xxs fields (RDA 2.17, RDA 25)

Note on manifestation: "A note providing additional information about manifestation attributes" RDA 2.17.

Examples:

500 Cover title.
500 This edition has never-published photos.
500 Previously published: London : Fig Tree, [2014].
500 "First published in Great Britain in 2015"–Title page verso.
504 Bibliography: pages 859–910.
504 Includes bibliographical references (pages 110-115) and index.
500 Includes index.

Some 5xx notes should have information about the source of the note. Many times, the source is the book cover. Terms you can use to designate what part of the cover the information can be found are:

Cover
Front cover
Front inside cover
Page 2 of cover
Page 4 of cover
Back inside cover
Page 3 of cover.

Example:

500 "WR Weekly Reader"–Page 4 of cover.

Summarization of Content (RDA 7.10)

LC-PCC PS **CORE ELEMENT** for children's fiction

"Provide a brief objective summary of the content of the expression if:

a) this information is considered important for identification or selection (e.g., for audiovisual resources or for manifestation designed for use by persons with disabilities)
and
b) sufficient information is not recorded in another part of the description." RDA 7.10.1.3

Examples:

520 "When Mr. Green tries to send Derrick, Samantha, and Michael away to school, Nanny Piggins must thwart his plan"– ‡c Provided by publisher.

520 Skippyjon Jones is a Siamese cat with an overactive imagination who would rather be El Skippito, his Zorro-like, Chihuahua alter ego.

520 In ancient Egypt, the Pharaoh's pampered cat Ra and his scarab-beetle sidekick question the royal palace's animal inhabitants, solve a crime, and exonerate a servant girl falsely accused of theft.

Intended Audience (RDA 7.7)

LC-PCC PS CORE ELEMENT for children's resources

"A category of user for which the content of a work is intended, or for whom the content is considered suitable" RDA Glossary.

"Record an intended audience if the information is stated on the manifestation or is readily available from another source. Provide this information if considered important for identification or selection (e.g., if the manifestation is designed for use by persons with disabilities)" RD 7.7.1.3

Examples:

521 For children ages 8-13.
521 Intended audience: Clinical students and postgraduate house officers.
521 For remedial reading programs.
521 Recommended for mature audiences.
521 MPAA rating: PG-13.

Content Note (Related work) : 505 field (RDA 25.1 LC-PCC PS)

LC-PCC PS CORE ELEMENT

LC practice: Give a MARC 505 contents note unless the contents are indicated in another part of the description ... . There is no limit on the number of works in the contents note unless burdensome. ... . Disregard contributions such as a preface or introductory chapter" RDA 25.1 LC-PCC PS.

MARC coding

505 Formatted Contents Note

1st indicator - Display constant controller
0_ Complete contents.
2_ Partial contents.
1_ Incomplete contents.

2nd indicator - : Level of content designation

ƀ Basic
0 Enhanced

Examples:

505 0_ Preface to the definitive edition of the annotated Alice – Introduction to the annotated Alice – Introduction to more annotated Alice – Alice's adventures in wonderland – Through the looking-glass and what Alice found there – Wasp in a wig – Original pencil sketches by Tenniel – Note about Lewis Carroll societies – Selected references – Alice on the screen / David Schaefer.

505 0_ 'Til death do us plots / by Julianne Bernstein – Class act / by Michael Elkin – Where's your stuff? / by Daniel Brenner – Foot peddler / by Vivian Green – Smoke / by Louis Greenstein – Single Jewish female / by Julianne Bernstein – In spite of everything / by Hindi Brooks – Ger (the convert) / by Leslie B. Gold and Louis Greenstein – Golden opportunity / by Julianne Bernstein – Interview with a scapegoat / by Louis Greenstein.

Enhanced Content Notes

2nd indicator - 0 Enhanced

Content note is coded for attributes such as title or author (statement of responsibility). For more information see OCLC Bibliographic formats and standards: 505 Formatted Contents Note or Library of Congress MARC Bibliographic 505 - Formatted Contents Note

Example:

505 00 ‡t Unruly Alice : a feminist view of some adventures in Wonderland / ‡r Megan S. Lloyd – ‡t Jam yesterday, jam tomorrow, but never jam today : on procrastination, hiking, and – the Spice Girls? / ‡r Mark D. White – ‡t Nuclear strategists in Wonderland / ‡r Ron Hirschbein – ‡t "You're nothing but a pack of vards!" : Alice doesn't have a social contract / ‡r Dennis Knepp – ‡t "Six impossible things before breakfast" / ‡r George A. Dunn and Brian McDonald philosophy of memory / ‡r Tyler Shores.

Subject Access Points: 6xxs fields (RDA 23, RDA 23.4)

Subject: "A term, phrase, classification number, etc., that indicates what the work is about" RDA 23.1.3.

Access point: "A name, term, code, etc., representing a specific entity" RDA 23.1.4.

Authorized access point: A standardized access point representing an entity … . The authorized access point representing a subject of work may be a controlled subject term or combination of terms, or a classification number, as specified in an identifiable subject system" RDA 23.1.4.

MARC coding

For more information see OCLC Bibliographic Formats and Standards: 6xx fields or Library of Congress MARC Bibliographic 6XX - Subject Access Field

Common 6xx Fields

600 Subject Added Entry–Personal Name
610 Subject Added Entry–Corporate Name
611 Subject Added Entry–Meeting Name
650 Subject Added Entry–Topical Term
651 Subject Added Entry–Geographic Name
655 Index Term–Genre/Form

Common Subfields

‡a Topical term, Personal, corporate, meeting, or geographic name
‡x General Subdivision
‡y Chronological Subdivision
‡z Geographical Subdivision
‡v Form subdivision

Don't add subject ‡v Biography to 600 personal name heading.

Examples:

650 _0 Determinism (Philosophy)
651 _0 Atlanta (Ga.)
600 10 Mitchell, Margaret, ‡d 1900-1949.
600 10 O'Hara, Scarlett (Fictitious character)
610 20 Microsoft Corporation.
650 _0 Animals ‡z Africa ‡v Juvenile fiction.
650 _0 Women ‡z Georgia ‡v Biography.

651 _0 United States ‡x History ‡y Civil War, 1861-1865 ‡v Fiction.

Don't apply some topical subject headings (e.g. American fiction, American poetry) to a single author's work. Use 380s (Form of Work) instead. For a single author's work, find more specific topics and use $v to bring out the genre.

Examples:

650 _0 Nature ‡v Poetry.
650 _0 Christian life ‡v Fiction.

Library of Congress Children's Subject Headings

Coding 2nd indicator 1 defines the thesaurus as the Library of Congress Children's Subject Headings. Use of the term Juvenile in the ‡v is unnecessary.

See Introduction to Children's Subject Headings and Children's Subject Headings for more information and a list of headings.

Examples:

650 _1 Imagination ‡v Fiction.
650 _1 Frontier and pioneer life ‡v Fiction.
650 _1 Animals ‡z Africa ‡v Fiction.

Genre/Form Headings

"A term indicating the form, genre, and/or physical characteristics of the materials being described. Genre terms for textual materials designate specific kinds of materials distinguished by the style or technique of their intellectual content (e.g., biographies, catechisms, essays, hymns, or reviews)" Bibliographic Formats and Standards: 655 Index Term--Genre/Form

Give source of term in ‡2 (See Library of Congress Genre/Form Code and Term Source Codes)

Examples:

655 _7 Suspense fiction. ‡2 gsafd

From Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc. (GSAFD), note ‡2

655 _7 College stories. ‡2 lcgft

Library of Congress genre/format terms Library of Congress Genre/Form Terms. and Frequently Asked Questions about Library of Congress Genre/Form Terms for Library and Archival Materials (LCGFT)

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Name and Title Added Entry Fields (RDA 20.2, RDA 18.5, RDA Appendix I.3.1)

Contributor: "An agent contributing to an expression. Contributors include editors, translators, arrangers of music, performers, etc … In some cases, an expression consists of a primary work accompanied by commentary, etc., illustrations, additional musical parts, etc. When this occurs, the writers of commentary, etc., illustrators, composers of additional parts, etc., are considered to be contributors" RDA 20.2.1.1.

Relationship designator: "A designator that indicates the nature of a relationship between entities represented by authorized access points, descriptions, and/or identifiers. A relationship designator is recorded with the authorized access point and/or identifier representing the associated agent. The defined scope of a relationship element provides a general indication of the relationship between a work, expression, manifestation or item and an agent associated with the work, expression, manifestation, or item (e.g., creator, owner). Relationship designators provide more specific information about the nature of the relationship (e.g., author, donor)" RDA 18.5.1.1.

MARC Coding

700 for additional authors, and illustrators, editors, compilers, etc. and for author/title added entries.
710 for corporate authors.
730 for preferred and related titles (Uniform titles)
740 for title added entry (Uncontrolled Related/Analytical titles)

> For more information see OCLC Bibliographic Formats and Standards: 7xx fields or Library of Congress MARC Bibliographic 70X-75X - Added Entry Fields

Examples:

700 1_ Hecht, Ben, ‡d1893-1964, ‡e writing, ‡e direction, ‡e production.
700 1_ Bizet, Georges, ‡d 1869-1951. ‡t Carmen. ‡k Selections. ‡f 1983.
700 1_ Domingo, Plácido, ‡d 1941- ‡e singer.
710 2_ Flying A Productions (Firm), ‡e production company.
710 2_ Universal Pictures Home Entertainment (Firm), ‡e publisher.
730 0_ Iron Man (Motion picture)

Example of an original author/title added entry for a work by an adaptor:

100 1_ Appignanesi, Richard.
245 10 Hamlet / ‡c [Richard Appignanesi, text adaptor] ; illustrated by Emma Vieceli.
700 1_ Vieceli, Emma, ‡e illustrator.

700 1_ Shakespeare, William, ‡d 1564-1616. ‡t Hamlet.

Example of an author-added entry for an illustrator:

245 04 The close shave / ‡c illustrated by Richard Courtney.
500 __ "Based on The Railway Series by The Reverend W Awdry."
700 1_ Courtney, Richard, ‡d 1955- ‡e illustrator.
700 1_ Awdry, W. ‡t Railway series.

740 Fields: Added Entry–Uncontrolled Related/Analytical Titles

"An added entry for uncontrolled related titles and uncontrolled analytical titles. An uncontrolled title is a title not controlled through an authority file or another bibliographic record. Use field 740 for the title portion of a related work that would normally be entered under a name/title heading in catalog entry form. In records for collections lacking a collective title, use field 740 also for titles recorded in field 245 subsequent to the first title" OCLC Bibliographic Formats and Standards 740 Added Entry.

Examples:

245 10 Three best plays of Tennessee Williams.
246 3_ 3 best plays of Tennessee Williams.
505 0_ Street car named desire – The glass menagerie – Cat on a hot tin roof.
740 02 Street car named desire.
740 02 Glass menagerie.
740 02 Cat on hot tin roof.

When coding the 740 field, omit initial articles.
Alternative: You can add author/title added entries (700 fields) for the three titles.

End Punctuation for Common Variable Fields

End Punctuation for Common Variable Fields		
Field	**Indicator**	**Must End In**
100-110		.)] " ? ! always end in a period after the ‡e relator term (, ‡e author, ‡e narrator.)
240		Never ADD punctuation
245		.
246-247		Never ADD punctuation
250		.
264		.] or no punctuation
264	1	Can be ‡c [2003]
264	4	No punctuation: ‡c ©2003
300		Period when 490 is present; no period when no 490 is present
490		Never ADD punctuation (only ends in period if last word in the fields is an abbreviation)
500		. > " ? !
505	0	. > " ? !
505	1	Never ADD punctuation
505	2	. > " ? !
600-630		. > " ? !>
650-651		.) " ? !
655		.)] " ? ! No punctuation after ‡2: 655 7 Mystery fiction. ‡2 gsafd
700-710		Same as 100-110
740		.)] " ? !
800-830		.)] " ? !
856		Never ADD punctuation (if $z is the last subfield, this may include a mark of punctuation)

Authority Control

"The procedures by which consistency of form is maintained in the headings (names, uniform titles, series titles, and subjects) used in a library catalog or file of bibliographic records through the application of an authoritative list (called an authority file) to new items as they are added to the collection" Online Dictionary for Library and Information Science

Check the OCLC authority files for all controlled fields:

1xx's
4xx's
6xx's
7xx's
8xx's

The OCLC authority file in the Connexion Client can be browsed or searched. To browse the Authority File, use the menu command Authorities>Browse>LC Names and Subjects. Enter the terms for the browse, and select the applicable index. To search the authority file, use the menu command Authorities – Search – LC Names and subjects.
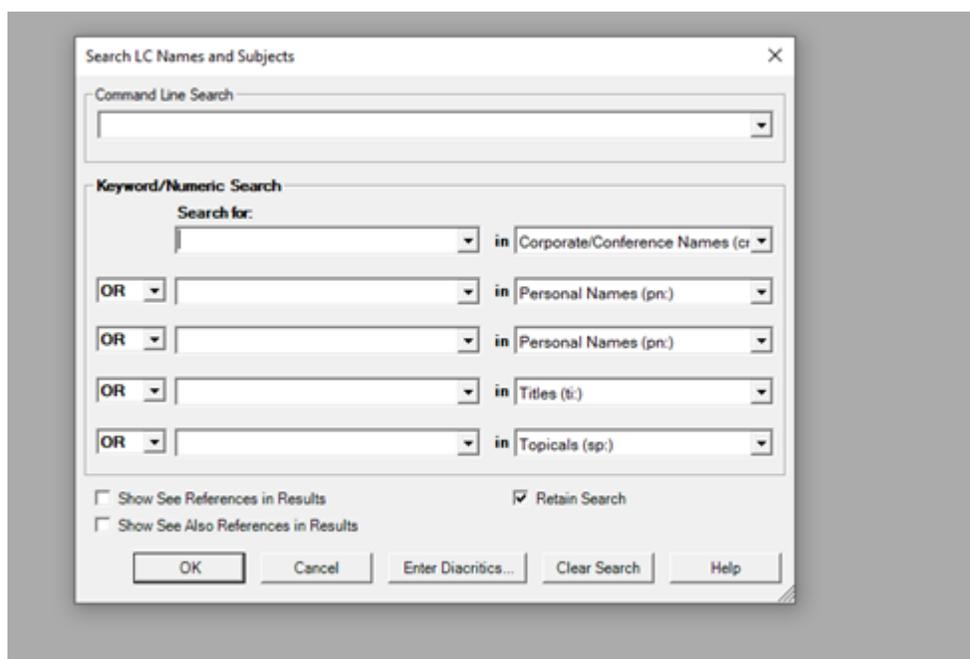
Search in Command Line:

Topical subject headings: su: or sp: calculus, cooking, etc.
Geographical sub heading: gg: Atlanta, ga.
Personal name headings: pn: or au: mark twain or twain, mark.
Corporate name headings: co or cn: American Library Association
Uniform title headings: ti: Oprah's book club

Search in in Key word/Numeric Search Window by typing terms in the left window and select the correct

Index Label provided in the window on the right. The index abbreviation to use in the command line is included in the index name in the Keyword/Numeric Search.

For more information on navigating the OCLC authority file, click on the help button on the search box (see illustration above), or click on the question mark at the top left of the Connexion client toolbar.

In authority records, authorized access points or headings are in the 1XXs fields. Other fields in the record may provide further information on usage and on distinguishing similar terms or persons.

Authority Tags and the Bibliographic Tags They Control		
Heading	Authority Tag	Bibliographic Tags
Personal Name	100	100, 600, 700, 800
Corporate Name	110	110, 610, 710, 810
Conference Name	111	111, 611, 711, 811
Uniform Title	130	130, 440, 630, 730, 830
Chronological Term	148	648
Topical Subject	150	650
Geographic Subject	151	651
Genre / Form Subject	155	655
Topical Subdivision	180	6xx ‡x
Geographic Subdivision	181	6xx ‡z
Chronological Subdivision	182	6xx ‡y
Form Subdivision	185	6xx ‡v

More information about authority data can be found at MARC 21 Authority Data

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Creation and Use of Constant Data in OCLC's WorldCat Connexion Client

Using constant data allows you to easily apply frequently used data to bibliographic records. This avoids potential errors in habitually rekeyed data. Constant data is essentially a portion of a bibliographic record that you create for standardized content that is reused frequently.

Constant data you create is shared with any other members of your institution (same OCLC symbol).

Information on creating, using, and managing constant data can be found at:

Cataloging: Use Bibliographic Constant Data.
Create Constant Data in Connexion Client (YouTube video automatically starts)
Apply Constant Data in Connexion Client (YouTube video automatically starts)

Basics for managing constant data

Create Constant Data in OCLC Connexion:

Cataloging—Create–Constant Data
Action–Save to Local File—Name it

Apply Constant Data:

Edit—Constant Data—Apply by Default or select from List (if more than one constant data)–Apply

Derive Constant Data:

First select fields to be transferred by going to: Tools—Option—Derive Record
Pull up a good record
Derive—Constant data
Action and then Name and Save the constant data to local file
To set default MARC tags to be transferred to new record:
Tools – Options – Derive Record
To move MARC fields Up and Down: Alt UP, or Down arrows
Edit – Cut Copy Past – Move field

Macros

You can also use and create Macros in the Connexion Client. Macros automated routine cataloging tasks such as adding 3xx fields. You can use existing macros or create your own. Information can be found at:

Basics: Use Macros

Connexion Client Documentation: Macros.

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https://pines.georgialibraries.org/dokuwiki/doku.php?id=cat:original-cataloging-book-_constant-data-oclc

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Creating New Records in OCLC

It is PINES policy that all original records are created in OCLC's WorldCat and imported into the PINES database via the Z39.50 interface in Evergreen. See Original Cataloging Policies for more information. If you are uncertain whether or not you need to create an original record for your manifestation, review the PINES matching requirements and see When to Input a New Record

Resources to assist you in navigating the OCLC Connexion Client for original cataloging:

OCLC Connexion: Searching WorldCat Quick Reference

OCLC Connexion Browser Guides: Find Bibliographic Records

Cataloging: Create Bibliographic Records

OCLC Connexion Client Cataloging Quick Reference

Connexion Client: Create Original Bibliographic Records. (YouTube video automatically starts)

WebDewey Training

You can create a new record either by using work forms embedded in the Connexion client or deriving from an existing master record in WorldCat. Save your work to either the local or online file.

Open a work form:

Cataloging–Create–Single Record–Books

Derive from an existing record:

Display a near-match record
Edit—Derive—New Master Record

Saving/retrieving records in process:

Local File

Saved to your local drive. Only you can access.
Save Record: Action–Save Records to Local File
Retrieve Records from Local File: Cataloging–Searching–Local Save File

Online File

Saved to online file accessible to anyone with your OCLC authorization
Save record: Action – Save to online file
Retrieve Records from online file: Cataloging–Searching–Online Save File

Save your record often, particularly before you switch to another task or leave your workstation.
Connexion client does time out and you can lose your work.
Press "Ctrl D" to create a sub-field delimiter "‡".

Make sure you:

- Personalize timeout in Options to increase the default timeout
- Search WorldCat thoroughly for a match: don't depend on just an ISBN search.
- Assign a Dewey Decimal Classification call number (Use WebDewey to build a call number. From the Connexion Client: Tools-Launch WebDewey)
- Perform authority checking and control headings to link authorized access points within the OCLC WorldCat database to the authority file record.
- Review for errors and typos, validate for coding errors.
- Search one last time before you update holdings and create the new record.

References

Kincy, Chamya Pompey (with Sara Shatford Layne). *Making the move to RDA : A Self-Study Primer for Catalogers*. Lanham, Maryland : Rowman & Littlefield c2014.

Maxwell, Robert L. *Maxwell's Handbook for RDA*. Chicago : American Library Association, 2013.

Mering, Margaret. *The RDA Workbook : Learning the basics of Resource Description and Access.* Santa Barbara, California : Libraries Unlimited, c2014.

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