# Creating a New Record: 300-490/830 (Minimal Level RDA)

## 300 $a (Extent)

300 ‡a  is mandatory for all minimal level records. Record pages, leaves, or volumes as appropriate. Abbreviations should not be used. Only the primary extent pages or leaves are mandatory. Recording preliminary pages and inserted sequences is optional.

Examples.

Item has xii preliminary pages; the main pagination sequence is 36 pages.

| 300 | | | ‡a 36 pages |
|---|---|---|---|

Item consists of 30 numbered leaves (pages with printing on only one side):

| 300 | | | ‡a 30 leaves |
|---|---|---|---|

Item consists of ii numbered pages and 30 unnumbered pages.

| 300 | | | ‡a 1 volume (unpaged) |
|---|---|---|---|

Item consists of ii numbered pages and 30 unnumbered leaves.

| 300 | | | ‡a 1 volume (unfoliated) |
|---|---|---|---|

Item is 50 pages with 6 unnumbered leaves of plates (picture without text or a brief text label).  Two groups of 3 leaves are inserted between pages 10-11 and pages 40-41:

| 300 | | | ‡a 50 pages |
|---|---|---|---|

Item has pagination in the following sequences: i-x, 1-13, 1-8, i-xx.

| 300 | | | ‡a 1 volume (various pagings) |
|---|---|---|---|

Item has 25 numbered pages, but roman numerals are used instead of Arabic numerals.

| 300 | | | ‡a xxv pages |
|---|---|---|---|

Item is 10 leaves but uses lower-case letters of the alphabet.

| 300 | | | ‡a a-j leaves |
|---|---|---|---|

## 300 $a Multipart Monographs

Although unlikely in the case of serial analytics, some projects may have to deal with multipart monographs.

If the multipart set is complete, record the number of volumes. Note that *volumes* is not abbreviated.

| 300 | | | ‡a 2 volumes |
|---|---|---|---|

If the set is complete and the volumes are paged continuously, record the number of pages in parentheses.

| 300 | | | ‡a 2 volumes (1578 pages) |
|---|---|---|---|

If the set is incomplete, record only *volumes*:

| 300 | | | ‡a volumes |
|---|---|---|---|

## 300 $b (Illustrations) and $c (Dimensions)

300 ‡b-‡c are *not* used in serial analytic records. The subfields are optional for project work and can be determined at the beginning of the project.

300 ‡b. If used, limit terms to: *illustrations*, *color illustrations*, or *illustrations (some color)*. Use of the terms "chiefly" or "all" in ‡b is not necessary and may not be RDA compliant. Do not abbreviate. For individual projects, more specific RDA authorized terms may be used if necessary.

300 ‡c. If used, follow these examples:

Height in centimeters, round up to the next whole centimeter. If the height is less than 10 cm, consult with your supervisor. No period after cm

| 300 | | | ‡a 15 pages : ‡b illustrations ; ‡c 25 cm |
|---|---|---|---|

Height x Width if the width is greater than or less than half the height.

| 300 | | | ‡a 17 pages ; ‡c 28 x 31 cm |
|---|---|---|---|

For unbound sheets, or unbound sheets in portfolios, boxes, or other containers, consult with your supervisor.

336-337-338. These RDA fields are provided in the template. If you catalog a sheet, you will need to change 338 to sheet. If you need to catalog a sheet or sheets, consult with your supervisor. Otherwise, leave the fields as is.

## 490/830

If the series appears on a separate page, transcribe the series title and the volume number (including the caption) from that page. Otherwise, take the series name from the title page, the verso of the title page, or the cover. Transcribe the series statement as found (using the same guidelines as applied to 245 ‡a).

Do not transcribe subtitles. Do not transcribe statements of responsibility unless the title is generic (if no series of responsibility appears with a generic title, do not supply one). If a statement of responsibility is transcribed, use a / as with 245 ‡c, but do not enter ‡c.

If a volume caption is not abbreviated on your source, do not abbreviate it; if a volume caption is abbreviated, transcribe the abbreviated form. If roman numerals are used, transcribe them as roman numerals. Do not add a period at the end of the field. Also transcribe the ISSN if there (the number should appear with the series: 4 digits-4 digits. Pattern and punctuation:

| 490 | 1 | | ‡a <Series title proper>, ‡x <ISSN if there> ; ‡v <caption and volume number, if there> |
|---|---|---|---|

Search for the series title in ORBIS using the Staff Title search, and, if necessary, in LC Authorities [1], using Title Authority Headings search type. If you retrieve an authority record for the series, check field 644 for code t. If the code is "t," create an additional field 830. If it is code "n," make an 830 field but notify your supervisor about updating the authority record locally.

The 830 field is always the field in the record you are creating unless the record has an 856 or a 9xx field. In 830, use the title in the authority record 130 field exactly as found (the 130 will not begin with an article, unlike 490), and use the caption exactly as found in the authority record's 642 field (the caption will usually be abbreviated). End field 830 ‡v with a period. If there is no ‡v, end ‡a with a period. If there is an ISSN, record it in ‡x at the end of 830, with no period. Pattern and punctuation:

| 830 | | 0 | ‡a <Series title proper> ; ‡v |
|---|---|---|---|

| | | | |
|---|---|---|---|
| | | | <caption & volume number if there>. ‡x ISSN |

If the series is not represented by an authority record, but the series has been used in a bibliographic record in 830 or 440, use the name and volume caption exactly as found in the bibliographic record 830. If there is no 830 but there is a 440 field, use the name exactly as found in 440 minus the initial article, but enter the series in 830, NOT 440. The Staff Title search does not retrieve 490 fields.

For serial analytics, there should be a series authority record in Orbis, with a 090 field, the classed-together number, and *<PROV ANLYZ ONLY>*. If none is found, or if the series authority record lacks a 090, check with your supervisor. For minimal level projects, if no series authority record or bibliographic record using the series is found, check with your supervisor.

Example. The 830 is determined by the series authority 130 field and differs significantly from the 490 field. In this example, the volume number includes the year. The authority record 642 only uses the decade and year (95-12), but bibliographic records in Orbis add the century beginning in 2000.

| 490 | 1 | | ‡a Bank of Canada working paper ; ‡v 2005-39 |
|---|---|---|---|
| 830 | | 0 | ‡a Working paper (Bank of Canada) ; ‡v 2005-39. |

Example: ISSN and subseries. Note end punctuation in ‡v and ‡x. If both the main series and the subseries have volume numbering, check with your supervisor.

| 490 | 1 | | ‡a Coleccio?n Eutopi?as. Documentos de trabajo, ‡x 0213246X ; ‡v 238 |
|---|---|---|---|
| 830 | | 0 | ‡a Coleccio?n Eutopi?as. ‡p Documentos de trabajo ; ‡v vol. 238. ‡x 0213-246X |

Example: generic title w/statement of responsibility. Note that in 490, there is no ‡c after the slash. The 830 ‡a is taken from the series authority 130.

| 490 | 1 | | ‡a Working paper / National Centre for Development Studies, Australian National University ; ‡v no. 91/1 |
|---|---|---|---|
| 830 | | 0 | ‡a Working paper (Australian National University. National Centre for Development Studies) ; ‡v no. 91/1. |

**Source URL:**https://web.library.yale.edu/cataloging/minimal-level/300-490

**Links**
[1] http://authorities.loc.gov/