2. Variable Data Fields (264, 3xx)

Publication Statement (264) - RDA 2.8

While most CD-ROMs are publications of new works or editions, you may encounter an unpublished multimedia thesis on CD-ROM, or a reproduction of a thesis distributed on-demand in CD-ROM format. If these are published reproductions, follow **RDA 2.8.1.3**, "When a facsimile or reproduction has a published statement or statements relating to the original manifestations as well as to the facsimile or reproduction, record the publication statement or statements relating to the facsimile or reproduction" (i.e., not the publication statement of the original). For unpublished reproductions, see RDA 2.7.

2.11.1.3. If the item lacks a publication date applying to the whole resource, and it has multiple copyright dates that may apply to different aspects (e.g., programming, graphics, documentation), base the bracketed publication date in 264 _1 on the latest copyright date. Use of 264 _4 to enter the copyright date itself is optional. BFAS: if 264 _4 is created, 008 Type of date is "t" not "s" and the same date is entered in Date 1 and Date 2.

Physical Description

RDA 3.4.1.3. Default rule is to use a term from the carrier type list at 3.3.1.3 (or use the MARC Term & Code list for RDA carrier types and codes [1]). Alternative is to use a term in common usage, either because it doesn't correspond to any of the official terms, or if preferred by the cataloging agency. The PS for 3.4.1 allows for either & says to contact the chair of PCC Standards if the device doesn't correspond to any of the established terms. Locally, prefer common usage to facilitate identification at a more granular level. All of the common usage examples correspond to the RDA carrier-type term *computer disc* with the exception of the flash drive.

300			‡a 1 CD-ROM ...
300			‡a CD-ROMs ... **\<for a serial\>**
300			‡a 3 Photo CDs ...
300			‡a 2 DVD-ROMs ...
300			‡a 1 floppy disk ...
300			‡a 3 diskettes ...
300			‡a 1 zip disk ...
300			‡a 1 USB flash drive *\<corresponds to 3.3.1.3 computer chip cartridge\>*

If in doubt about the "common usage" term, use one of the standard terms from the lists cited above.

| 300 | | | ‡a 3 computer cards ... |

For cataloging audio CDs, refer to: Cataloging of Popular & Traditional Music Sound Recordings [2]and Non-Music Sound Recordings Checklist [3]

For cataloging video discs, refer to our Local Workflow in the RDA Toolkit.

RDA 3.4.1.7.1. If the subunit files are in a format that parallels a print, manuscript, or graphic counterpart, apply the extent rules used for the counterpart in parentheses: cartographic resources (3.4.2), notated music (3.4.3), still images (3.4.4) and/or text (3.4.5). However, if the resource combines text or still images with sound and/or moving images, record the extent of the text or still images in a note (**RDA 3.21.2.10**). If the extent information is recorded in 520, it doesn't need to be repeated in 500. There is an option under 3.4.1.7.1 to record the number of statements or records as a subunit in parentheses, but if the subunits cannot be described succinctly, a note is preferred.

2. Variable Data Fields (264, 3xx)

Subunits for text on CD-ROM:

300			‡a 1 CD-ROM (xxii, 555 pages) ...

Subunits for cartographic images on CD-ROM

300			‡a 1 CD-ROM (200 remote-sensing images) ...

Subunits include images, audio commentary, and text.

300			‡a 1 CD-ROM : ‡b sound ...
500			‡a Includes 100 images with textual and audio commentary.

300 ‡b. AACR2 had different sets of directions for "other physical details" depending on the media or carrier type, e.g. 9.5C for electronic resources. These distinctions have not been carried over into RDA. As long as the resource includes physical details worth noting, an instruction that applies to a book will also apply to the CD-ROM if it is an image of the book; an instruction that applies to a still image will also apply if the images are reproduced on a CD-ROM. So the RDA instruction for illustrations under 7.15.1.3 (including the alternative), for general color content under 7.17, for color content of still images under 7.17.2, for color content of moving images under 7.17.3, and for sound content under 7.18 may be used as applicable. This information is not core, but (local policy) include the information if readily available or important for identification.

A CD-ROM with color images and audio commentary. The special rules for color images (7.17.2) apply, so the color content is not combined with "illustrations." Since it combines sounds & still, per 3.21.2.10, the image extent is entered in a note rather than in parentheses after "CD-ROM."

300			‡a 1 CD-ROM : ‡b sound, color ...
520			‡a 150 images from the National Gallery with audio commentary by Sister Wendy.

A CD-ROM reproduction of a book with illustrations:

300			‡a 1 CD-ROM (135, xxii pages) : ‡b illustrations (some color) ...

RDA 3.5. Dimensions are required. The diameter is used as the basis of measurement for computer discs.

LC-PCC PS 3.5.1.3. The PS uses the alternative to the RDA instruction for computer discs: dimensions are given in inches and fractions of inches. Do not use the default instruction to record dimensions in centimeters. Standard CD-ROM size is: 4 3/4 in. For other computer carriers, the PS says to use the default "cm," but keep in mind that "computer disc" covers a wide range (see the examples above).

Currently, the most common computer disk size is 3 1/2 in. Common usage term for computer disks of this size is either "floppy disk" or "diskette." Note that the "disk" spelling is never used in RDA; "computer disc" covers both diskettes & CD-ROMs. The "disk" spelling is OK for common usage but at this point these categories of computer disc are obsolete and are unlikely to turn up in the cataloging workflow.

The common usage term for computer disks with diameter 5 1/4 in. (now generally superseded by 3 1/2 in. disks) is generally "floppy disk."

Deviations from the standard sizes are not uncommon; presumably these would be noticed when the cataloger tries to load the disc on the workstation.

300			‡a 1 CD-ROM : ‡b sound, color ; ‡c 4

		3/4 in.

LCCN 2002555937

300		‡a 1 floppy disk ; ‡c 3 1/2 in.

LCCN 2004206321

300		‡a 3 diskettes : ‡b color ; ‡c 3 1/2 in.

LCCN 2002564502

300		‡a 1 floppy disk ; ‡c 5 1/4 in. + ‡e 1 user guide

Use "cm" for other computer carriers.

Computer card dimensions are recorded as height x width. RDA 3.5.1.4.1.

300		‡a 1 computer card ; ‡c 9 x 6 cm

Computer cartridge dimensions are taken from the length of the side of the cartridge that is inserted into the drive. RDA 3.5.1.4.2.

300		‡a 1 computer chip cartridge ; ‡c 10 cm

Computer cassette dimensions are length x height of the cartridge face. RDA 3.5.1.4.3.

300		‡a 1 computer tape cassette ; ‡c 10 x 7 cm

RDA 3.5.1.6. If the resource consists of multiple carriers differing in size (but of the same carrier type), give the range from smallest to largest.

RDA 3.5.1.8. If the resource is a multipart or serial that changes dimensions, apply 3.5.1.6.

LCCN sn 98053279 (modified) [a serial]

300		‡a floppy disks ; ‡c 3 1/2-5 1/4 in.

LC-PCC PS RDA 3.1.4. Accompanying material. Use 300 ‡e or a second 300. If a note is made to bring out more detail, use, in addition, one of the PS options. Use note-only if the accompanying material is considered to be insignificant. If multiple 300s are used to describe accompanying material, always record the extent of the accompanying material; record other physical details and dimensions if considered to be important. If 300 does not end with an abbreviation or parentheses, do not add a period at the end of the field (technically, unless there is a series) **LC-PCC PS 1.7.1 Punctuation at the end of MARC Fields 245, etc.**

LCCN 2004565667

300		‡a 1 CD-ROM ; ‡c 4 3/4 in. + ‡e 1 user's guide

LCCN 2003557644 used "+ 1 insert." Also in LCCN 2001562668, 2001562668; 2002564026). Modified for the example.

300		‡a 1 CD-ROM ; ‡b sound, color ; ‡c 4 3/4 in.
300		‡a 1 sheet ; ‡c 24 x 14 cm folded to 24 x 7 cm

LCCN 95790915 (modified):

300		‡a 1 CD-ROM ; ‡c 4 3/4 in. + ‡e 1 user's guide (32 pages) + 1 teacher's guide

			(47 pages) + 10 booklets

LCCN 2001561569 (copycat; modified)

300			‡a 1 CD-ROM : ‡b sound, color ; ‡c 4 3/4 in. + ‡e 1 user's guide + 5 booklets + 1 poster

LCCN 2003557817 (modified)

300			‡a 2 CD-ROMs : ‡b color ; ‡c 4 3/4 in. + ‡e 1 user guide
300			‡a 1 floppy disk ; ‡c 3 1/2 in.

In serials cataloging, accompanying material is generally not recorded in 300 ‡e unless it is certain that the material accompanies each issue. (CCM 30.12.4)

Content (RDA 6.19.3, MARC 336), Media (3.2.1.3, MARC 337), and Carrier Type (3.3.1.3, MARC 338). Mandatory for the primary content (Media Type is mandatory for PCC, though not for RDA); optional for secondary content. Subfields a & 2 are mandatory, subfield b (codes) is optional. Since the codes are part of the OCLC template, they are included in the examples.

List of authorized Content Types, with MARC codes [4].

List of authorized Media Types, with MARC codes [5].

List of authorized Carrier Types, with MARC codes [1].

Example: CD-ROM with audio and color images, plus a sheet of printed text accompanying. Codes in subfield b are optional; 3xx for accompanying material is optional.

300			‡a 1 CD-ROM ; ‡b sound, color ; ‡c 4 3/4 in.
300			‡a 1 sheet ; ‡c 24 x 14 cm folded to 24 x 7 cm
336			‡a still image ‡b sti ‡2 rdacontent
336			‡a spoken word ‡b spw ‡2 rdacontent
336			‡3 accompanying material ‡a text ‡b txt ‡2 rdacontent *<optional>*
337			‡a computer ‡b c ‡2 rdamedia
337			‡3 accompanying material ‡a unmediated ‡2 rdamedia *<optional>*
338			‡a computer disc ‡b cd ‡2 rdacarrier ‡2 rdacarrier
338			‡3 accompanying material ‡a sheet ‡b nb ‡2 rdacarrier *<optional>*

RDA 3.19.1.3. Record file characteristics if considered to be important. Per the PS, it is mandatory for cartographic resources. If it is considered necessary to include information about additional physical characteristics, a 516 note can also be used. Not relevant for direct access electronic resources: encoding format (3.19.3), image resolution

(3.19.5), regional encoding (3.19.6) and encoded bitrate (3.19.7).

RDA 3.19.2 File Type [includes list of file types]). BSR: not mandatory for direct access electronic resources (mandatory for audio CDs & video DVDs). If entered, use MARC 347 ‡a.

Example. CD-ROM with audio, image, text:

3			‡a audio file ‡a text
4			file ‡a image file ‡2
7			rda

Other authorized terms: data file, program file, video file.

Recording file size (3.19.4) in MARC 300 ‡a. BSR: not mandatory.

Source URL:https://web.library.yale.edu/cataloging/cd-roms/264-3xx-490

Links
[1] http://www.loc.gov/standards/valuelist/rdacarrier.html [2] https://web.library.yale.edu/cataloging/sound-recordings/music-popular [3] https://web.library.yale.edu/cataloging/sound-recordings/non-music-checklist [4] http://www.loc.gov/standards/valuelist/rdacontent.html [5] http://www.loc.gov/standards/valuelist/rdamedia.html