

## Variable Data Fields: 264-3xx

### 246 Publication Statement

The source of information would preferably be from the same source as the title, but if it is not there it may be taken from the disc label, accompanying material, or container (RDA 2.2.4)

Transcribe places of publication and publishers' names in the form in which they appear on the source of information (RDA 2.8.1.4) You may transcribe it exactly as it appears, including capitalization and punctuation or apply Appendix A (old AACR2 capitalization), whichever is easier (YUL decision). However, do not abbreviate anything which is not abbreviated on the piece. When place of publication isn't on the source, supply the place of publication if it can be ascertained from other sources. Avoid using "Place of publication not identified" if it is possible.

If there is more than one publisher, record the first place and publisher (RDA 2.8.2).

Examples:

264	1	‡a Bern, Switzerland : ‡b Presence Switzerland PRS, ‡c [2006]
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If there are multiple publishers, they go in the same 264 field.

264	1	‡a [Ghana] : ‡b Ghana Geological Survey Department ; ‡a [Germany] : ‡b BGR, Bundesanstalt für Geowissenschaften und Rohstoffe, ‡c [2006?]
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If the publisher cannot be identified, input the phrase: "Publisher not identified" in brackets (RDA 2.8.4.7) in the 264 ‡b, and you must add a distributor, if stated, in another 264 field with second indicator 2. If there is no distributor, transcribe the manufacturer in another 264 field with second indicator 3 (RDA 2.10)

264	1	‡a [Place of publication not identified] : ‡b [publisher not identified], ‡c [2002]
264	2	‡a Chatsworth, Calif. : ‡b Image Entertainment, ‡c [2002]

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

### 300 Physical Description

Accept the extent statement as found on the cataloging copy.

Prefer common usage to facilitate identification at a more granular level. All of the common usage examples

correspond to the RDA carrier-type term *computer disc* with the exception of the flash drive.

Examples:

300			⌘a 1 CD-ROM : ⌘b sound, color ; ⌘c 4 3/4 in. + ⌘e 1 user's guide + 5 booklets + 1 poster
300			⌘a CD-ROMs ... <for a serial>
300			⌘a 3 Photo CDs : ⌘b color ; ⌘c 4 3/4 in.
300			⌘a 2 DVD-ROMs : ⌘b color ; ⌘c 4 3/4 in. + ⌘e 1 user guide
300			⌘a 1 floppy disks ; ⌘c 5 1/4 in.
300			⌘a 3 diskettes : ⌘b color ; ⌘c 3 1/2 in.
300			⌘a 3 computer card ; ⌘c 9 x 6 cm
300			⌘a 1 CD-ROM (xxii, 555 pages) : ⌘b color ; ⌘c 4 3/4 in.
300			⌘a 1 CD-ROM (200 remote-sensing images) : ⌘b color ; ⌘c 4 3/4 in.
300			⌘a 1 CD-ROM (135, xxii pages) : ⌘b illustrations (some color) ; ⌘c 4 3/4 in.

For cataloging audio CDs, refer to: [Cataloging of Popular & Traditional Music Sound Recordings](#) [1] and [Non-Music Sound Recordings Checklist](#) [2]

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

### 336 / 337 / 338

Required for the primary content (Media Type is mandatory for PCC, though not for RDA); optional for secondary content. Subfields a & 2 are mandatory, subfield b (codes) is optional. Since the codes are part of the OCLC template, they are included in the examples.

[List of authorized Content Types, with MARC codes](#) [3].

[List of authorized Media Types, with MARC codes](#) [4].

[List of authorized Carrier Types, with MARC codes](#) [5].

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

300			⌘a 1 CD-ROM ; ⌘b sound, color ; ⌘c 4 3/4 in.
300			⌘a 1 sheet ; ⌘c 24 x

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		14 cm folded to 24 x 7 cm
336		⌘a still image ⌘b sti ⌘2 rdacontent
336		⌘a spoken word ⌘b spw ⌘2 rdacontent
336		⌘3 accompanying material ⌘a text ⌘b txt ⌘2 rdacontent <optional>
337		⌘a computer ⌘b c ⌘2 rdamedia
337		⌘3 accompanying material ⌘a unmediated ⌘2 rdamedia <optional>
338		⌘a computer disc ⌘b cd ⌘2 rdacarrier ⌘2 rdacarrier
338		⌘3 accompanying material ⌘a sheet ⌘b nb ⌘2 rdacarrier <optional>

### 347 Digital File Characteristics

Required for audio CDs & video DVDs but not for direct access electronic resources (i.e. CD-ROM)

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

347		⌘a audio file ⌘a text file ⌘a image file ⌘2 rda
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Other authorized terms: data file, program file, video file.

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**Source URL:** <https://web.library.yale.edu/cataloging/cd-roms/copy/variablefields-246-3XX>

### Links

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