

YUL Standards for Bibliographic Records (RDA BSR)

GENERAL GUIDELINES

With the implementation of the PCC Bibliographic Standard Record [BSR] Jan. 4, 2009, YUL original cataloging revised its standard for printed books and reproductions to be consistent with PCC. As of Oct. 1, 2010, PCC extended BSR guidelines to non-print formats, and the YUL standards were revised to include the new formats. In 2013, the BSR was revised for RDA, and the April 2014 update incorporates guidelines for rare materials. The Yale guidelines have been updated to take these into account.

1. The most current PCC **BIBCO RDA Standard Record (BSR) Metadata Application Profile (MAP)** for description and choice of entry should now be the Yale default for printed books and reproductions, cartographic materials, printed/manuscript music, sound recordings, rare materials, and video. On the following pages, **BSR** and **MAP** are used interchangeably.
2. The BSR covers multipart monographs but does not cover serials; the serial BSR is maintained by CONSER (see RELATED DOCUMENTATION below). Follow the CONSER Standard Guidelines for serials and integrating resources.
3. Unless stated otherwise, all fields in the BSR are mandatory. In practice, most mandatory fields will only apply to specific formats. Because BSR is a "floor" concept, additional data may be added to a given record. YUL cataloging goes beyond the PCC BSR in requiring dimensions for printed materials. For YUL cataloging in general, the addition of other elements beyond PCC BSR is an individual cataloging decision. Special collections can require additional data across the board to serve the collection's needs.
4. Additional cataloging data will be added to the record at the request of users. Catalog Management Team is expected to receive most requests via CatProblems. If CMT cannot resolve, the problem will be routed to the appropriate cataloger.
5. YUL catalogers are strongly encouraged to contribute the record as a BIBCO RDA BSR (040 ‡e rda, 042 pcc, Cataloging Source c, *Encoding Level blank* [I if cataloging on OCLC]). The following conditions need to be met:
 - Description and choice of entry follow the most current RDA/LC-PCC Policy Statement instructions
 - All of the access points on the Yale record are supported by national authority records
 - The authority records are RDA compliant. Re-coding to rda is preferred, but not mandatory unless the record has a 667 note requiring review. For guidelines on reviewing AACR2 authority records, refer to [Reviewing non-RDA NARs with \(and without\) 667](#) [1]
 - Authority records with 667 have been reviewed, updated if necessary, re-coded to rda, & 667 deleted
6. CAUTION:
 - Authority records for translations, conventional collective titles, and 130s are mandatory for PCC bibliographic records. Since authority records for these will not be made by YUL cataloging, you will not be able to code records with 240 or 130 as pcc. The form of entry used in the YUL bibliographic record's 240/130 fields should follow RDA standards, however.
 - The RDA BIBCO BSR requires a 050 _4 classification number (‡a) *with the notable exception of rare materials*. Even if the record cannot be coded as pcc, YUL catalogers are strongly encouraged to include a 050 _4 ‡a for potential use in keyword filtering.
7. *Don't edit down*: When upgrading minimal or less-than-full member, vendor, or LC copy to BSR level, you will often find that the record includes fields not required by the BSR that would be required or included in what was formerly considered to be a full record. Leave such fields in the record, provided that the information is accurate & observes standards. Apply the same principle when basing variant edition cataloging on a full level bibliographic record. Do not edit member copy to BSR level from full level.
8. Legacy BIBCO cataloging copy. Generally make no attempt to upgrade a BIBCO cataloging copy created according to the previous standard to the new standard. MARS will update any obsolete headings. However, perform additional authority work if necessary.
9. Separate guidelines for minimal-level YUL records have been created. Note that minimal records will follow RDA for all descriptive elements and main entry, and RDA for form of access points to the extent possible.

Minimal records should not be coded as pcc.

RELATED DOCUMENTATION

[\(PCC\) Post RDA Implementation Guidelines and Standards](#) [2]

In the section *PCC RDA Bibliographic Description* see **BIBCO RDA Standard Record (BSR) Metadata Application Profile (MAP)**. Available in [PDF](#) [3]. June 13, 2016 revision.

See also the YUL Local Workflow for printed monographs in the RDA Toolkit's Tools section.

[CONSER Standard Record Documentation](#) [4]

See also the YUL Local Workflow for serials cataloging in the RDA Toolkit's Tools section.

For integrating resources, see also YUL documentation on:

[Updating Loose-Leafs](#) [5]

[Updating Websites](#) [6]

[YUL Minimal Level Record \(Printed Text\)](#) [7]

YUL BSR Fixed Fields

Leader

Comments.

Encoding Level. Former YUL Encoding Level was 4. Under RDA, the BSR RDA Encoding Level should be blank (full standard) unless the record was created under YUL minimal record standards which are separately documented. On OCLC, Encoding Level 4 at one time gave catalogers greater flexibility to update master records. OCLC now allows most cataloging contributors to edit master records even if they are coded as full level. Exception: recent OCLC policy is to leave the Encoding Level of LC CIP as 8 even if the record has been upgraded to full level.

Cataloging Form code "a" is never used for RDA records.

Label	Byte	Code	Notes
Type of Cataloging	06	by content	
Bibliographic Level	07	by mode of issuance	
Type of Control	08	a or blank	<i>Use "a" only for collections under archival control</i>
Encoding Level	17	blank	Full level (OCLC: I)
Cataloging Form	18	i	ISBD punctuation

007

The field itself is mandatory for audio recordings, cartographic resources, graphic materials, moving images, computer files (Type of Cataloging "m"), rare graphic materials, and microform textual monographs. Mandatory 007 bytes depend on the type of format; refer to the BSR MAP. For microform textual monographs, only the SMD is mandatory for BSR.

For the digital aspect of formats (except byte 06 m - computer file), use 007 Specific Material Designation "r" for remote access resources & "o" for direct access resources. Only the SMD is mandatory.

008

For textual monographs, mandatory fields are: Publication Status/Type of Date, Dates 1-2, Place of publication, production, or execution, Form of item, Language, Modified Record, and Cataloging Source. See the MAP (pages 20 and following) for mandatory 008 fixed fields for other formats, including microform textual monographs.

YUL BSR RDA Variable Fields (0xx -264)

0xx

Mandatory 0xx fields for all formats:

Field	Subfield	Notes
020, 024, 026-028, 074, 088		All publisher identifiers that apply to the manifestation.
040	‡b eng	Language of cataloging
	‡e rda	Description conventions
041	all	Mandatory if necessary to record more language codes than 008
042	‡a pcc	YUL: limit to printed text & microfilm if applicable

Additional mandatory 0xx fields by format

Cartographic Resources: 034, 043, 050, 052

Computer file: 050

Moving images: 046 ‡k date of production is mandatory if it differs from the date of publication.

Notated music: 050, 043

Textual monographs: 041, 050 <043 is not mandatory>. If cataloging is a combination of dcrm & RDA in 040 ‡e, 050 is not mandatory.

Textual Variable Fields

Very brief summary of *mandatory* fields. More details in MAP, including the applicable section number in RDA.

Tag	Notes
245 ‡a, ‡b	Title proper and other title.
245 parallel title	Record all parallel titles
246	Variant titles (including parallel titles in 246) are recommended but not mandatory; later title proper is required
245 ‡c	RDA only requires the first SoR, but PCC encourages transcription of any SoR that aids in discovery, identification, or selection of the resource. Rare Materials: transcribe all.
250	<i>Designation of edition.</i>
250 ‡b	Rare Materials. <i>Statement of responsibility of edition.</i>
250	<i>Named revision of an edition.</i>
255 ‡a-‡b	Cartographic Resources: <i>Scale [RDA 7.25]. Use</i>

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	7.25.1-7.25.5 & 7.26 [‡a]: Projection of cartographic content [‡b]. The date is also to be recorded in 034 as applicable.
257	Moving images. (Country of Producing Entity). "The name of the country(s) where the principal offices of the producing entity(s) are located. The subfield may contain an indication that the country is unknown, e.g. [Place of publication not identified]"
264 _0	Date of production for unpublished form.
264 _1 ‡a	Only the first place of publication is mandatory. Exceptions: multipart transcribe also current place if it differs; rare materials transcribe all. All online resources are considered published.
264 _1 ‡b	First publisher name is mandatory. Exceptions: multipart monographs: transcribe also the current publisher if it differs. Rare: transcribe all.
264 _1 ‡c	Record publication date, supply date in brackets, or record [Date of publication not identified].
264 _2 ‡a	Place of distribution is mandatory only if the place of publication is not identified. Only the first place is mandatory. Rare: transcribe all.
264 _2 ‡b	Distributor name is mandatory only if the publisher name is not identified. Only the first distributor name is mandatory. Rare: transcribe all.
264 _2 ‡c	Date of distribution is mandatory if date of publication is not identified. Rare: transcribe all.
264 _3 ‡a	Place of manufacture is mandatory if neither place of publication nor distribution is identified. Only the first manufacturer name is mandatory. Rare: transcribe all.
264 _3 ‡b	Manufacturer name is mandatory if neither the name of the publisher or distributor is identified. Only the first manufacturer name is mandatory. Rare: transcribe all.
264 _3 ‡c	Date of manufacture is mandatory if neither date of publication, distribution, or copyright date is not identified.
264 _4 ‡c	Date of copyright is mandatory if neither the date of publication nor the date of distribution is identified. Use the copyright symbol not c. Rare: always record if present.

YUL BSR RDA Variable Fields (3xx)

For fields & subfields arranged by RDA instruction number, see the table *RDA to MARC Bibliographic Mapping* under *Tools* in the **RDA Toolkit**.

Tag	Notes
300 ‡a	Extent is mandatory for all formats.
	Audio: Record duration if readily available.
	Cartographic resources: if applicable, record accompanying material in ‡e

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	Moving image/Video: Record duration if readily available.
	Online resource: record extent as "1 online resource" followed by either pagination (if textual) or format specific terminology, e.g. 1 online resource (1 vocal score (28 pages))
	Rare Materials: apply DCRM conventions but do not use abbreviations
300 ‡b	<i>Other physical details</i> are mandatory for the following media when the RDA instruction number applies. Note that <i>Illustrative Content (RDA 7.15)</i> and <i>Color Content (RDA 7.18)</i> are not listed. Both are optional.
	Audio: <i>Sound characteristics [RDA 3.16]</i> , e.g. digital, stereo. Record also in 344 ‡a, ‡g. Not mandatory for 007, however. RDA 3.16 covers many types of audio characteristics; PCC BSR is vague as to which of these is considered mandatory.
	Audio: <i>File Type [RDA 3.19.2]</i> . Record also in 347 ‡a. RDA does not map 3.19.2 to 300. Most likely application for "audio file" is in 300 ‡b of an online resource.
	Audio: <i>Encoding Format [RDA 3.19.3]</i> . If common usage is chosen for extent, recording "CD audio" in 300 ‡b is not necessary. Record also in 347 ‡b. Not mandatory for 007, however.
	Audio: <i>Regional Encoding [RDA 3.19.6]</i> . Listed as mandatory if applicable in the BSR MAP, but no examples for audio are given under 3.19.6.
	Cartographic: <i>Layout [RDA 3.11]</i> <there is also a 340 ‡k, but BSR does not list it as an option>
	Cartographic: <i>Digital file characteristics [RDA 3.19.1-3.19.8]</i> . Record also in 347 ‡a [file type] ‡c [file size], ‡d [resolution], ‡f [encoded bit rate], 352 ‡a [direct reference method], 352 ‡b [object type], 352 ‡c,d,e,f [digital graphic representation]
	Cartographic (Digital): <i>Digital Representation of Cartographic Content [RDA 3.19.8]</i> . Record also in 352 ‡a-‡f. BSR MAP also lists 347, but <i>RDA to MARC</i> does not map 3.19.8 to 347.
	Graphic & Historical Audio Materials: <i>Base material [RDA 3.6]</i> . (Recommended by BSR, not mandatory) For graphic, record also in 007 & 340 ‡a. Although RDA also maps to 500, the BSR does not list it as an option.
	Graphic Materials: <i>Mounts [RDA 3.8]</i> . Record also in 007 & 340 ‡e.
	Graphic materials: <i>Applied material [RDA 3.7]</i> ; also record in 340 ‡c.
	Moving Image/Video: <i>Video characteristics [RDA 3.18]</i> . Record also in 346 ‡a, e.g. VHS. Not mandatory for 007, however.
	Moving Image/Video: <i>File Type [3.19.2]</i> . Record also in 347 ‡a. RDA does not map 3.19.2 to 300. Most likely application for "video file" is in 300 ‡b of an online resource.

	Moving Image/Video: Encoding Format [RDA 3.19.3]. If common usage is chosen for extent, recording "DVD video" in 300 ‡b is not necessary. The list for video under 3.19.3 has more granular terms that could be brought out: Blu-ray, HD-DVD, etc. Record also in 347 ‡b. Not mandatory for 007, however.
	Moving Image/Video: Regional Encoding [RDA 3.19.6]. The RDA to MARC mapping does not have 300 as an option, although the BSR MAP does. Prefer to record in 347 ‡e. If 347 does not display locally, identify the regional encoding in 300 ‡b also. Although the RDA to MARC mapping lists 538 as an option, it is not given as an option in BSR.
	Notated Music: File Type [3.19.2] Record also in 347 ‡a. RDA does not map 3.19.2 to 300. Most likely application for "text file" is in 300 ‡b of an online resource.
	Notated Music: Format of Notated Music [RDA 7.20]. RDA to MARC maps only to 500 (not given as an option in the PCC BSR MAP).
	Rare books & music: Book format [RDA 3.12], e.g. folio, 4to, etc. Record also in 340
	Rare music: Production method for manuscript [RDA 3.9.2.3] (When applicable). Record also in 340 ‡d and 500.
300 ‡c	Dimensions. [RDA 3.5-3.5.3] Mandatory for Audio, Notated Music, Moving Images/Video, Still Images, Cartographic Resources, Direct-Access Electronic Resources, and Rare materials. For rare graphic materials, always specify what was measured. For cartographic resources & still images, record also in 340 ‡b. <i>YUL policy: dimensions is mandatory across all formats where applicable (note that printed text is not on the mandatory list in the PCC BSR MAP).</i>
336 ‡a & ‡2	Content Type [RDA 6.19.1.3]. For authorized terms use 6.19.1.3 in the Toolkit or the list at MARC RDA Content Types [8]. Use of MARC ‡b is optional.
337 ‡a & ‡2	Media Type [RDA 3.2.1.3]. Not mandatory in RDA, but mandatory for PCC. For authorized terms use 3.2.1.3 or the list at MARC RDA Media Types [9]. Use of ‡b is optional.
338 ‡a & ‡2	Carrier Type [RDA 3.3.1.3]. For authorized terms use 3.3.1.3 in the Toolkit or the list at MARC RDA Carrier Types [10]. Use of ‡b is optional. For resources other than textual monographs, also create a 007 to record the Specific Material Designation
340 ‡a	Graphic. Base material. See also 300 ‡b.
340 ‡b	Cartographic & Still images: Dimensions [3.5] See also 300 ‡b.
340 ‡c	Graphic. Applied material. See also 300 ‡b.
340 ‡d	Rare music. Recording production method. See also 300 ‡b
340 ‡e	Graphic: Mounts. See also 300 ‡b.

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340 ‡i	Technical Specifications of Medium. No useful example in MARC Format for Bibliographic Data other than that only the name of the means of access is entered, e.g. <i>Adobe Acrobat Reader</i> not <i>Requires Adobe Acrobat Reader</i> . See 538.
340 ‡m	Rare books & music: Book format. See also 300 ‡b.
344	Audio. <i>Sound characteristics.</i> See also 300 ‡b. Subfields most likely to be encountered (excluding historical sound recordings, LPs)
344 ‡a	<i>Type of Recording</i> , e.g. ‡a digital
344 ‡b	<i>Recording Medium</i> , e.g. ‡b optical
344 ‡f	<i>Tape configuration</i> , e.g. ‡f 12 track
344 ‡g	<i>Playback configuration</i> , e.g. ‡g stereo
344 ‡h	Special Playback Characteristics, e.g. ‡h Dolby-B encoded
344 ‡2	If all of the subfields use terms listed in RDA, add ‡2 <i>rda</i> at the end of the field
347 ‡a	Audio, Cartographic, Notated Music, Moving Images/Video. <i>File Type.</i> Use when applicable for digitized media. See also 300 ‡b.
347 ‡b	Audio, Moving Images/Video: <i>Encoding Format.</i> Use when applicable for digitized media. See also 300 ‡b.
347 ‡c, ‡d, ‡f	Cartographic (Digitized). <i>File size. -- Resolution -- Encoded bit rate.</i> See also 300 ‡b.
347 ‡e	Moving Image/Video. <i>Regional Encoding.</i> See also 300 ‡b.
351 ‡a-‡c	Archival Materials: <i>System of Organization [RDA 7.8].</i>
352 ‡a-‡f	Cartographic (Digital). <i>Digital Representation of Cartographic Content.</i> See also 300 ‡b.
352 ‡c-‡f	Cartographic (Digital). <i>Digital File Characteristics.</i> See also 300 ‡b.
380, 381	<i>Form of Work. [RDA 6.3]; Other distinguishing characteristic of the work. [RDA 6.6].</i> Use if needed to differentiate. For bibliographic records, generally consider use in 130, 240, 7xx to be sufficient. In general, more likely to be used in work/expression authority records than in bibliographic records. BSR does not have 500 as an option, so 380 may start to appear in pcc non-music bibliographic records for purposes of identification. For music cataloging see MARC 380 [11] and MARC 381 [12] pages on the Yale Music Library Cataloging site.
382	Notated & Recorded Music: <i>Medium of performance of musical content [RDA 7.21].</i> Prefer to 048. Use also 500. See MARC 382 [13] page on the Yale Music Library Cataloging site. At this time, not recommended for use in YUL bibliographic records for sound recordings of popular and traditional music. For Western art music, 382 will be used routinely.
383, 384	Music (Notated): Numeric Designation of a Musical Work [RDA 6.16], Key [RDA 6.17]. Use if needed to

differentiate. See [MARC 383](#) [14] & [MARC 384](#) [15] pages on the Yale Music Library Cataloging site.

YUL BSR RDA Variable Fields (490-5xx)

Tag	Notes
490 ‡a	Title proper of series.
490 ‡b	Rare Materials: other title of series is mandatory.
490 ‡c	Rare Materials: statement of responsibility of series is mandatory.
490 ‡x	ISSN of series
490 ‡v	Numbering within series.
490	Subseries title proper, ISSN, & numbering within subseries.
524	Archival materials. Preferred citation.
500 588	Source of title. For printed monograph materials (or images thereof) mandatory if the source is other than the title page. For all other formats, source of title is mandatory in all cases. For 588, see below.
500	Rare Books, Music: Note on statement of responsibility is mandatory if the title and SoR have been transposed from their presentation in the source. Make a note indicating the transposition.
500	Moving images: [RDA 2.17. 6] Made when the date of production differs from the date of publication. If this note is made, 046 is not mandatory, but recording in both fields is preferred.
500	Archival materials. References to finding aids can be made through notes, access points, and/or URLs depending on unit policy.
502	<i>Dissertation or thesis information</i> [RDA 7.9] mandatory.
504	<i>Notes on bibliographies and indexes are not listed & are not mandatory. Related work/expression notes and links, on the other hand, are emphasized.</i>
505	<i>Related work/expression</i> [RDA 25.1] PCC recommends a contents note, no limit to the number of works, "unless burdensome." Note that this applies to collections/compilations of works, not chapters in a monograph. The BSR instruction to give an analytical AAP for the predominant or first work is also a <i>recommendation</i> . A compilation of conference or festschrift papers does not need an analytical AAP for the first paper. A compilation of 3 novels, on the other hand, should probably get as many as 3 analytical AAPs.
	Audio, Moving Image/Video: give a full contents note for compilations when feasible.
506	Archival: <i>Restrictions on Use</i> [RDA 4.5]. Absence of restrictions should also be noted.
510	Rare materials. Citation notes and references to

	published materials are encouraged, using <i>Standard Citation Forms for Rare Book Cataloging</i> . See also the <i>DCRM(M) Appendix H</i> for notated music.
511	Audio, Moving image/Video: <i>Performer, narrator, and/or presenter</i> [7.23].
518	Audio: <i>Date of capture</i> [7.11.3]. Recommended, but not mandatory.
520	Summarization of content [RDA 7.10]. Archival: mandatory, additional guidance in DACS 3.1. PCC <i>recommends</i> for other resource types if helps to support user tasks. <i>YUL: generally applied to audiobooks & video, and frequently to complex visual materials.</i>
533	Use only for microform reproductions.
538	<i>Equipment or system requirements</i> [RDA 3.20]. "Use judgment to determine whether systems requirements go beyond the normal or obvious." See also 340.
546	<i>Language of expression</i> . Record if needed to differentiate. Record if the resource is in more than one language, and make a corresponding 041. <i>Recommended</i> if the language of the resource is not apparent from the description.
	<i>Script</i> . Mandatory for some languages. See LC PCC PS 7.13.2.3.
588	Used for all online monographs. Use for multipart monographs if cataloging is not based on the first/earliest volume published; otherwise use 500 for the source of title.

YUL BSR RDA Access

Relationship Designators (RDs)

See [PCC Guidelines for the Application of Relationship Designators in Bibliographic Records](#) [16].

The only mandatory relationship designator(s) is for creators (as defined in RDA Appendix I), although PCC *recommends* RDs for most AAPs for persons, families, and corporate names. Do not use an RD in author/title AAPs. Note that while most fields use ‡e for RDs, conference name fields use ‡j.

YUL: if the cataloger decides to use additional RDs, they should be one or more of the controlled terms listed in the RDA appendices. In such cases, when in doubt as to which RD to assign, do not assign an RD.

Mandatory Authorized Access Points (AAPs)

An AAP is only mandatory for the primary creator. Additional AAPs for creators are at the cataloger's discretion. For archival materials, see also DACS 9.

If an AAP is made for a work/expression, the primary creator must be included when applicable.

AAPs for contributors are *recommended*.

YUL policy: series added entries will continue to be made.

Linking Fields

Related manifestation fields are mandatory for reproductions, with the exception (provisionally) of microform reproductions, where 533 will be used instead of 775/776. Keep in mind that the scope of "reproductions" is changed to include photocopies and editions with the same content issued by different publishers in the same year (give or take a year or so), as well as the familiar reprint editions ("facsimiles").

For printed textual reproductions see YUL documentation: [Reproduction Cataloging \(Tangible Print Resources\)](#) [17]

For microform reproductions see YUL documentation: [Microform Reproductions](#) [18]

Source URL: <https://web.library.yale.edu/cataloging/YUL-BSR>

Links

[1] <https://web.library.yale.edu/cataloging/authorities/name-policies/updating-existing-nars/reviewing-AACR2-NARs>
[2] <http://www.loc.gov/aba/pcc/rda/PCC%20RDA%20guidelines/Post-RDA-Implementation-Guidelines.html> [3]
<http://www.loc.gov/aba/pcc/bibco/documents/PCC-RDA-BSR.pdf> [4]
<http://www.loc.gov/aba/pcc/conser/issues/CSR.html> [5] <https://web.library.yale.edu/cataloging/loose-leafs> [6]
<https://web.library.yale.edu/cataloging/e-resources/updating-websites> [7]
<https://web.library.yale.edu/cataloging/minimal-level> [8] <http://www.loc.gov/standards/valuelist/rdacontent.html> [9]
<http://www.loc.gov/standards/valuelist/rdamedia.html> [10] <http://www.loc.gov/standards/valuelist/rdacarrier.html> [11]
<https://web.library.yale.edu/cataloging/music/MARC380> [12]
<https://web.library.yale.edu/cataloging/music/MARC381> [13]
<https://web.library.yale.edu/cataloging/music/MARC382> [14]
<https://web.library.yale.edu/cataloging/music/MARC383> [15]
<https://web.library.yale.edu/cataloging/music/MARC384> [16]
<http://www.loc.gov/aba/pcc/rda/PCC%20RDA%20guidelines/Relat-Desig-Guidelines.docx> [17]
<http://web.library.yale.edu/cataloging/reproductions-rda> [18] <http://web.library.yale.edu/cataloging/reproductions-rda/microform/intro>