

2. Leader to 245

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Leader

Leave the Encoding Level 8: *Prepublication Level* **as is**. *[new OCLC policy]*

020

Routinely verify the ISBN number in the book against the ISBN 020 in the bibliographic record. If there is no match on any number in the bibliographic record, consult with your supervisor. 020 fields for the corresponding e-book frequently appear in 020 in subfield z with the book ISBN in subfield a. The e-book ISBN should be left as is.

040

Add ‡d CtY to the 040 field. See the Leader section; the 040 is crucial for identifying RDA cataloging. Always retain ‡b and ‡e if there; otherwise, the instructions are the same.

050

As a general rule, leave 050 00 as is.

Handling errors and inconsistencies in 050 00:

Updates to the 260 (or 264) subfield c (date of publication) or to the main entry may affect the date used in the call number or the book number (cutter) in 050; these are relatively common occurrences. More rarely, a typo in the class number itself may be noted. See also the **Choice of Entry** section, where a different choice of entry may affect the book number.

050 00 fields represent the Library of Congress copy and should not be edited.

Optionally, Do not add a 050 _4 to the bibliographic record. Modify your local call number where necessary in 852; it is not necessary to update the number in 050 or report the error to LC. It is expected that the 050 on the master record will be updated by LC eventually when their staff receive the published copy.

If the date is changed but the call number is not otherwise modified, it's OK to accept the call number; if the call number has to be changed for reasons other than the date, shelve against the Orbis catalog. If the call number needs to be corrected for reasons other than the date, enter the number in a separate 050 _4 field, since we can't predict what number LC will eventually assign or whether the number will even be corrected.

Do not create a separate 050 _4 in situations where Yale uses a different number because the series is classed-together.

Do not add local modifications to the 050 _4 such as "(LC)," Oversize, or add an 050 _4 because the local author Cutter differs from LC's.

RDA, like AACR2, does not address classification, so 050 editing rules are unchanged.

245. NON-FILING INDICATOR.

Check the 245 field for accurate non-filing indicator tagging. If the first word of the 245 is an article, a non-filing indicator must show the right number of characters to skip. To calculate the number of non-filing characters, count the number of characters in the article plus any spaces that precede the first word following the article.

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- If the first word is not an article, the non-filing indicator should be 0.
- Count an apostrophe, quotation marks, and other marks of punctuation preceding the first word following the article.
- If the title does not begin with an article, do not count marks of punctuation preceding the first word of the title.
- Do not count diacritics unless they are part of the article (not likely in CIP records).
- An inaccurate value in the second indicator position is likely to prevent the record from being retrieved accurately.

245	1	0	⌘a ArtMARC sourcebook
245	1	4	⌘a The portable world factbook

Note in the following example that the diacritic above the e in "etranger" is not counted, but the contracted article (L) and the apostrophe are counted. A diacritic above or below the first word is no longer counted in the Unicode environment; it is standard practice in OCLC and Voyager. Some characters in Slavic languages, Arabic, and Hebrew are counted (they are not considered "diacritics"), but these do not frequently appear in the titles of U.S. imprints. When in doubt, consult with your reviser/supervisor.

245	1	2	⌘a L'e?tranger = ⌘b The stranger / ⌘c Albert Camus ; notes by Adele King.
245	1	5	⌘a "The rosy-fingered dawn" motif in the poetry of Seamus Heaney
245	1	0	⌘a --but not for me

RDA form:

245	1	0	⌘a ... but not for me
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See also [Counting non-filing characters in MARC 21 bibliographic records](#) [1] on the PCC site for more examples.

Non-filing indicators are a MARC feature & are independent of the cataloging rules; AACR2 & RDA do not address non-filing indicators or MARC. RDA was actually intended to be best applied in non-MARC formats.

CAUTION. Variant forms of title are entered in the 246 field. The second indicators in 246 fields DO NOT represent filing indicators. Do not try to "correct" the indicators in 246 fields.

The 240 field is sometimes found on bibliographic records. Titles in 240 do not represent a form of the title as it appears on the book but are cataloger supplied. Titles in 240 are not verified in copy cataloging. The 240 second indicator is set to 0 because titles in 240 never begin with an article.

As with AACR2 CIP, leave 240s as is. RDA 240s will be similar to AACR2 240s, and made for the same reasons, but there will be some differences. Due to changes in policy, 240 Works will no longer have ⌘f <date>; "Selections" will always be preceded by "Works" or a more specific form, such as Poems, Plays, etc. As with Works, Selections will not have a ⌘f <date>.

245. TITLE AREA TRANSCRIPTION.

Every word of the title, including the initial article, should have been transcribed. If not, edit the record accordingly.

RDA: if a typo occurs in a title (or any other transcription), transcribe as is but don't add [sic] or [i.e., <correction>]. The correct form can be in 246 or 500. Check with your supervisor. AACR2 transcription allows [sic] and [i.e., <correction>].

CAPITALIZATION (AACR2): for English-language publications, besides the first letter of the title, check for capitalization of the first letter of the alternative title, of all parallel titles, of any quoted titles, and of all proper names (i.e. personal, corporate, & place names). Do not capitalize the first word of the Other Title (the part of the title in

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subfield b). When in doubt, assume the capitalization is correct.

CAPITALIZATION (RDA). LC catalogers have the option to transcribe 245, 250, 264 & 490 using the capitalization found on the item cataloged, or they can use the AACR2 capitalization described in the previous paragraph. The option does not apply to 300, to access points (subjects, main & added entries) & generally not to notes.

If the 245 needs to be edited because of differences from the book, follow the capitalization scheme being used in the record. If an RDA 245 has been transcribed "as is," do not change to AACR2 capitalization; if either an RDA or AACR2 245 uses AACR2 capitalization, do not change to the RDA option.

Source URL: <https://web.library.yale.edu/Cataloging/CIP/editing>

Links

[1] <http://www.loc.gov/aba/pcc/bibco/nonfile.html>