THE ACCIDENTAL CATALOGER
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LESLIE Y. RIEGER
Cataloging Specialist (Metadata/Data Management)

• 18 years cataloging experience
• Specialized in music cataloging
• Currently specializes in bulk changes and catalog clean-up projects in Alma
• Has two cats who are SUPER helpful at cataloging
There are scores under there somewhere. Quinoa will keep them safe.

Zephyr “Supervising”

Here’s Quinoa guarding some scores on my desk until I’m ready to catalog them, and Zephyr, supervising from his cat tree. [advance slide]
I called this webinar “The Accidental Cataloger” because it seems so many of us find our way to cataloging through less than planned channels. Maybe you work at a small library with only a few employees, and someone has to catalog in addition to other duties and guess what? It’s you. Or a cataloger left, and you got tapped to fill the position. Maybe cataloging isn’t part of your job at all, but you feel like having a better understanding of the records would help you do your job better. There are so many reasons one could end up needing to know about cataloging.

I was working as an admin assistant in the IT department on campus when I saw the posting for a music cataloging technician. My sole qualifications for the job were a music degree and a love of libraries.

Today we’ll discuss the basic components of a cataloging record. Next we’ll look at the minimum requirements for a bibliographic record according to RDA, so you can create a new record for an item in your collection, or identify an existing record that matches an item you have in hand. We’ll also look briefly at some differences in bib records for different formats.
Like the rest of the library world, cataloging is full of acronyms and jargon. There are a lot of rules and guidelines available to guide catalogers in creating records, and even more organizations offering interpretations, further decisions on those rules, and more in depth resources to help with specific cataloging areas. The sheer volume of information can be overwhelming.

Many of us don’t have time for a deep dive into cataloging theory or to sort out what all those acronyms mean. We just need records for our catalog that will allow our patrons to find the resources we offer. So let’s try to clear some of the clutter.
We’ll start with just four of those acronyms.

Resource Description and Access or RDA is a standard for descriptive cataloging. In the United States, this is the official cataloging standard, and the one most libraries in this country use. It provides guidance for what to include in cataloging records, and to a certain extent how to format that information. These standards are accessed through the RDA toolkit website, which requires a subscription, and are also available in print.

In the past few years, RDA has been undergoing a significant revision, and the new toolkit launched in December. I did attend some webinars early on when the new toolkit was still in Beta, but I haven’t spent much time exploring it since it launched, so we won’t be discussing those changes today. The Library of Congress doesn’t expect to fully implement the new RDA until July 2022 at the earliest, so I wouldn’t expect many, if any, U.S. libraries will implement it before then. A link to the old RDA toolkit is also still available at the site, so libraries can continue to use that reference.

When I say “RDA” in the course of this webinar, I’m referring to the original toolkit.
The Library of Congress provides a lot of information, training and guidance for American libraries using RDA to catalog. You can find many cataloging resources free of charge on the Library of Congress website, including various thesauri, MARC standards, cataloging manuals and the Program for Cooperative Cataloging. One of the most helpful guides offered for RDA are the LC-PCC PS (Library of Congress-Program for Cooperative Cataloging Policy Statements). These statements are fully integrated into the original RDA Toolkit (you will find links to the policy statements right next to the instructions they apply to), but they are still being reviewed with regards to the new toolkit, and so aren’t integrated.

Libraries are not required to adhere to the policy statements and other PCC decisions unless they are members of the PCC, but many libraries choose to follow that guidance at least in part.
CATALOGING RULES AND GUIDELINES

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

- Library of Congress and the Program for Cooperative Cataloging (PCC)
  - https://www.loc.gov/aba/

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

RDA provides guidance for what to put in bibliographic records; MARC21 provides the structure for that information. It stands for Machine Readable Cataloging.

In MARC, we have ‘tags’, such as the 245 tag for titles, and subfields that further divide those tags into categories like ‘title proper’, ‘subtitle’, and ‘statement of responsibility’. Using these tags and subfields, we organize the information about our item so that a computer can recognize the different pieces of information and serve it up to our patrons in a meaningful way via the online catalog.

There are, of course, other standards for organizing metadata on the web, such as Dublin Core, XML, and many others, but MARC continues to be the most common for traditional cataloging records. The standards and formatting for MARC21 are freely available at the Library of Congress website.
As you may be aware, OCLC is a company that provides many services to libraries, including a cooperative catalog with records contributed by catalogers from all over the world.

If your library uses OCLC for cataloging, you can access this catalog and import records into your own catalog, so you don’t have to create records for everything in your collection from scratch.

But even if your institution doesn’t subscribe to OCLC, you can use their Bibliographic Formats and Standards, freely available on the web. The Bib Formats and Standards align with RDA and MARC. I find them very useful, especially in determining how RDA fits together with MARC.

There are lots of additional resources out there, and I’ll include some of them, particularly for format specific cataloging, in your handout, but those are the main resources we’ll be using in our discussion today.

(Note: OCLC - Ohio College Library Center, became Online Computer Library Center as it expanded operations, and officially changed its name to OCLC, Inc. in 2017.)
COMPONENTS OF A BIB RECORD

- Coded Fields
- Main Body
- Headings

I’ve divided the bib record into three main parts:

Coded fields are fields that contain information coded for the computer, which are typically not readable by humans.

The main body contains the human readable information, often more loosely structured, that applies to the item being cataloged.

Headings are structured forms of names and subjects, typically supplied from some kind of curated vocabulary.

Let’s take a closer look.
This is a partial screenshot of a record in OCLC Connexion. These fields in the top portion of the record are what are referred to in MARC documentation as “Leader”, “Control”, and “Number and Coded” fields. OCLC provides a slightly more readable display for the “Leader” and “Control” fields which are referred to in Bib Formats and Standards as “Fixed Fields”.

Fixed Fields (OCLC display)
In other cataloging programs, and in OCLC if you prefer, the display looks more like this.

The LDR and 00x (Control) fields you see here make up the Fixed Fields in the OCLC display. The LDR and Control fields are fixed in length, and what code goes where depends on the position. There are a couple of other Control fields that are fixed in length, but are not part of what OCLC terms “Fixed Fields” for display purposes. We’ll look at those when we talk about different formats.

The other 0xx fields are mostly highly structured number fields or fields that take specific codes.

The non-control fields, both the number and coded fields pictured here and the ones in the remainder of the record, are referred to as variable fields, because they can vary in length.
The main body consists mainly of 2xx and 3xx fields, and 5xx fields. The 5xx fields are note fields, and are the least structured part of the record.

You’ll also see here a trio of 33x fields which are really more accurately described as coded, since they require specific vocabulary terms. These fields were new for RDA, and replaced the 245 $h known as the GMD (general material designator) from AACR2.
The final component of the bib record is headings – these fields are “authorized”, or standardized, forms of names, geographic places, subjects, genre terms, titles, etc, that help describe the resource and identify people and groups involved in its creation.

These standardized headings come from a wide variety of vocabularies, but the most common are the Library of Congress headings, which you can search through OCLC, or directly through the LoC website.
**MINIMUM REQUIREMENTS**

- Title (RDA 2.3)
- Statement of Responsibility (RDA 2.4)
- Edition statement (RDA 2.5)
- Numbering of serials (RDA 2.6)
- Production statement (date if unpublished) (RDA 2.7)
- Publication statement (RDA 2.8)
- Series statement (RDA 2.12)
- Identifier for manifestation (RDA 2.15)
- Carrier type (RDA 3.3)
- Extent of item (RDA 3.4)

Under RDA (0.6.5)

Some of these elements will appear in only one part of the MARC bib record, and some will appear in multiple locations (such as in the main body, and a heading)

Let’s take a look at how these requirements are rendered in MARC
RDA Title (2.3)

Good thing about RDA – much more flexible than AACR2 (Capitalization and Punctuation much more prescribed in AACR2 – RDA does offer the capitalization options and ISBD punctuation, but they are optional – the prevailing wisdom in RDA is to transcribe it as you see it on the item)

Only Title Proper is required by RDA, however, including the subtitle is often very helpful in allowing patrons to differentiate one resource from another.
Statement of Responsibility (RDA 2.4)

245 c – now if there was another word on the title page, say “by Elizabeth Shown Mills”, you would transcribe that also.

1xx – usually also need this for a statement of responsibility. There are instances where the SOR wouldn’t get a 1xx field – for example, if the SOR is “edited by xxx”, but a good rule of thumb is if the person or group in the 245 c is responsible for CREATING the resource, they also get a 1xx heading.
Edition Statement (RDA 2.5)


In MARC:
250 __ $a Third Edition

Unpublished date: 2021

In MARC:
264 0 $c 2021

Production Statement (RDA 2.7)

The Production statement is only REQUIRED under RDA for unpublished items, and then the only required element is the date, so we don’t need that for this resource.

Just to see what it would look like though, let’s pretend someone has written a genealogy of their family and donated it to your library, but it isn’t officially published.

Using the second indicator of 0 here tells us (and the computer) that this 264 contains production information.
Publication Statement (RDA 2.8)

The publication statement is composed of three parts: place, publisher name, and date. This item helpfully supplies all three right on the title page.

Same tag as production statement, but you’ll notice the second indicator is different. Second indicator 1 indicates publication information.
**PUBLICATION STATEMENT (264)**

<table>
<thead>
<tr>
<th>Known or probable locations outside resource:</th>
<th>Publisher identified from source outside the resource in hand:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$a$ [Boston, Massachusetts]</td>
<td>$b$ [The Walt Disney Co.]</td>
</tr>
<tr>
<td>$a$ [Missoula, Montana?]</td>
<td><strong>Publisher undetermined:</strong></td>
</tr>
<tr>
<td>$a$ [Canada]</td>
<td>$b$ [publisher not identified]</td>
</tr>
<tr>
<td>$a$ [Germany?]</td>
<td></td>
</tr>
</tbody>
</table>

**No publisher known or inferred:**
$a$ [place of publication not identified]

If the place of publication is not identified on the item, you have several options:

a) known place (see 2.8.2.6.1) – from outside the resource (for example, the publisher’s webpage)
b) probable place (see 2.8.2.6.2) – use a question mark to indicate probable, but not certain.
c) known country, state, province, etc. (see 2.8.2.6.3)
d) probable country, state, province, etc. (see 2.8.2.6.4) – with a question mark

e) unknown place (see 2.8.2.6.5). – record [place of publication not identified].

Similarly, if the publisher name isn’t identified on the item, you can supply it in brackets, or, if it can’t be determined from any source, record [publisher not identified]
### PUBLICATION STATEMENT (264)

<table>
<thead>
<tr>
<th>Known but from outside resource:</th>
<th>With added 264 for copyright</th>
</tr>
</thead>
<tbody>
<tr>
<td>$c [2015]</td>
<td>In MARC:</td>
</tr>
<tr>
<td></td>
<td>264 _1 $a Baltimore, Maryland : $b</td>
</tr>
<tr>
<td></td>
<td>Genealogical Publishing Company, $c 2015</td>
</tr>
<tr>
<td>Probable:</td>
<td></td>
</tr>
<tr>
<td>$c [2015?]</td>
<td></td>
</tr>
<tr>
<td>No date determined:</td>
<td></td>
</tr>
<tr>
<td>$c [date of publication not identified]</td>
<td></td>
</tr>
</tbody>
</table>

Likewise, if the date of publication is not on the resource, it may be inferred (such as from a copyright date that IS included, or from another source outside the item). Like the place, if it is supplied from outside the resource, it is given in brackets, with a question mark if it is probable rather than known. If the date cannot be reasonably determined, record [date of publication not identified]

If you like, you can include a second 264 for copyright information. That field would have a second indicator 4, and a single subfield c with the copyright date. This is most often done when the publication date is not explicitly stated. For example, if this book didn’t specifically have 2015 as the publication date, but had a copyright date of 2015, we might infer that it was published in 2015. In that case, we would put the 2015 in the first 264 in brackets, and then add a second 264 2nd indicator 4, with the copyright date (including the copyright symbol – or just ‘c’ before the date if the system you’re working in doesn’t allow you to add symbols) in the subfield c. Basically, this tells other catalogers that you’ve inferred a publication date from the copyright date.

However, the copyright 264 isn’t required, and in this case doesn’t add any information we don’t already have.
Identifier for Manifestation (RDA 2.15)

An identifier for manifestation is a combination of numbers, letters, or both, that identifies this resource as a unique manifestation. In this case, and ISBN number.

We record the ISBN number in the 020 field. There are no indicators for the 020 field, and the ISBN is to be entered in subfield ‘a’ with no spaces or punctuation. Note: In RDA, you will see identifiers recorded exactly as they appear on the item, but MARC21 and OCLC’s Bib Formats and Standards dictate that the ISBN be recorded without hyphens. There are other subfields that may be used as well, such as subfield ‘q’ which is often used to indicate if the ISBN is for the paperback or hardback version of the record, or if you’re cataloging a set, to identify which ISBN belongs to the set and which belong to individual volumes.

There are some other forms of identifiers, such as publisher numbers for CDs and DVDs, ISSN for serials, etc. that go in other 02x fields – we’ll see a couple examples in other formats in a bit.
Carrier type: volume

And its friends:

Content Type (336): text
Media Type (337): unmediated

In MARC:
336 __ $a text $b txt $2 rdacontent
337 __ $a unmediated $b nc $2 rdamedia

Carrier type (RDA 3.3)

The carrier type consists of a term or phrase that identifies the storage medium of the resource, and also provides an indication what type of device might be required to view, play, run, etc., the content, and is recorded in the 338 field in MARC. Examples include: volume, for a printed book; audio disc, for a CD; or videocassette for a VHS tape.

Record the term or terms in subfield ‘a’, the code (optional) in subfield ‘b’, and the vocabulary used in subfield ‘2’. In this case, we have $a volume $b nc $2 rdacarrier

Earlier, I mentioned this field in conjunction with two other 33x field that replaced the GMD in RDA. Although only Carrier Type is required for a minimal level record, it is useful to include the other two.

Helpful charts providing list of terms and the accompanying codes are available and accessible from the Bib Formats and Standards page for the respective fields. The links will also be included in your handout.
EXTENT OF ITEM (300)

Extent: 892 pages

In MARC:
300 __ $a 892 pages

Other examples:
300 __ $a xvii, 323 pages
300 __ $a 27 pages, 300 leaves
300 __ $a 1 volume (loose-leaf)

And friends:
Dimensions: 24 cm

In MARC:
300 __ $a 892 pages ; $c 24 cm

Other examples:
300 __ $a 26 unnumbered pages : $b color illustrations ; $c 26 cm
300 __ $a xx, 153 pages : $b maps ; $c 32 cm

Extent of item (RDA 3.4)

The extent of item is for recording the number of items and the type of items that make up the resource in hand. For example, you might have 1 CD, 3 filmstrips, 2 maps, etc. It also includes subunits: for example: 1 flipchart (8 sheets). The extent is recorded in MARC field 300, subfield ‘a’. For books, extent is typically recorded as number of pages, and may also include roman numerals for preceding pages, additional unnumbered leaves, etc.

This resource is a very straightforward 892 pages.

Again, although only the extent is required for a minimal level record, you may want to record other elements in the 300 field, such as the dimensions of the item (RDA 3.5; MARC 300 $c), and other physical characteristics (MARC 300 $b). For print volumes, $b may include such things as maps, color illustrations, photographs, etc.
You may have noticed that we skipped a couple of the required elements with our Evidence Explained example. Because the title is neither a serial, nor part of a series, we are not required to record Numbering of Serials or a Series Statement for that resource. So let’s look at those now with some different examples.

Numbering of Serials (RDA 2.6)

Numbering of serials is recorded in field 362, subfield ‘a’ and may include both volume numbering, and dates published. A serial which is ongoing will include only the beginning volume and date of publication with a hyphen indicating ongoing publication. A serial that has ceased publication includes the closing volume and/or date as well. For the serial title “Teaching History” published by Emporia State University, this title was published starting with volume 1 in the spring and fall of 1976 and ending with v.44, no. 2 in the fall of 2019.

The first indicator 0 indicates that this is a formatted field. It can also be recorded in an unformatted way with first indicator 1. See Bib Formats and Standards and MARC21 for formatting guidance.
Series Statement (RDA 2.12)

A series statement is recorded in MARC field 490, and if there is an authorized form for the series, may also appear in an 8xx field. This title is part of the monographic series, Recent Researches in the Music of the Classical Era, and is v.113 of that series.

When recording the Series statement, record the name of the series as it appears on the item, as well as the numbering, and, if applicable, the ISSN number. Some series statements will also have a statement of responsibility included. This is formatted similarly to the SOR in the 245 field, with the slash preceding the name, but it’s still in the subfield ‘a’.

This title also happens to have an authorized form of the series, so we will add the 8xx field, in this case, an 830 field, because it’s a title. To see if there’s an authorized form of a series, you can search in the Authority records directly from OCLC, or if you don’t have OCLC, you can search from the Library of Congress authorities search page – that link will also be in your handout.
A complete MARC record does require a few things beyond the minimal requirements in RDA – It needs Control Fields. You may remember that the Control Fields are the Leader and 00x fields. Not every position will necessarily be filled, but some of these fields are required in a MARC record.

Let’s go back to our Evidence Explained example. The screen shots here show both the OCLC “Fixed Fields” display, and the regular MARC display.
The first three fields across after the drop down are system generated, so you don’t have to worry about adding them.

In the MARC notation, the first position of each of these fields is counted as 0.

“Rec stat” corresponds with LDR position 05 – I know, I just said the first position was 0. For whatever reason, OCLC has chosen not to display the first five positions (00-04) of this field, but if you were to view this record in Alma, or probably other cataloging systems, you would see those first 5 digits as well.

“Entered” corresponds with the 008 field, positions 00-05. You’ll notice it only displays the last two digits of the year.

“Replaced” corresponds with the 005 field. This field is entirely system generated, so you don’t have to worry about it at all. It actually doesn’t even appear in Alma, and may not appear in your system either.

You can also ignore the 001 field – it appears to be the number of the record in the system. In OCLC, it’s the OCLC number, in Alma, the MMS ID.
“Type” corresponds to LDR position 06. It represents the type of the resource on a broad scale, and is determined by format. Here “a” indicates that this is a language material. The two options for Books are “a” – language material, and “t” manuscript language material.
“Elvl” corresponds to LDR position 17. In this instance, it is blank, which represents the fullest level of cataloging.

Note that OCLC Bib Formats and Standards lists some additional codes for this position that are not listed in MARC – most of these extra codes are, or soon will be obsolete according to a recent decision, but it’s good to be aware that you may see them.
“Srce” corresponds to 008 position 39 and is the source of cataloging. Unless you are cataloging for a national library (such as the LoC), or a cooperative cataloging program (like the PCC), this position should be coded “d”.

<table>
<thead>
<tr>
<th>Books</th>
<th>Rec stat</th>
<th>c</th>
<th>Entered</th>
<th>20160119</th>
<th>Replaced</th>
<th>20201029195005.9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>a</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELvl</td>
<td>m</td>
<td></td>
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<tr>
<td>Srce</td>
<td>d</td>
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<tr>
<td>Audn</td>
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<td>Ctrl</td>
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<td>Lang</td>
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<td>MRRec</td>
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<td>Qty</td>
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<td>Form</td>
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<td>Conf</td>
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<td>Blog</td>
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<td>GPub</td>
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<tr>
<td>LitF</td>
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<tr>
<td>Index</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dates</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>LDR</th>
<th>cam i</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>911266635</td>
</tr>
<tr>
<td>005</td>
<td>20201029195005.9</td>
</tr>
<tr>
<td>008</td>
<td>16011152015 mdu bf 001 0 en d</td>
</tr>
</tbody>
</table>
For Books, “Audn” corresponds to 008 position 22. Note that positions 18-34 depend on Format, so what’s coded in those position can be different for, say, an audio CD than it is for a book. If you’re using the Fixed Field display in OCLC (or a similar display in your cataloging system – Alma has an option for that), some of them will also have different names.

This position is coded for the intended Audience of the material. Unless the audience is explicitly stated on the item, this position is typically left blank.
“Ctrl” corresponds to LDR position 08. Unless the item is cataloged according to archival descriptive rules, it is left blank.
“Lang” corresponds with 008 positions 35-37. It represents the primary language of the resource. There are some special rules for formats such as computer materials, music materials and visual materials, so if you’re cataloging those kinds of materials, or materials with multiple languages, be sure to check out the guidance in Bib Formats and Standards.

The codes for this field can be found in the MARC Code List for Languages, which is linked from the Bib Formats and Standards, and will be in your handout.
“BLvl” corresponds with LDR position 07. This indicates the “Bibliographic Level” of the record. This somewhat obscure phrase refers to whether the item is monographic, serial, integrating, or a component part of something larger, in nature. This record is coded ‘m’ indicating that this item is a monograph.
For Books, “Form” corresponds w/ 008 position 23. In this case “form” means whether it was published in one of various types of microforms, large print or braille, or online or on some form of electronic media. May also indicate a reproduction such as a photocopy. Since this item is just a regular old book, it is coded blank.
For Books and Continuing Resources, “Conf” corresponds to 008/29. It indicates whether or not an item is a conference publication. 0 for No, 1 for Yes.
For Books, “Biog” corresponds to 008/34. It indicates whether or not an item contains biographical material, and what the biographical characteristics are. I.e. is it an autobiography, individual or collective biography, or just contains some biographical information. “Blank” indicates no biographical information, and should also be used for fictional biographies.
“MRec” corresponds to 008/38. This position is coded to indicate whether or not bibliographic information was modified for entry into machine-readable form. The default is blank, and to be honest, I’ve never used any of the other codes. Possibly you might use this if you’re cataloging materials in a non-Latin alphabet.
“Ctry” corresponds to 008/15-17. This position is coded for the country of publication. Codes for this field can be found in the MARC Code List for Countries, which is linked from Bib Formats and Standards, and also included in your hand-outs.
For Books, “Cont” corresponds to 008/24-27. Here you can indicate certain types of content, such as abstracts or summaries, bibliographies, dictionaries, legal articles, etc. This should only be used if all, or a significant portion of the resource is the selected type of content.

Evidence Explained is a handbook (code f) for creating genealogical citations, and it contains bibliographical references (code b).
For Books, “Gpub” corresponds to 008/28. Indicates whether or not resource is a Government publication, and if so, what type. Blank indicates that this not a government publication.
For Books, “LitF” corresponds to 008/33. This position is for recording the literary form of the item. Options include not fiction, fiction, dramas, essays, novels, letters, poetry, speeches, etc. This item is coded 0 for not fiction – not further specified, because the type of content this book contains is better described by the Cont. field, and there’s not a more specific code available under LitF.
For Books, “Indx” corresponds to 008/31. Whether or not the item includes and index to its own contents. 0 for No, 1 for Yes.
“Desc” corresponds to LDR/18. This is the descriptive cataloging form, in other words, what type of cataloging standards were used. Most commonly, you will see ‘a’ for records cataloged under AACR2, or either “blank” or “i”. Blank is a Non-ISBD record and “i” is a record punctuated according to ISBD. Both of these are permissible under RDA, and if it’s an RDA record (as this one is) you will also see a $e rda in the 040 field.
For Books, “Ills” corresponds to 008/18-21. These positions are for recording the types of illustrations in a book. May include things such as maps, portraits, charts, etc.
For Books, “Fest” corresponds to 008/30. Indicates whether or not the item is a festschrift. 0 for No, 1 for Yes.
“DtSt” corresponds to 008/06. Used to categorize the type of dates. In this instance, “s” is coded to indicate a single date for a single part item. Other options include coding for both publication and copyright, coding for initial and terminal date (for example, the beginning and end of a serial run), a reprint and original date, etc.
“Dates” corresponds to 008/07-14. May contain one or two dates, depending on how DtSt is coded. In this case, we have only the single publication date.
Control fields are a lot to remember. There are so many different codes, so many different potential configurations. I’ve found that looking at already cataloged records in the format you’re working with helps a lot to get a feel for what fields are most commonly used. I also really like this chart in Bib Formats and Standards. It gives you the position, the field, and you can click on the textual description to get instructions for what goes there and when to code it.

Tip: If you’re working in OCLC, you can click on the Cataloging menu, choose create and single record and it will give you options for templates that include only the elements that apply to the chosen format.

Likewise, Alma has a display with dropdowns for the LDR and 008 fields that you can use to choose the appropriate code, instead of having to actually count positions in the field. Just put your cursor in the field you want to view or fill out, and hold down Ctrl + F. The Esc key, or just clicking in another field will get you out of that interface when you’re done.
Type (LDR/06) – j = musical sound recording; i for non-musical sound recording
Comp (008/18-19) – note relationship to 047
AccM (008/24-29) – d = libretto, i = historical information
Lang (008/35-37) – note relationship to 041 field
DtSt (008/06) – p (distribution and production date)
306 is for playing times of the different tracks on the recording. It doesn’t have a very useful display in most public catalogs, but you can use it if you like.

34x – these are all new fields for RDA. Mostly, they’re used in media.

382 – this field is for designating the types of instruments and voices on the recording. If there are multiple tracks with different instrumental configurations, this field is repeatable. The terms in this field, such as bass-baritone voice and orchestra, come from the Library of Congress Medium of Performance Thesaurus (link in handout)
5xx fields are notes. Here we see common notes for musical recordings – language, performers, recording data, program notes, and contents.

Also, subject and genre headings.
7xx fields are for recording names – 700 for personal names, 710 for corporate (that’s the name of the orchestra on the recording). There are also 700 name/title fields that provide authorized headings for the pieces on the recording.
OTHER FORMATS – VIDEO RECORDING

Type (LDR/006) – g = projected medium. Other visual materials codes are k – two dimensional nonprojected graphic, o – kit, and r – three-dimensional artifact or naturally occurring object
Time (008/18-20) – running time
Tmat (008/33) – Type of visual material: divided into sections according to the type code in Bib Formats; several options to divide those large categories further; v for videorecording;
Tech (008/34) – This is the technique for creating motion. In this case, code L indicates live-action

043 – Geographic area code. Broad code for the United States. Codes from MARC Code List for Geographic Areas
046 – Special coded dates. Subfield k indicates the beginning of creation or a single creation date.
Note the length of the statement of responsibility; Also, that for videos, none of these responsible parties get a 1xx field; they’re all recorded in the 7xx.

Two 264s – one for publication and the second (2nd indicator 2) for distribution
Note the $b of the 300
538 notes this is a DVR and is paired with a 500 note warning patrons it may not play on all players.

508 includes production information; in this case, just the editor, because all the producers were listed in the 245 $c

540 deals with public performance rights, which is another very important thing to note in video cataloging.
### Genre headings

| 655 | 7 | Nonfiction films, #2 lcgt |
| 655 | 7 | Feature films, #2 lcgt |
| 655 | 7 | Documentary films, #2 lcgt |
| 700 | 1 | Moreno, Fidel D., *d* 1960, # e director. |
| 700 | 1 | Rhine, Gary, # e director, # e producer, # e film editor. |
| 700 | 1 | Snake, Reuben, #d 1937-1993, # e producer. |
| 700 | 1 | Bronfman, Jeffrey, # e producer. |
| 700 | 1 | Cousineau, Phil, # e screenwriter, # e director. |
| 700 | 1 | Coyote, Peter, # e narrator. |
| 710 | 2 | Native American Religious Freedom Project. |
| 710 | 2 | Peacedream Productions (Firm) |
| 710 | 2 | Eagle Heart Productions, |
| 710 | 2 | Kiana Productions, # e production company. |
| 710 | 2 | Berkeley Media, # e distribution. |
| 830 | 0 | Native American relations video. |
CATaloging Questions?

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