GENERAL CATALOGING RESOURCES

Resource Description and Access (RDA) :  https://access.rdatoolkit.org

For the new toolkit, you need to create a personal profile logon in addition to your institutional subscription. For the original toolkit, you will need your institutional logon.

Library of Congress :  https://www.loc.gov/aba/

This link is to the main Library of Congress cataloging and acquisitions page. From there, you can find all kinds of cataloging resources.

You can also search the Library of Congress Catalog (direct link: https://catalog.loc.gov/). While I don’t believe you can export records directly from here, you CAN view the MARC tags, so you could certainly use that record as a template for creating a record in your own system. This could be a good option if your institution doesn’t subscribe to OCLC.

MARC21 Standards :  https://www.loc.gov/marc/

The official MARC21 standards. Includes links to Bibliographic, Holdings, and Authority standards for MARC21, and the MARC Code Lists used in various MARC fields.

OCLC Bibliographic Formats & Standards :  https://www.oclc.org/bibformats/en

Specifically tailored to the requirements of cataloging in the OCLC shared catalog, this resource still has a lot of valuable guidance for catalogers, even if they don’t work in OCLC. It adheres to MARC and RDA standards, and with additional notes and examples, often makes it easier to understand how MARC and RDA fit together than reading MARC and RDA standards separately.

ALCTS :  http://www.ala.org/alcts/

ALCTS (Association for Library Collections & Technical Services) is a division of ALA. They offer frequent training on technical services topics. (This is where I attended several webinars on the new RDA Toolkit). You don’t have to be a member of ALA to sign up for their training programs, though you can often get a discount if you are.

LIBRARY OF CONGRESS AUTHORITIES

https://authorities.loc.gov/ - LC Name, Subject, Title and Name/Title authorities

https://id.loc.gov/authorities/genreForms.html - Library of Congress Genre/Form Terms


There are many more vocabularies available at the LoC website, but these are some of the most commonly used in RDA and MARC cataloging.

CODE LISTS AND VOCABULARIES FOR THE 33X FIELDS

Some helpful charts for cross walking OCLC Fixed Fields with the corresponding positions in LDR and 008 fields. This can also be useful even if you’re not cataloging in OCLC, as you can find the position you’re trying to code, and click through the links to find information about the options available, and how to apply them.

https://www.loc.gov/marc/languages/

This is the MARC Code List for Languages. These codes are used in the Lang Fixed Field (008 position 35-37), and the 041 field in MARC

https://www.loc.gov/marc/countries/

The MARC Code List for Countries. These codes are used in the Ctry Fixed Field (008 position 15-17).

https://www.loc.gov/marc/geoareas/

MARC Code List for Geographic Areas. Used when coding field 043.

https://www.loc.gov/catdir/cpso/gcutter.html

This is a list of geographic cutter numbers. It’s primary purpose is to provide cutters for Subclass G in the Library of Congress classification system. However, the country and city codes in this list are ALSO use in field 033 in MARC. The 033 field is a coded field used to record the date/time and place of an event – such as the recording of a musical sound recording. The cutter codes from this list are used in subfields ‘b’ and ‘c’.

http://www.loc.gov/standards/valuelist/rdadefinitions.html

The list of terms and codes used to populate subfields ‘a’ and ‘b’ in field 336 – Content Type (RDA 6.9)

http://www.loc.gov/standards/valuelist/rdamedia.html

The list of terms and codes used to populate subfields ‘a’ and ‘b’ in field 337 – Media Type (RDA 3.2)

http://www.loc.gov/standards/valuelist/rdacarrier.html

The list of terms and codes used to populate subfields ‘a’ and ‘b’ in field 338 – Carrier Type (RDA 3.3). Tip: these terms are arranged under the related term in media type, so if you find your term for media type first, it will narrow down where in this list to look for your carrier type.

**FORMAT SPECIFIC RESOURCES**

OLAC (Publications and Training materials) : https://www.olacinc.org/training-publications

OLAC (Online Audiovisual Catalogers) is an organization devoted to the cataloging of nonprint materials. In the Publications and Training materials section of their website, you can find their Best Practices documents for cataloging materials such as DVDs and Blu-Rays, Streaming Media, and Video Games, among other things.

CONSER : https://www.loc.gov/aba/pcc/conser/

CONSER is a subdivision of the Library of Congress’s Program for Cooperative Cataloging (PCC) and is dedicated to cataloging serials. Their site provides documentation, training, and other resources for creating bibliographic records for serials.


The Music Library Association (MLA) has also created best practices for cataloging music materials using RDA and MARC. Like the LC-PCC PS (Library of Congress – Program for Cooperative Cataloging Policy Statements), the MLA Best Practices
are integrated with the original RDA toolkit. However, if you don't have an RDA subscription, or you just don't want to wade through RDA, you can find the Best Practices and all the most recent updates at this link.

**SAMPLE Bib RECORDS**

Since there were questions about both kits and e-books, and I wasn't able to provide a complete answer for either on the fly, I’m including a sample bib record of each. While it doesn't explain the underlying rules, this should at least give you some idea what fields to include, and what you might need to look up more information about. In the interests of space, I cut out some repetitive fields and some subject headings, but I'm including the OCLC number of the records, so you can go view the whole thing if you like.

**E-BOOK RECORD - OCLC# 668224798**

As you can see, this e-book record has a lot in common with the way you’d catalog a print book. Just a couple of fields to bring to your attention:

Form (008/23) – This field is coded ‘o’ for online, unlike the print record which would have been blank for this field.

006 – Usually the 006 is used in a record where you have multiple format characteristics. You can find the coding for that field in the Fixed Field chart linked above, or by checking the MARC21 standards. This record also contains an 007, and together these to fields are coded for characteristics of the online resource not available in the Fixed Field on the book form.

300 – Here you’ll notice that the extent is “1 online resource” and also gives the pagination.

588 – This field is for the source of record, and basically just tells us that this record was created based on the record for the print version of the same title. This is a great time saver – if you can’t find an e-book record, see if you can find a print record and use that to build your e-book record off of.

776 – This field provides basic information about the print version of the resource and gives the catalog numbers for the print record in the LC catalog and OCLC.

856 – This is the field where you would provide your link to the e-book.
KITS

You have a couple options with kits. You can catalog all the items together on a record with the actual Type code 'o' for kits, or if you only have a couple of items, you can choose a “primary” item and catalog it as that type of record, with the secondary item as accompanying material. So here are a couple of sample records showing those options.
KIT RECORD – OCLC# 170971452

I unfortunately couldn’t find an RDA record for a kit, but this one would require very few updates – just update the 260 to a 264 and add 33x fields for both the book and the DVDs.

006 – this record has two 006 fields – one describing the book resource, and one for the DVDs. It also has a 007 field to add further information about the DVD.

300 – notice the formatting of the 300 field describing both items.
BOOK WITH ACCOMPANYING DVD – OCLC# 858966069

As you can see, this set of items is cataloged on a book record – all the fixed fields / LDR 008 will refer to the book. An 007 is added for the accompanying DVD-ROM.

300 – Notice the subfield ‘e’ – it contains the same type of information, in the same general format, as subfields ‘a’, ‘b’, and ‘c’ do for the primary item.

If there were other information you wanted to record about the DVD, such as a content note, or if it was a video DVD and you wanted to record producers, performers, etc, you can do that also. All notes fields are repeatable, so you can easily include, for example, a separate 505 for both the book and the DVD. In this particular case, I wouldn’t add a content note for the DVD, because 98,367 articles is just not feasible to list in a note, but if you a more manageable number of titles to list, you could.

The New York Times complete World War II, 1939-1945 : the coverage from the battlefields to the home front / edited by Richard Overy ; foreword by Tom Brokaw.