RDA & Other Short Checklists

Ready Reference checklists for quick look-ups and bookmarking. Initially developed for RDA training, but covers anything cataloging related that does not involve complex explanations.

Originally the checklists were PDFs of training slides. Subsequently, they have been converted to Drupal, though in some cases, the original slides were converted to screenshots. There have been modifications to the original material due to RDA or LC PCC PS updates. The presenter notes accompanying the slides have been included, with modifications. YUL policies are identified.

All future additions will be "born Drupal."

RDA Terminology

Source: (Source: LC Training Module 1 Slides 32-33 Sept. 2012)

Trainer Notes: "Listed on these slides are some of the main differences in terminology between AACR2 and RDA. Some of the changes reflect our turning away from the catalog card environment, while others reflect terminology in the FRBR/FRAD models and the International Cataloguing Principles."

AACR2	RDA
heading	authorized access point (AAP)
author, composer, artist, etc.	creator *<under some circumstances, a compiler may be a creator>*
main entry	preferred title and, if appropriate, the authorized access point for the creator
uniform title	Two RDA counterparts: 1. the preferred title and any differentiating information; 2. a conventional collective title such as "Works"
see reference	variant access point
see also reference	authorized access point for related entity
physical description	carrier description
general material designator	three elements: 1. content type 2. media type 3. carrier type
chief source	preferred sources

Bibliographic Records: Manifestations & Items (RDA Chapter 2)

Here are listed ready reference checklists and examples for key elements in the bibliographic record that are related to transcription, with emphasis on RDA changes to AACR2 practices.

1. RDA Transcription Sources for Title Proper (Text, Video, Other)

Source: LC Training Module 1 Slides 50-55 Sept. 2012 revision

SLIDE 1: Preferred Source

Presenter Notes: "The AACR2 concept of "chief source" has been replaced by the RDA concept of "preferred sources." This is not only a change of term but also reflects RDA's expansion from a single source to multiple sources for information. The preferred source of information is still the source where you find the title proper. For most elements, RDA gives you permission to take information from any source, with the choices given in a priority order.

"If data is taken from outside the resource, it is enclosed in square brackets. For some elements, the data can come from "any source"; consult the 'sources' instruction for each element, or 2.2.4.

"? Exception: when cataloging a resource that doesn't typically have bibliographic information on the resource (e.g., photograph, sculpture), you do not need the square brackets." *<unpublished materials would also fall into this category, so date of production of a dissertation would not be bracketed, bearing in mind that* reproductions *of dissertations are generally considered to be published>*

"The sources given in the AACR2 part I chapters have been condensed into three categories:

A. Resources with pages, leaves, etc., or images of pages

B. Moving images

C. All other resources"

SLIDE 2 Printed Material

Presenter Notes. "**RDA 2.2.2.2** provides a priority order for the preferred sources for these materials:

- Title page, title sheet, etc. (or image)
- Cover (or image)
- Caption (or image)
- Masthead (or image)
- Colophon (or image)

If you have exhausted those sources, you can use the source where the title is located.

If your resource doesn't have a title, use a source where the information may be formally presented (e.g., perhaps introductory pages). But these are still within the resource.

?There is an alternative for microform or digital resources, which says to use an eye-readable label. There is also an exception for early-printed resources, with a different priority order."

SLIDE 3 Multiple Parts

Trainer's Notes: "RDA 2.1.2.3 provides the instructions for resources issued in multiple parts. This includes serials, multipart monographs, integrating resources, and kits.

- If the parts are sequentially numbered, use the lowest-numbered issue or part available

- If the parts are unnumbered or not sequentially numbered, use the issue or part with the earliest date of issue
- If the concept of sequential numbering is not appropriate (e.g., for a kit), use the resource as a whole; if this is not possible, generally determine the main part

SLIDE 4 Moving Images (Video)

Presenter Notes: "Moving images are typically contained in carriers such as film, DVD, etc. For these, the source is generally where the title appears.

"**RDA 2.2.2.3** provides a priority order for the preferred sources for these materials:

- Title frames or title screens
- Label that is permanently printed on or affixed to the resource, excluding accompanying textual material or a container
- embedded metadata in textual form containing a title

"When none of the listed sources apply, use a source where the information is formally presented.

"? There is an alternative to use a label and skip the title frames so you don't have to project the image to find the data."

SLIDE 5 Preferred Source for Other Categories

Presenter Notes: "**RDA 2.2.2.4** provides a priority order for the preferred sources for resources other than those in the first two categories

- Label
- Embedded metadata in textual form containing a title
- If neither of the above is appropriate, use a source where the data is formally presented"

SLIDE 6 Sources External to the Resource

Presenter Notes: "**RDA 2.2.4** provides a priority order for the other sources when you can't find a title from the resource itself:

- Accompanying materials
- Container not issued as part of the resource (e.g., a case made by the owner)
- Other published descriptions of the resource
- Any other source (e.g., a reference source that indicates how the resource is commonly known)"

2. Errors in Title Proper Examples

Source: LC Training Module 1, Slide 70, Sept. 2012. Text from Trainers' Notes

The first example for a monograph shows how the title is recorded in an AACR2 record; a 246 field can be given, as needed, to provide the correct form for searching (omitted in the example on the slide).

| 245 | 1 | 0 | ‡a **Teusday's** [i.e. Tuesday's] tasks |

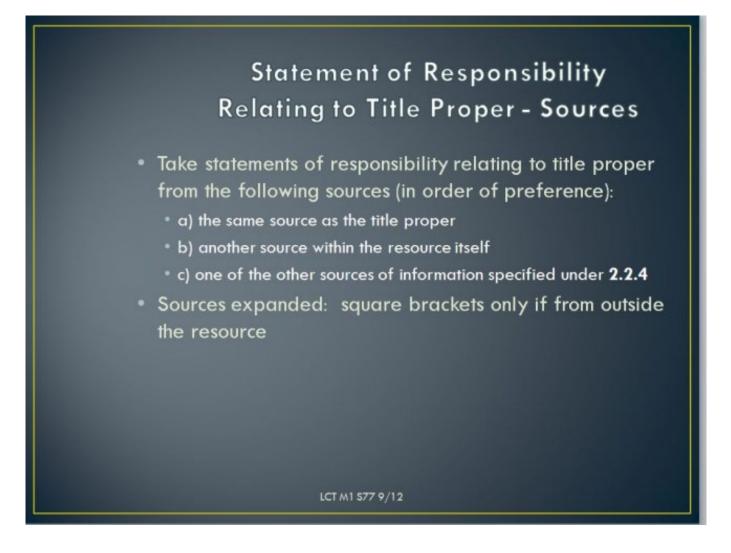The second example shows how the title is recorded in an RDA record; the incorrect word in the 245 field with no

"[sic]" or "[i.e.]"; a variant title field gives the corrected form.

245	1	0	‡a **Teusday's** tasks
246	1		246 ‡i Corrected title: ‡a Tuesday's tasks

The third example, for a serial, shows that the misspelled word has been corrected in the title proper. It is also important to give a variant title for serials for the form found on the resource, for example, for the users who don't read the language of the title and so don't realize that the title includes an error.

245	1	0	‡a Zoology studies
246	1		‡i Misspelled title on number 1: ‡a **Zooology** studies

3. Statement of Responsibility Sources

4. Title Proper, Other Title, or Statement of Responsibility? Examples

Example 1. RDA 2.3.1.5. "If the title includes a name that would normally be treated either as part of a statement of responsibility or as the name of a publisher, distributor, etc. and the name is an integral part of the title (e.g., connected by a case ending), then: record the name as part of the title."

245	1	0	‡a Martha Stewart's baking hand book.

Examples 2-3: 2.3.4. "Other title can include any phrase appearing with the title proper that is indicative of: the character, contents, etc. of the resource, or the motives for, or occasion of its production, publication, etc."

Example 2.

245	1	4	‡a The conscript : ‡b a novel of Libya's anticolonial war / ‡c by Gebreyesus Hailu ; translated from the Tigrinya by Ghirmai Negash.

Example 3.

245	1	0	‡a Courts were appointed in convenient places : ‡b a lecture presented on the occasion of the bicentennial of the Fairfax County Courthouse, April 2001 / ‡c by Donald M. Sweig.

Examples 4-5-6: 2.4.1.8. "If a noun phrase occurs with a statement of responsibility, treat the noun or noun phrase as part of the statement of responsibility." Example E. Bib record had "a novel by" (including "by") in ‡b. Example F: "poems by Zen monks of China" was entered in ‡b. Example in RDA 2.4.1.4.: "created by the fourth grade class of …"

Example 4.

245	1	0	‡a Characters from Dickens / ‡c dramatised adaptations by Barry Campbell.

Example 5.

245	1	0	‡a Guilt by degrees / ‡c a novel by Marcia Clark.

Example 6. Example F: Noun phrase not connected to the statement of responsibility.

245	0	0	‡a Clouds thick, whereabouts unknown / ‡c poems by Zen monks of China ; [translated by] Charles Egan ; illustrations by Charles Chu.

Example G.

245	1	0	‡a Rabbi Harvey rides again : ‡b a graphic novel of Jewish folktales let loose in the Wild West / ‡c Steven Sheinkin.

5. Designation of Edition; Changes of Edition Statement

Designation of Edition

Source: LC Training Module 1, Slide 82, Sept. 2012

Trainers' notes. "Transcribe an edition statement as it appears on the source of information. Apply the general guidelines on transcription given under 1.7. Following various LCPS in 1.7 and 1.8 leads you to always transcribe the data as found. Appendix B4 says, "For transcribed elements, use only those abbreviations found in the sources of information for the element."

"[Transcribing these elements as found means not abbreviating terms and not converting numerals from one form to another as AACR2 requires.]"

Example 1 (do not supply abbreviations)

Source	*Third revised edition*			
AACR2	250			‡a 3rd rev. ed.
RDA	250			‡a Third revised edition.

Example 2 (transcribe abbreviations as they appear on the resource)

Source	*2nd enlarged ed., revised*			
AACR2	250			‡a 2nd enl. ed., rev.
RDA	250			‡a 2nd enlarged ed., revised.

Recording Changes in Edition Statement

Source: Trainers' notes from LC Training Module 1, Slide 83, Sept. 2012

- If edition statements differ from one part of a multipart monograph to another, make a note if the difference is considered to be important for identification or access.
- For serials, if an edition statement is added, deleted, or changed on a subsequent issue or part of a serial, make a note if the change is important for identification or access.
- For integrating resources, change the edition statement to reflect the current iteration if the change does not require a new description. However, if the earlier edition statement is considered to be important, make a note for the earlier statement.

6. Place of Publication

Source: LC Training Sept. 2012

Slide 89 Core, Sources, Transcription, Additions

Presenter notes:

"Place of publication is the first of three core elements related to publication.

"CORENESS:* If more than one place of publication appears on the source of information, only the first recorded is required.

"*A place of publication is a place associated with the publication, release, or issuing of a resource.*

Sources: Take places of publication from the following sources (in order of preference):

a) the same source as the publisher's name

b) another source within the resource itself

c) one of the other sources of information specified under 2.2.4

Transcribe places of publication in the form in which they appear on the source of information. Include both the local place name (city, town, etc.) and the name of the larger jurisdiction (state, province, and/or country) if present on the source of information.

An optional addition in **2.8.2.3** allows you to add a larger jurisdiction if it doesn't appear on the resource. LC takes no position on this option -- use cataloger judgment.

*NOTE: Place of production is NOT core for unpublished materials (264 _0)

Slide 90 More than One Place of Publication

Presenter Notes

"Only the first place is "Core." There is no requirement to record a place in the "home country.

"No longer will U.S. catalogers need to look for a place in the U.S."

Slide 91 Language or Script

Presenter Notes:

"If the place of publication appears on the source of information in more than one language or script, record the form that is in the language or script of the title proper. If this criterion does not apply, record the place name in the language or script that appears first."

Slides 92-93 Supplied Place; Examples

Presenter Notes:

"**LCPS 2.8.2.6** instructs catalogers to supply a place of publication if possible, rather than record "[Place of publication not identified]" (remember that the Latin abbreviation "S.I." is not permitted by RDA)."

Known local place	[Toronto]
Probable local place	[Munich?]
Known country, state, etc.	[Canada]
Probable country, state, etc.	[Spain?]

"Place" means jurisdiction; you can't use *[North America?]* or *[Middle East]*.

7. Place of Publication Examples

LC Training Module 1 Slide 95 Sept. 2012 (revised)

On resource: London -- New York -- Boston

264		1	‡a London
264		1	‡a London ; ‡a New York ; ‡a Boston *<optional>*
264		1	‡a London ; ‡a New York *<optional>*

Addition OK, but not required:

264		1	‡a Red Oak [Iowa]
264		1	‡a New Haven [Connecticut] *<supplied places should be spelled-out>*

LCPS says to supply a place if you can, even if just the country:

264		1	*‡a [Place of publication not identified] Generally no!*

8. Publisher Name with Examples

Source: LC RDA Training Sept 2012 (edited)

Slides 96-99 Presenter Notes

Recording Publisher's Name

Record the publisher's name applying the basic instructions on recording publication statements given under 2.8.1 -- "in the form in which they appear on the source of information." LCPS 2.8.1.4 states, "Generally do not omit levels in corporate hierarchy."

Record words or phrases indicating the function (other than solely publishing) performed by a person, family, or corporate body as they appear on the source of information.

Do not abbreviate words in the name.

More Than One Publisher

If more than one entity is named as a publisher of the resource, record the entities in the order indicated by the sequence, layout, or typography of the names on the source of information.

Publisher's Name in More Than One Language or Script

If the name of a publisher appears on the source of information in more than one language or script, record the form that is in the language or script of the title proper. If this criterion does not apply, record the name in the language or script that appears first.

No Publisher Identified

For a resource in a published form, if no publisher is named within the resource, and cannot be identified from other sources, record [publisher not identified]. Do not record [s.n.].

EXAMPLES

Transcribe as found in full; do not supply abbreviations

264		1	‡a New York : ‡b J.J.

			Wilson Publishing Company *<NOT: Wilson Pub. Co.>*

Source: Humanities Association, Literature Division, Renaissance Literature Section

264		1	‡a Chicago : ‡b Humanities Association, Literature Division, Renaissance Literature Section

Source:

Toronto -- Pilkington Pub. Co.

Houston -- Davidson Publishers

264		1	‡a Toronto : ‡b Pilkington Pub. Co.

Publisher not identified. Note use of lower case.

264		1	‡a [Hawaii] : ‡b [publisher not identified]

9. Supplied Date Examples-1

Source: LC RDA Training Module 1 Sept. 2012

Text from Presenter Notes

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LCPS 2.8.6.6. important practice in such situations.

Here are some examples of some of the most commonly occurring situations.

1st example: Supply a date of publication that corresponds to the copyright date, in square brackets, if it seems reasonable to assume that date is a likely publication date (If an item lacking a publication date contains only a copyright date).

Title page verso:	Copyright ©2009
Preface signed:	June 2009
Date of publication:	not given
Transcription:	264 #1 ‡a … ‡b … ‡c [2009]
008/06:	s
008/07-10:	2009
008/11-14:	####

2nd example: If the copyright date is for the year following the year in which the publication is received, supply a date of publication that corresponds to the year of copyright (if an item lacking a publication date contains only a copyright date).

Title page verso:	©2009
Item received in:	2008
Date of publication:	not given
Transcription:	264 #1 ‡a … ‡b … ‡c [2009]
optionally	264 #4 ‡c ©2009
008/06:	t

008/07-10:	2009
008/11-14:	2009

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1st example. If an item lacking a publication date contains a copyright date and a date of manufacture and the year is the same for both, supply a date of publication that corresponds to that date, in square brackets, if it seems reasonable to assume that date is a likely publication date.

Title page verso:	©1980//1980 printing
Date of publication:	not given
Transcription:	264 #1 ‡a … ‡b … ‡c [1980]
008/06:	s
008/07-10:	1980
008/11-14:	####

2nd example: If an item lacking a publication date contains a copyright date and a date of manufacture and the years differ, supply a date of publication that corresponds to the copyright date, in square brackets, if it seems reasonable to assume that date is a likely publication date. A manufacture date may also be recorded as part of a manufacture statement if determined useful by the cataloger.

Title page verso:	©1978//Sixth Printing 1980
Preface signed:	June 1978
Date of publication:	not given
Transcription:	264 #1 ‡a … ‡b … ‡c [1978]
optionally:	264 #3 ‡a … ‡b … ‡c 1980. 588 ## ‡a Description based on sixth printing, 1980.
008/06:	s
008/07-10:	1978
008/11-14:	####

10. Supplied Date Examples-2

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1st example: Supply a date of publication that corresponds to the distribution date, in square brackets, if it seems reasonable to assume that date is a likely publication date. Also record a date of distribution as part of a distribution statement if determined useful by the cataloger (if an item contains only a date of distribution).

Title page verso:	Distributed 2008
Bibliography includes citations to 2007 publications	
Date of publication:	not given
Transcription:	264 #1 ‡a London :‡b Gay Mens Press, ‡c [2008]
optionally: also give	264 #2 ‡a Chicago, IL : Distributed in North America by InBook/LPC Group, ‡c 2008.
008/06:	s
008/07-10:	2008
008/11-14:	####

2nd example: If it does not seem reasonable to assume that the distribution date is a likely publication date, supply a date of publication, in square brackets, based on the information provided. Also record the distribution date as part of a distribution statement if determined useful by the cataloger (if an item contains only a date of distribution).

Title page verso:	Distributed in the USA in 1999
Preface signed:	London, January 1993
Date of publication:	not given

Transcription:	264 #1 ‡a … :‡b … ‡c [between 1993 and 1999]
008/06:	q
008/07-10:	1993
008/11-14:	1999

Slide 110 Supplied Dates Based on Date of Manufacture

1st example: Supply a date of publication that corresponds to the manufacture date, in square brackets, if it seems reasonable to assume that date is a likely publication date. For books, this means that the item is assumed to be the first printing of the edition. Also record the manufacture date as part of a manufacture statement if determined useful by the cataloger (if an item lacking a publication date contains only a date of manufacture.

Title page verso:	First Printing 1980
Date of publication:	not given
Transcription:	264 #1 ‡a … :‡b … ‡c [1980]
008/06:	s
008/07-10:	1980
008/11-14:	####

2nd example: If the date of manufacture given implies that it is not likely the same as the date of publication, supply a date of publication, in square brackets, using the information provided. Also record the date of manufacture as part of a manufacture statement if determined useful by the cataloger, or record it in MARC field 588 as a Note on issue, part, or iteration used as the basis for identification of a resource (if an item contains only a date of distribution).

Title page verso:	15th Impression 1980
Date of publication:	not given
Transcription:	264 #1 ‡a … :‡b … ‡c [not after 1980]
optionally:	588 ## ‡a Description based on 15th impression,1980.
008/06:	q
008/07-10:	uuuu
008/11-14:	1980

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This slide shows the progression of having less and less information about probable dates. These five categories are a simplification of what appears in RDA via a series of examples.

Actual year known	264 … ‡c [2010]
Either one of two consecutive years	264 … ‡c [2009 or 2010]
Probable year	264 … ‡c [2010?]
Probable range of years ("between ___ and ___?")	264 … ‡c [between 2008 and 2010?]
Earliest and/or latest possible date known ("not before," "not after," or "between ___ and ___")	264 … ‡c [not before January 15, 2010]

11. Series Statement: Sources

Per **RDA 2.12.2.2**, the sources for the title proper of the series statement, in order of preference are:

- The series title page
- Another source within the resource itself (**2.2.2**)
- One of the other sources of information specified at **2.2.4**
- For main series/subseries use a source that has both titles (LC PCC PS **2.12.10.2**)

Do not transcribe series appearing only in pre-publication data (US or other CIP): PS 2.12.10.2

12. Series Statement Transcription

Source: LC RDA Training, Module 1 Slides 125-129, Sept. 2012

Title of Series in More Than One Language or Script

Choose the title proper of the series in the language or script of the content of the resource. [**RDA 2.3.2.4**]

Example: Title of series also appears as: Collection Mercure. Resource is in English.

490	0		‡a Mercury series

Title of Series in More Than One Form

Choose the title proper of the series on the basis of the sequence, layout, or typography of the titles on the source of information; if not, choose the most comprehensive title of series. RDA 2.3.2.5. "Sequence" applies to the earlier slide on preferred sources for the series statement.

Example. Title of series also appears as: À pleine vie:

490	0		‡a Collection "à pleine vie"

Note: the LCRI that instructed the cataloger to use upper case for a series name in apposition to the generic series term was not carried over into the LC PCC PS. It would be possible to follow the capitalization used on the resource, but to be consistent, the capitalization option should be used for all transcription areas.

Other Title Information of Series

Record other title information of a series only if it is considered necessary for the identification of the series

Example. Other title information of series: a collection of facsimile reprints.

490	0		‡a English linguistics, 1500-1750

If the Other title is transcribed, it follows the same rules used for the title proper. Keep in mind that, as with the title proper the Other title of the series must be taken from the same source as the title proper of the series.

ISSN of Series and Subseries

ISSN is:

- Core if present
- Instructions under: RDA 2.12.8 and 2.12.16
- Take the ISSN from any source within the resource
- NEW: MARC 490 ‡x now repeatable

LCPS for the optional omission in 2.12.8.3: Do not omit the ISSN of the main series if the ISSN of the subseries is given

Numbering Within Series and … Within Subseries

Numbering is:

- Core
- Instructions under: RDA 2.12.9 and 2.12.17
- Entered in MARC 490 ‡v
- Guidelines are generally the same as those for Numbering of serials
- Transcribe captions as found
- For the access points, use the caption abbreviations in RDA Appendix A (if the caption abbreviation is not provided in the SAR)

490	0		‡a ... ‡v volume 32
490	0		‡a ... ‡v Band LXXXVIII

Bibliographic Records: Serials & Integrating Resources

Additions should be made when CONSER RDA Serial Training becomes available.

Recording Numbering of Serials

(Source: LC Training Module 1, Slide 85, Sept. 2012)

Recording Numbering of Serials RDA 2.6.1
Record numbers expressed as numerals or as words applying the general guidelines given under 1.8. Transcribe other words, characters, or groups of words and/or characters as they appear on the source of information. Apply the general guidelines on transcription given under 1.7. Substitute a slash for a hyphen, as necessary, for clarity.

- Record the number for the first issue; if it has ceased publication, record the last issue
- If the numbering starts a new sequence with a different system, record the numbering of the first issue of each sequence and the numbering of the last issue of each sequence.

"Take what you see" means not changing the form of terms or months found on the resource.

RDA allows catalogers to choose giving either a formatted note (1st example) or an unformatted note (2nd example). The changes not to abbreviate terms or convert numerals are shown in the examples.

1st example: formatted style

362	0		Volume X, number 1-

2nd example: unformatted style

362	1		Began with January 2010 issue.

YUL: Transcribe roman numerals as found (LC PCC PS). Follow CONSER practice and always use unformatted style.

Frequency Terms and Codes for Continuing Resources

Frequency Terms and Codes

Terms (310)	Codes (008/18)
Irregular	#
Annual	a
Bimonthly (every two months)	b
Semiweekly (twice a week)	c
Daily	d
Biweekly (every two weeks)	e
Semiannual (twice a year)	g
Biennial (every two years)	g
Triennial (every three years)	i
Three times a week	i
Three times a month	j
Monthly	m
Quarterly	q
Semimonthly (twice a month)	s
Three times a year	t
Unknown	u
Weekly	w

When the frequency code as listed above do not accurately reflect the frequency as given in 310. This is generally the case when the frequency is expressed in numbers per year (e.g., 4 no. a year), or "times a year" (e.g., 6 times a year). In these case the closets applicable frequency is used according to the following chart, and the regularity is coded as "x".

Frequency terms (310)	Frequency code (008/18)
Two no. a year	f
Four no. a year	q
Five no. a year	q
Six no a year	b
Seven no a year	b
Eight no. a year	b
Nine no. a year	m
Ten no. a year	m
Eleven no. a year	m
twelve no. a year	m

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Bibliographic Records: Carrier (RDA Chapter 3)

Here are listed ready reference examples and checklists for 3xx fields.

1. Extent Basics (Texts)

Textual material:

RDA 3.4.5 scope: the extent of text instructions are limited to: volumes, sheets, portfolios, or cases. Note that there

are a number of unmediated carrier terms listed under 3.3.1.3 (card, flipchart, object, roll) that do not fall under the scope of 3.4.5. For these, consult 3.4.2 (cartographic), 3.4.3. (notated music), 3.4.4 (still image), 3.4.6 (three-dimensional forms), or the general instructions on extent at 3.4.1.3.

Do not use abbreviations for terms (e.g., "pages," "volumes", not "p.," "v.")

Example: an incomplete multipart monograph. Extent for incomplete multiparts is not required by RDA, but is required per YUL policy:

| 300 | | | ‡a volumes ... *<not **v.**>* |

RDA 3.4.5.3. If the volume consists only of unnumbered pages, leaves, or columns use:

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

This is LC/YUL practice. PCC itself has no policy. There are 2 other options under 3.4.5.3, *approximately <number of pages>* or an exact count: *<exact number of pages> unnumbered pages.*

Note: the RDA option uses *(unpaged)* for both unnumbered pages and unnumbered leaves, so the practice of using *1 volume (unfoliated)* for unnumbered leaves is no longer applied.

3.4.5.3.1. For a simple mix of numbered and unnumbered sequences use "unnumbered" as in 3.4.5.3:

| 300 | | | ‡a iv, 50 pages, 10 unnumbered pages of plates ... |

3.4.5.4. Single sequence with change in numbering from arabic to roman numerals:

| 300 | | | ‡a xiii, 14-175 pages ... *<but see 3.4.5.4 exception for early printed resources>* |

3.4.5.8. Complicated or irregular paging. Example is LC/YUL practice (PCC has no PS). See the rule for other options.

| 300 | | | ‡a 1 volume (various pagings) ... *<but see 3.4.5.8 exception for early printed resources>* |

3.4.5.5. Use "that is" (rather than "i.e."). For example, the book records the number of *leaves*, but is printed on both sides (that is, *pages*).

| 300 | | | ‡a 50, that is, 100 pages ... |

3.4.5.10. Record if leaves are folded. Note that there are different instructions for folded sheets at **3.4.5.14**.

| 300 | | | ‡a 230 pages, 25 leaves of plates (some folded) ... *<example from RDA>* |

3.4.5.17 Record pagination of a multipart set complete at the time of cataloging if continuous pagination was used. If each volume has preliminary pages, only record the preliminary pages of the first volume. Follow the LC PCC option **3.4.5.18** and do not record the pagination of individually paged volumes even if the set is complete.

| 300 | | | ‡a 2 volumes (xxi, 1000 pages) ... |

3.4.5.18 *YUL: For security purposes, follow the option and record the number of sheets, plates, etc. contained in a portfolio or case whether numbered or unnumbered.*

| 300 | | | ‡a 1 portfolio (5 sheets, 25 leaves of plates) ... |

2. Dimensions (RDA 3.5)

Books:

- Rounded up to next whole centimeter
- "cm" and "mm" are symbols, not abbreviations
- use ISBD full stop after symbol only if a 490 field appears in the record (YUL alternative: or just leave out the period in all cases; member copy: take whatever punctuation is used)

Serials: Not core for CONSER. *YUL policy: add dimensions to member copy; record dimensions in original cataloging*

Audio: LC practice for Alternative: Use inches for discs (RDA 3.5.1.4.4) and for all audio carriers; otherwise, follow the RDA instruction as written (abbreviate as "in.")

Microfilm: record diameter of the reel in cm, followed by the width of the film in mm, e.g. 11 cm, 25.4 mm (3.5.1.4.9)

Refer to RDA 3.5 for other media.

3. Sheets

4. Other Content: 300 $b

Source: LC RDA Training, Module 2, Slides 43-45 with YUL modifications

Content – 300 Illustrative Content

Not core for RDA

LC Practices: recording illustrative content is mandatory only for children's lit; generally use "illustrations" rather than specific illustrative content terms (LC PS 7.15, 7.15.1.3 LC follows the RDA default instruction)

PCC: no practice defined; *YUL: apply cataloger judgment in applying the alternative rule.*

7.15.1.3 Alternative. OK to use terms from the list provided in the Alternative (same terms used in AACR2, e.g. charts, facsimiles maps); if used do not abbreviate.

If none of the terms is adequate, give more specific information in a note (7.15.1.4)

Recording the number of illustrations is optional, even if the illustrations are numbered.

Content – 300 A Key Change From AACR2

No abbreviations (in 300 $b):

- "color" (not "col.")
- "sound" (not "sd.") <use "audio" in 300 $a but "sound" in 300 $b>
- "silent" (not "si.")
- "illustrations" (not "ill."); "black and white" not (b&w)

Content - 300 Colour Content

- Colour is not LC core (same for PCC)
- YUL: cataloger decision; important for art resources
- See RDA 7.17
- LCPS 7.17.1.3: Use spelling "color"

Presenter notes: If the content of the resource is in colors other than black and white or shades of grey, record the presence of color using an appropriate term. Disregard colored matter outside the actual content of the resource (e.g., the border of a map).

color illustrations	(illustrations are in color)
maps (some color)	(10 maps, some of which are in color)
chiefly color illustrations	(illustrations, most of which are in color)

5. Content, Media, & Carrier Type Examples

Code subfields are optional

Book:

336			‡a text ‡b txt ‡2 rdacontent
337			‡a unmediated ‡b n ‡2 rdamedia
338			‡a volume ‡b nc ‡2

			rdacarrier

Sound Recording (CD): content could be music, spoken word, or sounds

336			‡a spoken word ‡b spw ‡2 rdacontent
336			‡a performed music ‡b prm ‡2 rdacontent
336			‡a sounds ‡b snd ‡2 rdacontent
337			‡a audio ‡b s ‡2 rdamedia
338			‡a audio disc ‡b sd ‡2 rdacarrier

Video - DVD

336			‡a two dimensional moving image ‡b ti ‡2 rdacontent
337			‡a video ‡b v ‡2 rdamedia
338			‡a videodisc ‡b vd ‡2 rdacarrier

Video - Videocassette

336			‡a two dimensional moving image ‡b ti ‡2 rdacontent
337			‡a video ‡b v ‡2 rdamedia
338			‡a videocassette ‡b vf ‡2 rdacarrier

Non-Projected Graphic (picture, etc.). Two-dimensional carrier could be a sheet or a card. Caution: "card" is not an extent term for printed material.

336			‡a still image ‡b sti ‡2 rdacontent
337			‡a unmediated ‡b n ‡2 rdamedia
338			‡a sheet ‡b nb ‡2 rdacarrier
338			‡a card ‡b no ‡2 rdacarrier

CD-ROM (direct access digital text)

336			‡a text ‡b txt ‡2 rdacontent
337			‡a computer ‡b c ‡2 rdamedia
338			‡a computer disc ‡b cd ‡2 rdacarrier

CD-ROM (direct access digital gallery)

336			‡a still image ‡b sti ‡2 rdacontent
337			‡a computer ‡b c ‡2 rdamedia
338			‡a computer disc ‡b cd ‡2 rdacarrier

Online resource (e-book)

336			‡a text ‡b txt ‡2 rdacontent
337			‡a computer ‡b c ‡2

			rdamedia
338			‡a online resource ‡b cr ‡2 rdacarrier

Online resource (iTunes site)

336			‡a performed music ‡b prm ‡2 rdacontent
336			‡a still image ‡b sti ‡2 rdacontent
336			‡a text ‡b txt ‡2 rdacontent
337			‡a computer ‡b c ‡2 rdamedia
337			‡a audio ‡b s ‡2 rdamedia
338			‡a online resource ‡b cr ‡2 rdacarrier

Microfilm (of a printed text)

336			‡a text ‡b txt ‡2 rdacontent
337			‡a microform ‡b h ‡2 rdamedia
338			‡a microfilm reel ‡b hd ‡2 rdacarrier

Microfiche (of a printed text)

336			‡a text ‡b txt ‡2 rdacontent
337			‡a microform ‡b h ‡2 rdamedia
338			‡a microfiche ‡b he ‡2 rdacarrier

Three-dimensional artifact (a bust of Abraham Lincoln)

336			‡a three dimensional form ‡b tdf ‡2 rdacontent
337			‡a unmediated ‡b n ‡2 rdamedia
338			‡a object ‡b nz ‡2 rdacarrier

Bibliographic Records: Works, Expressions, Reproductions

Many policies with regard to works, expressions, and reproductions are still in flux (6/2014); the summaries & examples in this section will need to be reviewed as LC PCC policy is determined or clarified, as well as any YUL decisions made in response. The PCC policies on microfilm are still in the review stage. Single author compilations are tied to the issue of conventional collective titles and the policy is being reviewed by LC. For some of the issues involved with CCTs, see the section on series. If any title proper conflict will require differentiation, will author/title works with conflicting titles proper require 240s where differentiation by other title is now considered sufficient?

1. Single Author Compilations Example

Source: LC RDA Training Module 2, Slide Sept. 12, 2012

Two Works by the Same Creator (RDA 6.2.2.10 Alternative) Example

100	1		‡a Miller, Arthur, ‡d 1915-2005
240	1	0	‡a Plays. ‡k Selections
245	1	0	‡a Two plays / ‡c Arthur Miller.
505	0		‡a The Archbishop's ceiling -- The American clock.
700	1	2	‡i Contains (work): ‡a Miller, Arthur, ‡d 1915-2005. ‡t Archbishop's ceiling. *<core>*
700	1	2	‡i Contains (work): ‡a Miller, Arthur, ‡d 1915-2005. ‡t American clock. *<not core, but, in this case, recommended>*

Presenter Notes:

"The basic RDA instruction [**6.2.2.10**] says to name the works separately (shown here in the 700 fields). An alternative says a conventional collective title, shown here in the 240 field, can be used in addition to the 700 fields. The alternative also says the 240 field can be used in lieu of the 700 fields.

Also note that access points for any work in the compilation after the first is not a core requirement; giving access points for other works is cataloger's judgment."

Subfield i practice, post-dating the training, has been added to the example.

2. Compilations: Multiple Authors, Collective Title, w/PCC ‡i

Source: PCC Relationship Designator Guidelines Task Group Report, Appendix D

Work-Level Analytic AAPs

245	0	0	‡a Three plays about crime and criminals / ‡c edited with introduction by George Freedley.
505			Optional if all titles in the collection have 7xx
700	1	2	‡i Contains (work): ‡a Kesselring, Joseph, ‡d 1902-1967. ‡t Arsenic and old lace.
700	1	2	‡i Contains (work): ‡a Chodorov, Edward, ‡d 1904-1988. ‡t Kind lady.
700	1	2	‡i Contains (work): ‡a Kingsley, Sidney, ‡d 1907-1995. ‡t Detective story.

Use Contains (manifestation) only when a specific manifestation has to be referenced, e.g., a volume that includes a facsimile of a significant document.

Expression-Level Analytic AAPs

245	1	4	‡a The language of first-order logic : ‡b including the Mackintosh program Tarski's world 4.0 / ‡c Jon Barwise & John Etchemendy.
250			‡a Third edition, revised and expanded.
264		1	‡a Stanford, California : ‡b Center for the Study of Language and Information, ‡c 1993.
300			‡a xiv, 381 pages ; ‡c 23 cm + 1 computer disc (1 program file)
730	0	2	‡a Tarski's world. ‡f 1993. *<MARC 730 does not include ‡i>*

3. No Collective Title

Source: LC RDA Training Module 2 Slide 81 Sept. 2012

RDA 6.27.1.4 Note that, per the LC PCC PS, the RDA alternative to supply a devised title is not followed.

EXAMPLE Compilation of Works by Different Creators (No Collective Title)

Use the title proper of the first work as the preferred title (do not devise a title)

Applying the basic RDA instruction results in 700 fields for each work. There isn't a creator for the aggregate work (i.e., the compilation) to give in the 1XX field.

245	0	0	‡a Community band concerts / ‡c Sharon Polk. Fall harvest festivals / Terri Swanson.
700	1	2	‡i Contains (work): ‡a Polk, Sharon. ‡t Community band concerts.
700	1	2	‡i Contains (work): ‡a Swanson, Terri. ‡t Fall harvest festivals.

Example modified to follow PCC recommended practice for analytic added entries.

Example from YUL training slides for the preferred titles unit, modified for PCC recommended practice.

245	02		‡a L'alle?gorie / ‡c Philippe Lacoue-Labarthe. Suivi de, Un commencement / par

			Jean-Luc Nancy.
700	1	2	‡i Contains (work): ‡a Lacoue-Labarthe, Philippe. ‡t Alle?gorie.
700	1	2	‡i Contains (work): ‡a Nancy, Jean-Luc. ‡t Commencement.

4. Revisions and Later Editions Examples (1)

Revision with Change of Title Proper

Source: PCC Relationship Designator Guidelines Task Group Report, Appendix D

Book: Black American military leaders : a biographical dictionary / Walter L. Hawkins.
Revised edition of the 1993 African American Generals and Flag Officers

100	1		‡a Hawkins, Walter L. ‡q (Walter Lee), ‡d 1949- ‡e author.
240	1	0	‡a African American generals and flag officers
245	1	0	‡a Black American military leaders : ‡b a biographical dictionary / ‡c Walter L. Hawkins.
264		1	‡a Jefferson, N.C. : ‡b McFarland, ‡c 2007.
700	1		‡i Revision of (expression): ‡a Hawkins, Walter L. ‡q (Walter Lee), ‡d 1949- ‡t African American generals and flag officers. ‡f 1993 *<optional; a note would be OK>*

NOTES: Later edition, no change of title or responsibility? Provide an edition statement, but do not apply an additional access point.

Addition of date in the original PCC example is not recommended. Could lead to problems: 240 10 African American generals and flag officers. ‡k 2007

Revision of Author's Thesis

Source: PCC Relationship Designator Guidelines Task Group Report, Appendix D, example is YUL.

Published revisions of theses: If substantially still the same work as the original, provide a note without giving an additional access point:

100	1	‡a Samellas, Antigone, ‡d 1966- ‡e author.
240	1	‡a Funerary rituals and attitudes towards death in

		the eastern Mediterranean (50-600 A.D.)
245		‡a Death in the eastern Mediterranean (50-600 A.D.) : ‡b the Christianization of the East : an interpretation / ‡c Antigone Samellas.
264		‡a Tu?bingen : ‡b Mohr Siebeck, ‡c c2002.
500		‡a Revision of the author's thesis (doctoral)--Yale University, 1999.

Change in Title Main Entry

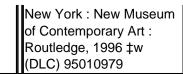Source: LC RDA Training Special Topics Revised Editions of Monographs Slide 13

Original work:

245	0	‡a **Contemporary art and multicultural education** / ‡c edited by Susan Cahan and Zoya Kucor.
260		‡a New York : ‡b New Museum of Contemporary Art : ‡b Routledge, ‡c 1996.

Revised edition

This example illustrates a revised expression with preferred title (130) rather than name/title, and illustrates using the 775 field to link to the previous expression, with a relationship designator. The linking field is optional, but if made, it should include ‡i if following the TG recommendations, and would probably be qualified by (expression).

130	0	‡a **Contemporary art and multicultural education.**
245	1	‡a Rethinking Contemporary Art and Multicultural Education / ‡c The New Museum of Contemporary Art.
250		‡a Fully revised second edition.
264		‡a New York, NY : ‡b Routledge, ‡c 2011.
775	0	‡i Revision of (expression): ‡t Contemporary art and multicultural education ‡d

		New York : New Museum of Contemporary Art : Routledge, 1996 ‡w (DLC) 95010979

5. Revisions and Later Editions Examples (2)

Change in Name Order of Collaborating Authors

Source: LC Training Special Topics Revised Editions of Monographs: Slide 15. In the examples, relationship designators added to the creator AAPs (PCC practice not followed by LC).

Note that both editions are cataloged under RDA.

RDA "**6.27.1.3**: if there is no consistency in the order in which the persons are named in resources embodying the work or in reference sources, construct the authorized access point based on the first resource received," which is normally the earlier edition.

100	1		‡a Burton, Larry W., ‡e author.
245	1	4	‡a The language of argument / ‡c Larry W. Burton, Daniel McDonald.
250			‡a First edition.

Order of author's names flipped between editions.

100	1		‡a Burton, Larry W., ‡e author.
245	1	4	‡a The language of argument / ‡c Larry W. Burton, Daniel McDonald.
250			‡a Second edition.

Additional Collaborator

Source: LC Training Special Topics Revised Editions of Monographs: Slide 17

100	1		‡a McLean, Andrew James, ‡e author.
245	1	0	‡a Investing in real estate / ‡c Andrew James McLean.

Presenter notes: It seems reasonable to think that when a creator is joined by an additional collaborator, [the resource] could be considered a new expression rather than a new work (unless you are given information that it has very different scope/content). Note, in this case, if you determined that the differences were so vast that the collaboration really represented a new work, you would have to break the conflict between works.

100	1		‡a McLean, Andrew James, ‡e author.
245	1	0	‡a Investing in real estate / ‡c Andrew James McLean and Gary Eldred. *<co-authors also true for Second-Fifth editions>*
250			‡a Second edition.

Original Author Dropped

Source: PCC Relationship Designators TG Rpt, Appendix D

100	1		‡a O'Brien, John, ‡c LL.M., ‡e author.
245	1	0	‡a Conflict of laws / ‡c John O'Brien.
250			‡a Second edition.
264		1	‡a London : ‡b Cavendish, ‡c 1999.
700	1		‡i Based on (work): ‡a Smith, Raymond, ‡d -19995. ‡t Conflict of laws.

Linking RDA to a "Rule of 3" AACR2

Source: LC Training Special Topics Revised Editions of Monographs: Slide 20

Example 1. AACR2 original; entry under title because of "rule of three"

245	0	0	‡a Veterinary microbiology and microbial disease / ‡c P.J. Quinn … [et al.].

Example 2. RDA record. Presenter suggestion:

- Follow RDA for naming the work in bib record

- Don't use 130/240 or 7XX related work

- Optionally, use unstructured/structured description to relate the expressions (500 or 775) -Helps the user to find, identify, select

Structured description (775 rather than 500):

100	1		‡a Quinn, P. J., ‡e author.
245	1	0	‡a Veterinary microbiology and microbial disease / ‡c P.J. Quinn, B.K. Markey, F.C. Leonard, E.S. FitzPatrick, S. Fanning, P.J. Hartigan.
250			‡a Second edition.
264		1	‡a London : ‡b Cavendish, ‡c 1999.
775	0	8	‡i Revision of (expression): ‡t Veterinary microbiology and microbial disease ‡d Oxford ; Ames, Iowa : Blackwell Science, 2002

6. Adaptations & Abridgments

Source: PCC Relationship Designator Guidelines TG Report. Appendix D

Example. A play adapted from Barry Hines' A kestrel for a knave.

100	1		‡a Till, Lawrence, ‡e author.
245	1	0	‡a Kes / ‡c by Lawrence Till.
700	1		‡i Dramatization of (work): ‡a Hines, Barry, ‡d 1939- ‡t Kestrel for a knave

Example. Abridgement of specific expression. Abridgement of the 22nd edition of the Dewey Decimal Classification.

100	1	‡a Abridged Dewey decimal classification and relative index / ‡c devised by Melvil Dewey.
250		‡a Ed. 14 / ‡b edited by Joan S. Mitchell. *<statement of responsibility is optional>*
700	1	‡i Abridgement of (expression): ‡a Dewey, Melvil, ‡d 1851-1931. ‡t Dewey decimal classification and relative index. ‡s Edition 22.

7. Translations

One Expression

Source: RDA LC Training Module 3 Slides 23-24, 26-29

If the manifestation has only one expression in one language, give subfield ‡l only if the expression is a translation.

100	1		‡a Brunhoff, Jean de, ‡d 1899-1937.
240	1	0	‡a Babar en famille. ‡l English
245	1	0	‡a Babar and his children.

If the manifestation has only one expression in more than one language, do not give subfield ‡l unless it is a translation. In the original language of the expression, War and peace has dialog in both Russian and French.

700	1		‡i Translation of (expression): ‡a Tolstoy, Leo, ‡c graf, 1828-1910. ‡t Voi?na i mir.

Creation of a linking entry field for translations, recommended by the PCC TG, should be considered optional. See section on linking entries for translations following.

Linking Entry for Translations

A 700 linking entry is recommended by the PCC Relationship Designator Guidelines TG Report in Appendix D. Not official for PCC (so far), so consider it optional.

100	1		‡a DiCamillo, Kate, ‡e author.
240	1	0	‡a Tiger rising. ‡l Estonian
245	1	0	‡a Tiiger virgub / ‡c Kate DiCamillo ; tolkinud Leelo M?arjamaa.
700	1		‡i Translation of (expression): ‡a DiCamillo, Kate. ‡t Tiger rising. *<optional>*

Original and One Translation

Source: LC RDA Training Module 3, slides 23-24, 26-29

If the manifestation is a compilation of the original and one translation of the same work, record an analytical authorized access point for the original expression (without the ‡l for the language), and record a separate analytical authorized access point for the translation (with the ‡l for the language). Note that field 240 is not made in this situation.

100	1		‡a Macken, JoAnn Early, ‡d 1953- ‡e author.
245	1	0	‡a Mail carrier = ‡b El cartero / ‡c JoAnn Early Macken.
246	1	1	‡a Cartero
546			‡i English and Spanish.
700	1		‡i Contains (expression) : ‡a Macken, JoAnn Early, ‡d 1953- ‡t Mail carrier.
700	1		‡i Contains (expression): ‡a Macken, JoAnn Early, ‡d 1953- ‡t Mail carrier. ‡l Spanish.

If the compilation contains the original expression and more than one translation, give analytical authorized access points for the original expression (without the ‡l for the language) and at least one translation (with the ‡l for the language); giving additional analytical access points is cataloger judgment.

Bilingual (Trilingual, etc.) Editions-- Translation not Involved

If the manifestation is a compilation of two or more expressions of the same work in different languages, and the original expression is not present, record at least one of the expressions in an analytical authorized access point.

If the manifestation is a compilation of two or more expressions of the same work in different languages, and you cannot determine the original, do the following:

- When the compilation includes two language editions, provide analytical authorized access points for each expression and record the language of each in subfield ‡l
- When the compilation includes more than two language editions, give analytical authorized access points for the first language edition and at least one other edition

YUL Policy Re: NARs for Translations

To avoid getting into involved NAF maintenance, do not make NARs for translations

- If you want to make a NAR to record variant forms, run it by NCC

Catalog bibliographic records as RDA but do not add 042 pcc

8. Supplements and Other Companion Publications

Source: PCC Relationship Designator Guidelines TG Report Appendix D6			
Book: Gray's atlas of anatomy / Richard L. Drake [and 4 others] [Companion to Gray's anatomy for students / Richard L. Drake, Wayne Vogl, Adam W.M. Mitchell. 2005]			
700	1		$i Supplement to (work): $a Drake, Richard L. $q (Richard Lee), $d 1950- $t Gray's anatomy for students. 8/16/
Accompanies specific expression: Study guide to accompany Life, the science of biology, fifth edition, by Purves, Orians, Heller, and Sadava. Study guide prepared by Job C. Glase, Jerry A. Waldvogel.			
700	1		$i Guide to (expression): $a Purves, William K., $d 1934- $t Life, the science of biology. $s Fifth edition.

9. Reprints and Reproductions

Sources: See RDA 1.11 (general principle), 2.3.1.3 (title proper), 2.4.1.3 (statement of responsibility) 2.5.1.3 (edition statement), 2.8.1.3 (publication statement), 2.12.1.3 (series statement), 3.1.3 (carrier), etc.

Reprint: Equivalent Content/Same Format (775)

Source: LC PCC PS 27.1.1.3

245	0	0	‡a Gold, gals, guns, guts : ‡b a history of Deadwood, Lead, and Spearfish, 1874-1976 / ‡c Bob Lee, editor ; Stan Lindstrom and Wynn Lindstrom, assistant editors ; with a new introduction by Bob Lee.
264		1	‡a Pierre, S.D. : ‡b South Dakota Historical Society Press, ‡c 2004.
300			‡a xvii, 259 pages : ‡b illustrations ; ‡c 26 cm
775	0	8	‡i Reproduction of (manifestation): ‡t Gold, gals, guns, guts ‡d

			[Deadwood, S.D.] : Deadwood-Lead '76 Centennial Inc., c1975 ‡h 254 p. : ill. ; 26 cm. ‡w (DLC) 76005217

775 indicators: 0= Display Note 8=No display constant. Standard configuration on PCC records.

Note that 775/776 do not display in the Orbis OPAC (6/2014); second indicator does not affect (lack of) display.

Reproduction: Equivalent Content, Different Carrier Type

Source: local documentation

245	0	0	‡a Health statistics for elementary-school children.
264		1	‡a Baltimore : ‡b Johns Hopkins University, ‡c 2009-
300			‡a volumes ; ‡c 27 cm
776	0	8	‡i Also issued as: ‡t Health statistics for elementary-school children ‡d Baltimore : Johns Hopkins University, ‡c 2009- ‡h CD-ROMs ; 4 3/4 in. ‡w (OCoLC)123456789

Microfilm Reproduction: Equivalent Content, Different Carrier Type

Note: PCC is likely to make an exception for microfilm reproductions and use a hybrid record, following in part former LCRI practice. The two examples following show standard application of RDA to a microform reproduction, followed by the provisional PCC practice.

RDA Microfilm Reproduction

Example from PS 27.1.1.3, modified: Following PCC practice, a relationship designator has been added to the 100 field and fields 336-338 have been added.

A statement of responsibility has been added. It seems unlikely that the name of the compiler did not appear on the original title page. If RDA is followed, the exact form of the title & statement of responsibility should be transcribed from the title page image reproduced on the microfilm reel, although LC may have applied the option to transcribe the title from the container label.

In 300, the diameter has been added, since the reel diameter as well as the microfilm width are now mandatory. Note that the microfilm width is recorded in millimeters, while the reel diameter is recorded in centimeters.

Although not explicit in the PS, in the fixed fields the dates in 008 correspond to Publication Status "r" with Date 1 1993 <publication date> and Date 2 1886 <original date of publication>.

100	1		‡a Ringwalt, J. Luther ‡q (John Luther), ‡e compiler.
245	1	0	‡a Anecdotes of General Ulysses S. Grant / ‡c J. Luther Ringwalt.
264		1	‡a Washington, D.C. : ‡b Library of Congress

			Preservation Microfilming Program, ‡c 1993.
300			‡a 1 microfilm reel (118 pages) ; ‡c 11 cm, 35 mm
336			‡a text ‡b txt ‡2 rdacontent
337			‡a microform ‡b h ‡2 rdamedia
338			‡a microfilm reel ‡b hd ‡2 rdacarrier
776	0	8	‡i Reproduction of (manifestation): ‡a Ringwalt, J. Luther (John Luther) ‡t Anecdotes of General Ulysses S. Grant ‡d Philadelphia : J.B. Lippincott Company, 1886 ‡h 118 p. ; 18 cm. ‡n Call number of original: E672.R58 ‡w (DLC) 10032685

Provisional PCC Example

Following provisional PCC practice, 245-300 are copied as is from the cataloging for the original publication. Optionally, the abbreviations in 300 may be spelled-out and "cm" treated as in RDA. A GMD (‡h [microform]) is not added to the record; it is replaced by fields 336-338. A 533 note with descriptive details of the reproduction is made.

Access points are in RDA form; to be coded as pcc all of the access points must be represented by an authority record in the NAF. YUL practice: addition of the 776 field is optional.

Leader: YUL practice: Use Cataloging Form "i" or blank, depending on the conventions used in the catalog record for the original.

040: YUL practice: do not add ‡e rda.

The 008 dates correspond to the date of publication of the original, Date type: "s" and Date 1 1886.

100	1		‡a Ringwalt, J. Luther ‡q (John Luther), ‡e compiler.
245	1	0	‡a Anecdotes of General Ulysses S. Grant.
260			‡a Philadelphia : ‡b J.B. Lippincott Company, ‡c 1886.
300			‡a 118 p. ; ‡c 18 cm.
336			‡a text ‡b txt ‡2 rdacontent
337			‡a microform ‡b h ‡2 rdamedia
338			‡a microfilm reel ‡b hd ‡2 rdacarrier
533			‡a Reproduction: ‡b Washington, D.C. : ‡c Library of Congress Preservation and

			Microfilming Program, ‡d 1993. ‡e 1 reel ; 35 mm. ‡7 s1993 dcun a

10. Monographic Work & Expression Conflicts

Source: NACO RDA Training. Module 6 [1] (text from Presenter Notes)

Conflict: Monographic Work Entered Under Title

Slide 141

This slide shows a significant change from AACR2 for monograph catalogers. In RDA, works named by title alone will need to be qualified to distinguish them from other works named by title alone. The choice of qualifier is cataloger judgment. In these examples, the editor name has been used, but other choices are possible, such as date of work, place of origin, or other characteristics such as publisher name. An authority record for these is not necessarily required, unless the bibliographic record is being authenticated as a BIBCO record (042 pcc).

Title 1:

130	0		‡a History of the United States (Harris, Rothman, and Thernstrom)
245	1	4	‡a The history of the United States / ‡c edited by Neil Harris, David J. Rothman, Stephan Thernstrom.
264		1	‡a New York : ‡b Holt, Rinehart and Winston, ‡c 1969.

Title 2:

130	0		‡a History of the United States (Lefler)
245	1	2	‡a A history of the United States : ‡b from the age of exploration to 1865 / ‡c edited by Hugh T. Lefler.
264		1	‡a New York : ‡b Meridian Books, ‡c 1960.

Title 3:

130	0		‡a History of the United States (Butterworth)
245			‡a History of the United States / ‡c edited by Hezekiah Butterworth.
264		1	‡a New York : ‡b Saalfield, ‡c 1904.

Conflict: Different Monograph Compilations

Slide 142

These examples illustrate that sometimes a single addition is not sufficient to distinguish works with the same title. The two works are collections of essays and the cataloger has decided to use form of work combined with another

characteristic of the work, the name of the editor. Editor alone would have created a unique authorized access point, but the cataloger judged that it might not necessarily be the most comprehensible authorized access point.

Note also that these examples fall under the second category of when a qualifier is added to the access point for the work: when the authorized access point would be same as one for a person, family, corporate body, or place.

Title 1:

130	0		‡a Plato (Essays : Fine)
245	1	0	‡a Plato / ‡c edited by Gail Fine.
264		1	‡a New York : ‡b Oxford University Press, ‡c 1999.

Title 2:

130	0		‡a Plato (Essays : Vlastos)
245	1	0	‡a Plato : ‡b a collection of critical essays / ‡c edited by Gregory Vlastos.
264		1	‡a Garden City, New York : ‡b Anchor Books, ‡c 1971.

Type of Material Qualifier

The title proper can also conflict with AAPs for Person, Family, Corporate Body, or Place; in such cases, the type of material is used as the qualifier.

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Title 1:

130	0		‡a American Museum of Natural History (Photograph)
245	1	0	‡a American Museum of Natural History.
264		0	‡c 1892?
300			‡a 1 photograph : ‡b black and white ; ‡c 56 x 78 cm
500			‡a Photographer unknown.

Title 2:

130	0		‡a American Museum of Natural History (Model)
245	1	0	‡a American Museum of Natural History.
264		1	‡a [United States?] : ‡b [publisher not identified], ‡c [between 1950 and 2011?]
264		3	‡a [Canada] : ‡b Charles Products, ‡c [between 1950 and 2011?]
300			‡a 1 model ; ‡c 3 x 10 x 3 cm
340			‡a pewter

Author/Title Conflict

Slide 147

Example 1

This slide shows some examples of authorized access points created by combining the authorized access point for the creator with the title; these still conflict with another work, so need qualifying.

Flowers for Algernon was a short story before the author revised it to become a novel. Since the novel was established first, its authorized access point is not qualified. Later on an authorized access point was needed for the short story, a separate work. It is qualified by the form (short story)

Novel:

100	1		‡a Keyes, Daniel, ‡e author.
245	1		‡a Flowers for Algernon / ‡c Daniel Keyes.

Short story; catalog record created after the catalog record for the novel.

130	0		‡a Keyes, Daniel, ‡e author.
240	1	0	‡a Flowers for Algernon ‡k (Short story)
245		1	‡a Flowers for Algernon / ‡c Daniel Keyes

Example 2

In the second example the author wrote the novel Ender's game and subsequently rewrote the text for a graphic novel. This normally wouldn't happen with a graphic novel because the adaptor is usually different from the original author and the adaptor would be considered the creator of the graphic novel, but in this case the adaptor and the original author are the same.

In each case since both the creator and preferred title are identical something needs to be added to differentiate. Following PCC practice, the authorized access point that was created first was not changed; the newly-needed authorized access point is qualified to differentiate it from the existing one.

Novel:

100	1		‡a Card, Orson Scott, ‡e author.
245	1	0	‡a Ender's game / ‡c Orson Scott Card.

Graphic novel:

10	1		‡a Card, Orson Scott, ‡e author.
240	1	0	‡a Ender's game ‡k (Graphic novel)
245	1	0	‡a Ender's game / ‡c Orson Scott Card.

Series (Bridge Training)

This section applies to series authority records and series AAPs. For *series statements* in descriptive cataloging, see the section Bibliographic Records: Manifestations & Items (RDA Chapter 2).

The development of more refined PCC decisions with regard to series is in progress (6/2014), and the section will need to be reviewed when the final decisions have been published. The use of conventional collective titles is also under review by LC, since there are significant changes in workflow if a separate authority is required for every publication of an author's selections. Does the same set of selections issued by different publishers warrant separate authority records? How to decide when only one of the publications is in hand? Do generic titles need to be differentiated?

1. Series Treatment 008/12

Source: PCC Series Bridge Training

Series Treatment: 4 Types of Resources

Module 1, Slide 11

Under RDA, we will continue to transcribe series statements and create series authority records for these four different types of resources.

Monograph series and analyzed serials have serial comprehensive descriptions.

Multipart monographs have monographic comprehensive descriptions.

Series-like phrases have no comprehensive descriptions; records for series-like phrases are created to save time for the cataloger. Although they are not mentioned in AACR2 or RDA, they are described in the LCRIs and the LC-PCC PS's (2.12, 2.3.2.13, and 6.27.4), and they are valid in MARC21. Since they have proved useful, their place in the current metadata environment will need to be discussed.

- Monograph series (008/12 = a)
- Multipart monograph (008 = b)
- Series-like phrase (008 = c)
- Other (serials with issues that have analyzable titles) (008 = z)

2. SAR 046

Source: PCC Bridge Training Module 3b Slide 3, RDA 6.4, 6.10

New field: 046: Special Coded Dates (R)

The 046 field is used to record the Attributes Date of Work and Date of Expression found in RDA 6.4 and 6.10. As you remember from using this field in NARs, there are no indicators to code. The subfields k and l (el) can be used to record the beginning and ending dates of a series. Dates like this might also be recorded in the 640 field – Series Dates of Publication and/or Sequential Designation. Remember the Dates of Publication are what we will most often use to infer the dates of the work.

- No indicators
- Subfields

‡k – Beginning or single date created (NR)

For a work, earliest date (normally the year) associated with a work; that date may be the date the work was created or first published or released.

‡l – Ending date created (NR)

Ending date of the date range for which the beginning date is recorded in ‡k.

3. SAR 370/643 Example

Source: PCC Series Bridge Training, Module 3b, Slide 3

The Place of origin in this series example has changed. Since the 370 is repeatable, you can list each associated place with the dates separately for clarity. If the place has not been established, you do not need to establish it. But do input in the way the heading would likely be established.

370			‡g Chicago (Ill.) ‡s 2002
370			‡g Omaha (Neb.) ‡s 1989 ‡t 2001
643			‡a Chicago ‡b Windy City Pub. ‡d 2002-
643			‡a Omaha ‡b Heartland Press ‡d 1989-2001

4. 381 with Examples

Source: PCC Series Bridge Training, Module 3b, Slides 20-23, RDA 6.6

New Field: 381: Other Distinguishing Characteristics of Work or Expression

The 381 field is used to record the Attribute: Other distinguishing characteristic of work. Remember that RDA instructs us that this attribute is a characteristic other than form of work, date of work, or place of origin of the work that serves to differentiate a work from another work. As is true with all of these attributes, you can look in the MARC 21 Authority Format and in RDA by instruction number to find examples for each of these fields/attributes.

- No indicators
- Subfields
  ‡a Other distinguishing characteristic (R) – Any characteristic that is not accommodated in a special field that serves to characterize a work or expression. Examples are an issuing body, arranged statement of music, version, or a geographic term. May be used to differentiate a work from another work with the same title.

Justifying the 381

Here are the usual source options. Multiple instances of this attribute can go in the same 381 field as long as they share the same source. And, once again, follow the PCC practice for 670s, delimiter u, and delimiter v.

- 670
- Subfields

‡u Uniform Resource Identifier (R)

‡v Source of information (R)

‡2 Source of term (NR) – Code from the [Subject Heading and Term Source Codes](#) [2]

- Multiple characteristics from the same source vocabulary may be recorded in the same field in separate occurrences of ‡a

Under current YUL policy, a SAR for the Shakespeare example should not be made, since it requires a conventional collective titles and LC PCC policy has not been clarified for CCTs. If an AAP is needed, use Selections without further qualification.

Here is an example. The authorized access point for the Shakespeare Memorial Theater is Royal Shakespeare Theatre (Stratford-upon-Avon, England). You could use the natural language appearing on the source, or the authorized form.

100	1		‡a Shakespeare, William, ‡d 1564-1616. ‡t Plays. ‡k Selections (Stratford-upon-Avon, England)
381			‡a Selections
381			‡a Royal Shakespeare Theatre
400	1		‡a Shakespeare, William, ‡d 1564-1616. ‡t Shakespeare Memorial Theatre series

YUL: Since a CCT is not needed, a SAR of this type is OK to make.

| 130 | | 0 | ‡a Formules (Unnumbered) |
| 381 | | | ‡a Unnumbered |

5. SAR Additions to AAPs to Resolve Conflicts

Source: PCC Series Bridge Training, Slides 12-14

Presenter Notes. When the title is not unique, we add one or more qualifiers, to form the authorized access point . The rules for making this addition to form a serial's or a series' access point are substantially the same as before, so we have in these examples a Place of Origin Attribute, and an issuing body and publisher, both Other Distinguishing Characteristic Attributes.

130		0	Mining survey (Boise, Idaho)
130		0	Occasional papers (Geological Survey (South Africa))
130		0	Tolkien, J. R. R. ‡q (John Ronald Reuel), ‡d 1892-1973. ‡t Lord of the rings ‡s Spoken word (Recorded Books, Inc.)

Additions to Generic Titles

Presenter Notes. In other words—as before, there are several attributes that can be used as qualifiers; the choice depends on whether the title is generic, and on other factors. Here is an example of when we qualify with Place of Origin and/or Publisher or Issuing Body (one of the Other Distinguishing Characteristics, at the Expression level), and use Form of Work or Date of Work when needed.

130		0	Occasional papers (Geological Survey (South Africa))
130		0	Occasional papers (New York State Museum : 1945)
130		0	Occasional papers (New York State Museum : 1976)

Unnumbered vs Numbered, Corporate Name as Numbered Series

As before, if the best way to distinguish between two otherwise-identical series authorized access points is to add "(Unnumbered)" to one of them, then that is what we do.

Also as before, when numbering is present on our item in conjunction with a corporate body name, we consider that name to be the series title and distinguish the series authorized access point from the corporate body's authorized access point by adding the Form of Work:

LCPS 6.27.1.9:

"Unnumbered/numbered titles from the same body. If one body issues both an unnumbered series and a numbered series/serial with the same title, add the qualifier "(Unnumbered)" for the unnumbered series in all cases of such a conflict. (For example, if the new title is numbered and the existing title is unnumbered, change the authorized access point for the existing unnumbered series to add "(Unnumbered)".) Do not apply this technique when some issues of a series lack numbering."

130		0	Cambridge studies in modern optics
130		0	Cambridge studies in modern optics (Unnumbered)
130		0	Scottish Heritage Society (Series)

6. Analytic for Dual Language Series Example (Provisional!)

Source: PCC Series Bridge Training, Module 6b

100	1		Dante Alghieri, ‡d 1265-1321, ‡e author.
245	1	0	Inferno.
490	1		The divine comedy of Dante Aligheri ; ‡v part 1
546			The Italian text with an English verse translation.
700	0	2	Dante Alighieri, ‡d 1265-1321. ‡t Inferno. ‡l English.
800	1		Dante Alighieri, ‡d 1265-1321. ‡t Divina

			commedia. ‡l Italian ‡s (Series : [name of editor]) ; ‡v pt. 1.
800	1		Dante Alighieri, ‡d 1265-1321. ‡t Divina commedia. ‡l English ‡s (Series : [name of editor]) ;‡v pt. 1.

YUL: until PCC comes to agreement on handling of series expressions, make the series AAPs as follows, and do not make SARs. For the series AAP for the original language, do not include the original language. Do not add ‡s to the AAPs.

800	1		Dante Alighieri, ‡d 1265-1321. ‡t Divina commedia. ; ‡v pt. 1.
800	1		Dante Alighieri, ‡d 1265-1321. ‡t Divina commedia. ‡l English ; ‡v pt. 1.

Source URL:https://web.library.yale.edu/cataloging/short-checklists

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