
Descriptive Verification

_____ B1. Does the record match our standards and represent the manifestation you are cataloging? Verify the following:

- **Leader:** If you are cataloging a print monograph, ensure that the type of record is 'a'; for unpublished materials it can be 't'
 - ?Bibliographic level will usually be 'm' unless the title is continuing.
- **008**
 - Type of date / publication status: should be 's' for monographs with a single publication date or 't' for materials with copyright and publication dates. For multi-part monograph records the date will be 'm'; if a month and date are recorded in Date 2 the type of date will be 'e'.
 - Date 1 and 2: are determined by the date type and the dates recorded in the 260/264 \$c.
 - Date 1: matches the publication date (or copyright date) on the book and the 260/264 \$c.
 - Date 2: may be used to note both the copyright or publication dates, as well as the month and date if the type of date is 'e'.
 - Place of publication: code matches the country, or the state listed in the 264 or 260.
 - Language code: represents the predominant language of the content in the book check that the language code is correct. If multiple languages are present, the predominant language should be represented by this language field.
 - Illustrations: if there are illustrations noted in the 300\$b, check that they are reflected in the fixed fields ('a' for general illustrations)
 - Form of item: The form will likely be blank for print monographs. If there is anything recorded in the field, investigate further.
 - Nature of contents: most commonly this will include 'b' if there are bibliographical references noted in the 504.
 - Government publication: if the book you are cataloging is not published by a government body, this will be blank
 - Conference publication: this will usually be 0 (1 if it is a conference publication)
 - Festschrift: this will usually be 0; will be 1 if the book was written in honor of someone. If you have questions about what a festschrift is, ask!
 - Index : 0 if there is no index; 1 if there is an index. This would be noted in a 504 or a 500 field.
 - Literary form: if it is general non-fiction, this will be 0. If it is fiction, essays, letters, or speeches assign the appropriate code.
 - Biography: This should be blank if it is not primarily a biography. If it contains substantial biographical information, check the coding.
- **040** Verify that the value in \$b is 'eng'; if there is a \$e present in the 040, the value should be 'rda'. If there are other values, ask your supervisor or a colleague.
- **041** Verify that the coding matches the information in the 546. This information is generally blank if the book is in only one language and is not a translation. In some cases, particularly with languages that are less present in North American libraries, there may also be a 041 field when the resource is in a single language and is not a translation.
- **020** Verify that the same ISBN number on the book matches the one recorded in the 020 \$a field (there may be additional 020s that are not printed on the book).
- **1xx** Most books with individual authors will have a 1XX field. Check that the name used represents the individual or organization that is responsible for the content of the book. Editors will generally not be recorded in a 1xx field.

- **245** Every word in the 245 must be on the title page unless the word is in [square brackets]. When parallel titles are present in the record, they may appear on other pages of the book. Parallel titles should always be transcribed and included in the 245.
- **250** Check for information about the edition on the title page and on the title page verso.
 - For non-Anglo-American publications, the edition statement is sometimes in the colophon, which is often on the last page of the book.
 - Check for edition information even if there is no 250 field on your record.
 - If the edition information on the book differs from the edition information on the record, the cataloging copy does not match.
 - A later printing is generally considered the same edition. However, later printings that include revisions are considered new editions.??
- **260/264_1** In almost all records coded rda, this should be a 264. Make sure the record has the same place of publication, publisher, and date of publication as the book in hand. Your record does not have to include all places of publication or publishers that may be present on a book.
 - A later printing is acceptable if there is no evidence of revision.
 - A revised printing--e.g. "Second printing, with corrections"--is cataloged as a separate edition; variant edition cataloging is only performed by authorized staff.
 - If the decision is to process the book as a later printing, leave the original publication date "as is" in 260 or 264_1 if there is a later printing date on the book.
- **300** Check pagination, illustrations, and size.
 - \$a : the last page of each paging sequence should be recorded in subfield \$a.
 - \$b: illustrations will be recorded in the second 'b' subfield. Verify that there are illustrations that are illustrative rather than decorative if there is a \$b subfield, but do not re-count the illustrations if numbered. Check that the coding in the Illustration fixed fields match what is represented in the 300 field.
 - \$c: the height of the book in centimeters is recorded in \$c. Width is recorded if the book is wider than it is tall. If it looks correct, you do not have to measure the book to verify. The dimensions are always rounded up to next full centimeter.
 - Determine whether the book is considered a miniature, folio, or oversized based on the intended location. Specifications for SML, Bass and Art can be found on the [Oversize and miniatures page](#). [1] Specifications for Divinity can be found on the [Divinity Library Oversize and Folio Specifications page](#). [2]
 - If there is a subfield \$e for accompanying material, verify to make sure that the accompanying material is present. Accompanying material is sometimes recorded in notes (5xx) rather than a 300 \$e.
- **336** \$a should say 'text;' there may be a second 336 with a \$a of still image if significant pictorial content is included. Additional 336 fields should be present if there is accompanying material in an additional format.
- **337** \$a should say 'unmediated' for print books. Additional 337 fields should be present if there is accompanying material in an additional format.
- **338** \$a should say 'volume' for print books. Additional 338 fields should be present if there is accompanying material in an additional format.
- **490/8XX** Verify that the series statement in the record appears somewhere on the book. It should be transcribed in the 490 field as it appears in the item in hand, with the authorized form (which may differ from the 490) in the 8xx field. If the series statement does not appear on the item in hand, it is recorded in square brackets in the 490 field. If the record has a 490_0 series statement, retrieve the authority record and follow the tracing decision on the record.
 - *****440** field is obsolete. If it appears in a record, generally do not update it if it is found in copy. When the record is sent out for authority processing the data will be moved to a 490.
- **504** Verify that the notes that correspond to the bibliographical references and indexes generally match what is in the book.

Descriptive Verification

Published on Yale University Library (<https://web.library.yale.edu>)

- **546** If the resource you are cataloging is in more than one language or includes a translation, there should be a 546 language note describing the relevant languages. If there is a 546 there should also be a corresponding 041 with the appropriate codes. In some cases, particularly with languages that are less present in North American libraries, there may also be 546 and 041 fields when the resource is in a single language and is not a translation.

Source URL: <https://web.library.yale.edu/cataloging/cms/basic-copycat-checklist/descriptive>

Links

[1] <https://web.library.yale.edu/sml-oversize-folio-and-miniatures> [2]
<https://web.library.yale.edu/cataloging/divinity/oversize-and-folio>