

## Creating a New Record: Leader, 020, 245, 246, 250 (Minimal Level RDA)

### Creating a New Record

Open the template by clicking the New icon on the Voyager toolbar. Make sure you are using the RDA template (040 will have  $\$e$  rda) and the template is for the book format (the Leader Type of Record is "a" and the Bibliographic Level is "m"). Change the template setting if a template for a serial or a non-print format opens.

In the **Leader**, change the **Encoding Level** from "5" to "7."

Since the 008 will be derived from what you enter in the MARC variable fields, put that part off until the variable fields have been completed.

**020 (ISBN)** Record the ISBN (International Standard Book Number) in field 020. Do not transcribe hyphens, include the qualifier for type of binding if it is printed with the ISBN on your item. If there is no ISBN present, you must delete the 020 field from the template before Voyager will allow the record to be saved.

Example:

020			$\$a$ 9781607410812 (pbk.)
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### 245 Title Proper, Other Title, statement of responsibility)

Source of information. Take information for the 245  $\$a$ ,  $\$b$ , and  $\$c$  from the title page of the pamphlet. If there is no title page, use the cover. If this is not an option, check with your supervisor. Always take the  $\$b$  information from the same source used for  $\$a$ . If there is no statement of responsibility on the source used for the title, it can be taken from elsewhere on the item, but check with your supervisor.

Record the title in field 245 according to the following pattern-- note subfield coding, punctuation, and spacing. Use first indicator 1 if there is a 100 field; if there is no 100 field, use first indicator 0. Second indicator: number of spaces to skip if there is an initial article. Optionally, the unit can always use 0 and not transcribe the initial article.

Punctuation. 245 always ends with a period. If the statement ends with a bracket or a parenthesis, follow it with a period. If the statement ends with an abbreviation, do not add a second period.

245	1/0	x	$\$a$ Title proper : $\$b$ Other title (i.e., rest of title) / $\$c$ Statement of responsibility.
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Transcribe in  $\$a$  the **title proper** as it appears on the title page .

Transcribe in  $\$b$  the **other title** information (such as subtitles, parallel titles, etc.) and precede it with a colon (:)

Transcribe author, editor, translator and corporate bodies as they appear on the title page in  $\$c$  and precede with a slash (/).

Follow the capitalization style used on the title page. Optionally, use cataloging capitalization for some or for all items cataloged.

Unless you are familiar with the language, do not transcribe or supply diacritics. Policy on supplying diacritics can be determined by the nature of the project, linguistic expertise, and cataloging experience.

Example (in Orbis Thomas Gates is a see reference to Gates, Tom)

100	1		$\$a$ Gates, Tom, $\$e$
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			author.
245	1	0	‡a Reclaiming the Transcendent : ‡b God in Process / ‡c Thomas Gates.

Example. Diacritics in transcription are optional but could be mandatory for some projects when staff have expertise in the language. The source for parallel titles is not limited to the title page. The parallel title could be taken from, for example, the cover, even though the rest of the 245 is a transcription from the title page. As long as the parallel title is taken from somewhere in the book, it is not placed in brackets. A variant title field should be made for the parallel title (see below under 246).

100	1		‡a ?a?o, Huy Quye??n, ‡e author.
245	1	0	‡a T???ng go?? Ta?y Nguye?n = ‡b Wooden statues of Tay Nguyen / ‡c ?a?o Huy Quye??n.

Example (editor). This is not the same C. C. Liang established on the authority record. Optionally, the cataloging unit can differentiate this C. C. Liang from the established C. C. Liang with a qualifier, but it would need to be formulated by your supervisor even if no authority record is made.

245	0	0	‡a Challenge and summons / ‡c edited by C. C. Liang.
700	1		‡a Liang, C. C.

Example (two Other Titles, no 100, corporate name in 710). No authority record exists for the department. If "department" is not abbreviated on your item, do not abbreviate it in the access point.

245	0	0	‡a 8,000 FREE HOMESTEADS IN 1910 : ‡b Along the Lines of the Grand Trunk Pacific Railway in the Most Fertile Section of Western Canada : list of vacant lands, map and homestead regulations / ‡c Issued by General Passenger Department, Grand Trunk Pacific Railway Company.
710	2		‡a Grand Trunk Pacific Railway Company. ‡b General Passenger Department.

Generally transcribe the statement of responsibility as found without worrying about what titles, degrees, etc. to include or exclude.

100	1		‡a Paget, Henry Luke, ‡c Bishop of Chester, ‡d 1853-1937, ‡e author.
245	1	0	‡a Peace & happiness / ‡c by the Right Rev. H. L. Paget.

In RDA the statement of responsibility is generally not abridged if there are more than 3 authors (the first or primary author is entered in 100 even if there are more than 3 authors). If the number of authors is very lengthy, it can be

abridged using the method shown in the alternative example.

Example.

100	1		‡a Kroening, Karolin K., ‡d 1974- ‡e author.
245	1	0	‡a Analysis of Chemical Warfare Degradation Products / ‡c Karolin K. Kroening, Renee N. Easter, Douglas D. Richardson, Stuart A. Willison, Joseph A. Caruso.

Alternative:

100	1		‡a Doll, Susan, ‡d 1954- ‡e author.
245	1	0	‡a All about Ohio / ‡c contributors, Susan Doll <b>[and fifteen others]</b> .

If the statement identifies different functions, generally transcribe only the most significant statement (usually the first). If multiple functions are transcribed, separate different functions with a semicolon (with a space on either side).

Example. The statement of responsibility for the introduction is optional.

245	1	0	‡a Peace & happiness / ‡c by the Right Rev. H. L. Paget ; <i>with an introduction by the Bishop of London.</i>
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## 246 (Variant Form of Title Proper)

Make a variant access point for the title proper if there is a good chance someone would search under the variant.

Use first indicator 1 second indicator blank for all variant fields except parallel titles.

Use first indicator 3 second indicator 1 for parallel titles.

Do not use a period at the end of 246 (abbreviations excepted).

Example. In the previous 245 example, the title cannot be retrieved in Orbis if you leave out the comma, so make a variant access field for 8,000 without the comma. An apostrophe will have a similar effect, so a variant access field should be made if an apostrophe is part of the title proper.

The second 246 is probably less important than the first, but could be useful. Note that a 246 is not made for 1910, since users are unlikely to search under the spelled-out form of the date.

245	0	0	‡a 8,000 FREE HOMESTEADS IN 1910 : ‡b Along the Lines of the Grand Trunk Pacific Railway in the Most Fertile Section of Western Canada : list of vacant lands, map and homestead regulations
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			/ ꞗ Issued by General Passenger Department, Grand Trunk Pacific Railway Company.
246	1		ꞗa 8000 free homesteads in 1910
246	1		ꞗa Eight thousand free homesteads in 1910

Example. Transcribe any typos as found on your title page in 245. If the typo occurs in the title proper, make a 246 with the title proper corrected. No 246 is necessary for typos in ꞗb unless the title proper is very short (less than five words).

245	0	0	ꞗa Leve and be well.
246	1		ꞗi Corrected title: ꞗa Live and be well

Example. If the title proper is in English and an ampersand has been used, make a 246 replacing the symbol with a word. For ampersands in other languages, and other symbols in the title proper, consult with your supervisor. Note that in the statement of responsibility, the second statement (in italics) is optional; the transcription can stop at Paget.

100	1		ꞗa Paget, Henry Luke, ꞗc Bishop of Chester, ꞗd 1853-1937, ꞗe author.
245	1	0	ꞗa Peace & happiness / ꞗc by the Right Rev. H. L. Paget.
246	1		ꞗa Peace and happiness

Example. 246 31 for parallel title.

100	1		ꞗa ?a?o, Huy Quye??n, ꞗe author.
245	1	0	ꞗa T??ng go?? Ta?y Nguye?n = ꞗb Wooden statues of Tay Nguyen / ꞗc ?a?o Huy Quye??n.
246	3	1	ꞗa Wooden statues of Tay Nguyen

## 250 (Edition Statement)

Transcribe edition statements in 250 ꞗa (both indicators are blank).

If the edition statement is expressed in different forms, use the form found on the title page (or wherever the title proper is taken from). If the edition statement does not appear on the title page, there is no order of preference for the other parts of the pamphlet; it can be from the cover, the verso of the title page, a page preceding or opposite the title page.

Transcribe edition statements as found; in RDA the cataloger does not supply abbreviations. If an abbreviation is used in the publication, transcribe it in that form.

Supplying diacritics and accents is optional.

Punctuation: same as 245: always end the statement with a period; if the statement ends with an abbreviation do not add a second period.

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Example

Pamphlet title page: Fifth edition

250			‡a Fifth edition.
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Pamphlet. No statement on title page; statement on verso: Revised 2nd ed.

250			‡a 2nd ed. revised for RDA
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Pamphlet. No statement on title page. Cover: Updated

250			‡a Updated.
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Pamphlet title page: \*\*\* édition.

250			‡a *** édition.
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Pamphlet. No statement on title page. Cover: Corr. 2nd print.

250			‡a Corr. 2nd print.
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Source URL: <https://web.library.yale.edu/cataloging/minimal-level/245-246-250>