

APPENDIX

Abbreviations of Certain Countries, States, Provinces, and Territories

Use the following abbreviations of the names of certain countries and of states, provinces, territories, etc. of Australia, Canada, and the United States

- 1) as additions to certain other place names
- 2) as additions to names of certain corporate bodies
- 3) as additions to the name of the place of publication or distribution in the publication, distribution, etc., area
- 4) in notes.

DO NOT abbreviate any name of **a city or town** even if it is the same as a state, e.g., *Washington, D.C.* not *Wash., D.C.* **DO NOT** abbreviate any place name that is not in the list.

Name	Abbreviation	Name	Abbreviation
Alabama	Ala.	Louisiana	La.
Alberta	Alta.	Maine	Me.
Arizona	Ariz.	Manitoba	Man.
Arkansas	Ark.	Maryland	Md.
Australian Capital Territory	A.C.T.	Massachusetts	Mass.
British Columbia	B.C.	Michigan	Mich.
California	Calif.	Minnesota	Minn.
Colorado	Colo.	Mississippi	Miss.
Connecticut	Conn.	Missouri	Mo.
Delaware	Del.	Montana	Mont.
District of Columbia	D.C.	Nebraska	Neb.
Distrito Federal	D.F.	Nevada	Nev.
Florida	Fla.	New Brunswick	N.B.
Georgia	Ga.	New Hampshire	N.H.
Illinois	Ill.	New Jersey	N.J.
Indiana	Ind.	New Mexico	N.M.
Kansas	Kan.	New South Wales	N.S.W.
Kentucky	Ky.	New York	N.Y.
Newfoundland	Nfld.	New Zealand	N.Z.
North Carolina	N.C.	Tasmania	Tas.
North Dakota	N.D.	Tennessee	Tenn..
Northern Territory	N.T.	Texas	Tex.
Northwest Territories	N.W.T	Union of Soviet Socialist Republics	U.S.S.R.
Nova Scotia	N.S.	United Kingdom	U.K.

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Name	Abbreviation	Name	Abbreviation
Oklahoma	Okla.	United States	U.S.
Ontario	Ont.	Vermont	Vt.
Oregon	Or.	Victoria	Vic.
Pennsylvania	Penn.	Virgin Islands	V.I.
Prince Edward Isle	P.E.I.	Virginia	Va.
Puerto Rico	P.R.	Washington	Wash.
Queensland	Qld.	West Virginia	W. Va.
Rhode Island	R.I.	Western Australia	W.A.
Saskatchewan	Sask.	Wisconsin	Wis.
South Australia	S. Aust.	Wyoming	Wyo.
South Carolina	S.C.		
South Dakota	S.D.		

List of Cities Used without State or Province

Omit designation of state or province in the publication area only for the following **cities and towns in the United States and Canada**. This list does not apply to geographic names used in headings.

Albany	Dallas	Nashville	St. Augustine	Tacoma
Annapolis	Denver	New Haven	St. Louis	Tallahassee
Ann Arbor	Des Moines	New Orleans	St. Paul	Toledo
Atlanta	Detroit	New York	San Antonio	Toronto
Atlantic City	Dubuque	Oklahoma City	Salt Lake City	Trenton
Baltimore	Grand Rapids	Philadelphia	Savannah	Wheeling
Brooklyn	Hartford	Pittsburgh	Scranton	
Buffalo	Indianapolis	Princeton	Seattle	
Cambridge	Jersey City	Providence	Spokane	
Chattanooga	Los Angeles	Quebec	Stanford	
Chicago	Memphis	Richmond		
Cincinnati	Milwaukee			
Cleveland	Montreal			
Colorado Springs				

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List of Abbreviated Publishers

The Anglo American cataloging rules recommend that the name of the publisher in the publication, distribution, etc. area (260 MARC tag) be entered in the shortest form that is still recognizable. Accompanying words that imply publication may often be omitted. The term “Press” should only be omitted from the name of large commercial publishers, not from university or small presses. No formal list of these publishers has been established by Library of Congress or the American Library Association as far as I know. This list has been compiled from various cataloging records that I have used. This not an exhaustive list. Add to the list as you come across shorten names.

Publisher's name	Shortened form
American Library Association	ALA
Cassell Publishing Co.	Cassell
Charles Scribner's Sons	Scribner
Crown Publishing Co.	Crown
Dodd, Mead & Co.	Dodd, Mead
Eerdmans Publishing Co.	Eerdmans
Enslow Publishers	Enslow
Falcon Publishers	Falcon
Fredirick Ware & Co.	F. Ware
Harper & Brother, Publisher	Harper
Harper & Row, Publisher	Harper & Row
HarperCollins Publishing Co.	HarperCollins
Harry N, Abrams, Inc., Publishers	H.N. Abrams
Holt, Rineheart & Co.	Holt, Rineheart
The Horn Book, Inc.	Horn Book
John Wiley & Son	Wiley
Jonathan Cape	Cape
Knopf Publishing Co,	Knopf
Library of Congress	L.C.
Little, Brown & Co.	Little, Brown
MacGibbon & Kee, Publishers	MacGibbon & Kee
Milken Publishing Co.	Milken
Orion Publishing Co.	Orion
Scribner's and Sons, Inc.	Scribner
Stockton Publishing Co.	Stockton

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Publisher's name	Shortened form
Thomas Nelson Publishing Co.	Nelson
Thomas Y. Crowell Co., Inc.	Crowell
Tilbury House Publishing Co.	Tilbury House
Time-Life, Inc.	Time-Life
Viking Press	Viking
Walker Publishing Co.	Walker
W.W. Norton Publishing Co.	Norton

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Partial List of Standard Cataloging Abbreviations

Term	Abbreviation
accompaniment	acc.
and others	et al.
approximately	approx.
arranged	arr.
arranger	arr.
bind	bd.
black & white	b&w
book	bk.
born	b.
Brother, -s	Bro., Bros. ¹
bulletin	bull.
bytes per inch	bpi
centimeter, -s	cm.
chapter	ch.
circa	ca.
colored	col.
Company	Co.
compiler	comp. ²
copyright	c
Corporation	Corp.
corrected	corr.
Department	Dept.
diameter	diam.
died	d.
document	doc.
edition, -s	ed., eds.
editor	ed. ²
enlarged	enl.
et cetera	etc.

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Term	Abbreviation
facsimile, -s	facsim., facsims.
flourished	fl.
folio	fol.
following	ff.
foot, feet	ft.
frame, -s	fr.
frames per second	fps
genealogical	geneal.
government	gov.
Government Printing Office	G.P.O.
hours, -s	hr.
illustration, -s	ill.
illustrator	ill. ²
inch, -es	in.
inches per second	ips
including	incl.
Incorporated	Inc. ¹
introduction	introd.
kilometer, -s	km.
Limited	Ltd. ¹
manuscript, -s	ms., mss.
meter, -s	m.
millimeter, -s	mm.
minute, -s	min.
monophonic	mono.
new series	new ser.
New Testament	N.T.

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Term	Abbreviation
no name (publisher)	s.n.
no place (publication)	s.l.
number, -s	no.
numbered	numb.
Old Testament	O.T.
opus	op.
page, -s	p.
paperback	pbk.
part, -s	pt., pts.
photograph, -s	photo, photos. ³
plate number, -s	pl. no.
portrait, -s	port., ports.
posthumous	posth.
preface	pref.
pressing (sound recordings)	p
printing	print. ⁴
privately printed	priv. print.
projection	proj.
pseudonym	pseud.
publishing	pub.
report	rept.
reprinted	repr.
reproduced	reprod.
revise	rev.
revised	rev.
revolutions per minute	rpm
series	ser.
signature	sig.
silent	si.
sine loco	s.l.
sine nomine	s.n.

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sound	sd
stereophonic	stereo.
superintendent	supt.
Superintendent of Documents	Supt. of Docs.
supplement	suppl.

Term	Abbreviation
title page	t.p.
tome	t.
translator	tr. ²
typographical	typog.
unaccompanied	unacc.
volume, -s	v.
volume, -s	vol., vols. ⁵

1. Use only in names of firms and other corporate bodies.
2. Use only in a heading as a designation of function.
3. Do not use in general or specific material designation.
4. Do not use in the publication, distribution, etc. area.
5. Use at the beginning of a statement and before roman numeral.

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Glossary of Terms

Access points are any terms (word, headings, etc.) in a bibliographic record that may be used to locate that record.

Accompanying Material is dependent materials which are included with and are intended to be used with the main item being cataloged.

Added entries are any access points **except** the main entry.

Alternative title is the second title of a work, which is joined to the first title with "or" or its equivalent (e.g., Maria, or, The Wrongs of Woman). This is considered as part of the title proper.

Area refers to a major section of the bibliographical description such as the title and statement of responsibility area. There are eight areas.

Authority record is a record containing the established form of name or term and the references that have been made to and from that form.

Bibliographical record is a catalog entry in card, microtext, machine-readable, or other form carrying full cataloging information for a given item.

Caption title is the title appearing on the first page of the text.

Chief source of information is the source that is prescribed by the rules as the major source of data for use in preparing bibliographic description for an item .

CIP (Cataloging in Publication) is a partial *bibliographic record* contained in the item I prepared by the Library of Congress has prepared from galley proofs. Because the cataloging is done from a pre-published work, no extent of item area is included and any changes made after the galley proof was prepared will not be reflected in the CIP (e.g., changes in the title area).

Close copy is a bibliographic record that is a near match for a different edition of an item.

Collective title is an inclusive title assigned to an item containing several works.

Colophon is a statement at the end of a book containing information about the author, title, and publication details. CIP may also be found here. This is considered part of the chief source of information for a book.

Copy cataloging is the preparation of a bibliographic record by using or adapting one already prepared by someone else.

Delimiter is a character used before MARC subfield codes. In this manual a “[” is used as a delimiter, but the symbol depends on the automated system being used by the library.

Descriptive cataloging is that phase of the cataloging process that is concerned with the identification and description of an item, the recording of this information in a bibliographic record, and the selection and formation of access points with the exception of subject headings.

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Edition refers to all copies of a work made from the same type setup or same plates and issued by the same entity.

Electronic resources are materials that require the use of a computer to access the intellectual contents.

Extent of item refers to the first element of the physical description area and gives the number of the units and the specific material designation for the item.

Facsimile is a reproduction of a work with the exact content and a simulation of the original appearance.

Field is a subunit of data in MARC bibliographic record.

Fixed field is the 008 field of a MARC record.

Format is the physical presentation of an item, e.g., a manuscript, a video, etc.

Half title is a portion of the title that is usually on a page placed before the title page.

Heading is a name, term, etc. at the head of a record or card used as an access point to the item.

Impression is an exact copy of a work printed at different times. It is also called a printing.

Indicator is a one or two character code that follows the field tag and further defines a data field. Not all fields have indicators.

ISBD stands for International Standard Bibliographic Description.

ISDS stands for International Serials Data System.

ISBN stands for International Standard Book Number.

ISSN stands for International Standard Serials Number.

LC refers to the Library of Congress.

Leaf is a sheet of paper in a book that is only printed on one side.

Lining papers are the papers glued to the inside front and back covers of a hardback book.

Main entry is the main access point for an item.

MARC (MACHine-Readable Cataloging) is a series of rules for coding bibliographic data into a form that can be understood and manipulated by a computer.

Monograph is a publication that is complete in one or a limited number of parts.

OCLC (Online Computer Library Center) one of the bibliographic utilities in North America.

Original cataloging is the process of preparation of a bibliographic record for the first time without reference to other bibliographic records for the same item.

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Other title information is information on the chief source of information that qualifies or further expands the title proper. Formerly known as the subtitle.

Page is one side of a printed sheet that is printed on both sides.

Parallel title is the title proper written in another language. This **is not** considered part of the title proper.

Plates are leaves or pages containing illustrations, with or without text, that are not part of the main pagination of an item.

Realia is an actual object (artifacts, specimens, etc.) rather than a replica.

Running title is the title that is repeated at the top of each page or leaf.

Serial is a publication issued in parts and intended to continue indefinitely.

Series is a number of separate works, usually related in subject or form that are issued successively. They are usually issued by the same publisher, distributor, etc., and in uniform style, with a collective title.

Series title is the collective title given to volumes or parts issued in a series.

Shelflist is comprised of all bibliographic records for items in a collection filed in the order that the items are arranged on the shelves.

Spine title is the title lettered on the spine of book.

Title page is a page that occurs very near the beginning of a book and that contains the most complete bibliographic information about the book.

Title proper is the chief name of an item, excluding any parallel title or other title information. An alternative title is considered to be part of the title proper.

Uniform title is the form of title used to bring all variant forms of a title together under the main entry.

Verso in a book, is the page on the left side of an open book, usually bearing an even page number.

Verso of Title Page is the page following the title page; the backside of the title page.

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Cataloging Nonbook Materials

Sound Recordings

Chief source

- Information appearing on the disc or cassette itself.
- When the disc or cassette lacks a collective title (title proper that is an inclusive title for an item containing several works), but one is found on the accompanying material or container,* this source is used as the chief source (and should be indicated in a note).
- Consider information on the insert that can be seen through the case to be on the container.
- **If information is not available from the chief source**, it is taken from the following sources, in this order:
 1. Accompanying textual material
 2. Container (e.g., case, box)
 3. Other sources

Verifying bib record:

- Verify that the bibliographic record in Minerva matches item. If it does not match, find a matching record in Z39.50 and add as a new record or overlay the Minerva record if the Z39.50 is a better record. If no match is found, do original cataloging.

Compact Disc

Editing fixed fields:

Leader (at top of record):

- **Type of Record** – 1 MUSIC (CD) or 3 SPOKEN (CD)

006 – Optional field used to describe accompanying materials

007 - To insure all changes/additions made to a 007 field are retained when saved, click on a box that is to remain the same before saving. If the 007 is being added to a record and saved the **Enter Field Group** window will appear. Enter **r** in the white box and click OK.

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Check/edit all elements of “Sound recording” tab:

- **Mat Catg** – **s** (sound recording)
- **Spec mat** – **d** (sound disc)
- **Undefined** – blank
- **Speed** – **f** (1.4 mps)
- **Confplay** – **m** (mono.), **s** (stereo.), or **u** (unknown)
- **Groove W** – **n** (not applicable)
- **Dimens** – **g** (4 ¾ in.)
- **TapeWidth** – **n** (not applicable)
- **TapeConf** – **n** (not applicable)
- **Kinddisc** – optional; if coded: **m** (mass-produced)
- **KindMat** – optional; if coded: **m** (metal and plastic)
- **KindCut** – optional; if coded: **n** (not applicable)
- **S P Char** – **e** (digital recording; requires digital playback equipment)
- **Cap/Stor** – Indicates how sound was originally captured and stored, disregarding any subsequent remastering, mixing, or enhancement:
d (digital storage) “DDD” on piece is an indication; **e** (analog electrical storage) “AAD” or “ADD” on piece is an indication

Cassettes

Editing fixed fields:

Leader (at top of record):

- **Type of Record** – **2** MUSIC (CAS) or **4** SPOKEN (CAS)

006 – Optional field used to describe accompanying materials

007 – To insure all changes/additions made to a 007 are retain when save, click on a box that is to remain the same before saving. If the 007 is being added to a record and saved a window, "**Enter Field Group,**" will open. Enter **r** in the white box and click OK.

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Check/edit all elements of "Sound recording" tab:

- **Mat Catg** – s (sound recording)
- **Spec mat** – s (sound cassette)
- **Undefined** – blank
- **Speed** – l (1 7/8 mps)
- **Confplay** – m (mono.), s (stereo.), or u (unknown)
- **Groove W** – n (not applicable)
- **Dimens** – j (3 7/8 x 2 1/2 in.)
- **TapeWidth** – l (1/8 in.)
- **TapeConf** – n (not applicable)
- **Kinddisc** – optional; if coded: m (mass-produced)
- **KindMat** – optional; if coded: p (plastic)
- **KindCut** – optional; if coded: n (not applicable)
- **S P Char** – u (unknown) unless the item says Dolby processed then c (Dobby-B encoded)
- **Cap/Stor** – e (analog electrical storage).

Compact Disc and Cassette

008 - Edit the 008 to match the piece. Fixed field elements must match related variable fields as well. For example, DtSt and Dates should match 260 |c (and, in some instances, dates found in notes); place should match 260 |a, etc. **Highlights:**

- **Rec Stat** – c (corrected or revised) or n (new)
- **Rec Type** – j (musical) or i (non-musical)
- **FormComp** - Optional; two-letter code **nn**; for music may select other options
- **ForMat** - n (not applicable); applies only to scores.
- **FormItem** - blank
- **Accompanying Matter (Acc Matl 1-6)** - Optional; allows up to 6 codes for substantial or unique matter contained in program notes or other accompanying material.
- **Language (Lang)** - Code for language sung or spoken on the recording, not the language of titles or other written data on disc, container or any accompanying program notes or printed librettos/song texts. If recording is of instrumental music, code - **N/A**
- **Literary Text (Ltxt)** - Optional; indicates type of literary text for non-musical sound recordings.

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Editing variable fields:

Compact Disc

028 (Publisher No.) – Includes any catalog or product numbers found on the item. For indicators check **Marc Tag Info** on bib. record.

Examples (excerpted from Yale web site: <http://www.library.yale.edu/cataloging/music/028field.htm>):

The disc with one number on the disc and a variant form of the number on the container:

028 01 CD 125| Record Company

028 00 2 CD 125|bRecord Company

The disc with one number on the label and a completely different number on the container or insert:

028 01 CD 125|bRecord Company

028 00 1234 5678|bRecord Company

500 Record Company: 1234 5678 (on container)

Each distinct number goes in a separate note. This does not apply to a multi-disc set.

A multi-disc set with individual numbers also has on the container a variant form, which is a truncation of the numbers on the discs:

On discs: CD 125, CD 126; on container: CD125/6.

028 01 CD 125--CD 126|bRecord Company

Do not enter the truncated form of the number in an 028 field or note.

A multi-disc set with both a set number and individual numbers on each disc:

028 00 1234 5678 |b Record Company

028 00 CD 125--CD 126 |b Record Company

Recording Company: 1234 5678 (CD 125--CD126)

Give only the set number unless it does not appear on the individual discs; in that case give the set number first, followed by the numbers of the individual discs in parentheses as shown in the example above) (LCRI 6.7B19).

Compact Disc and Cassette

041 (Language Code) -

Subfield a: in not used for sound recordings.

Subfield d: language(s) sung or spoken in recording; first code must match code in **Lang**.

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1XX (Main Entry) - Main entry may be under composer, principal performer/performing group, or title, depending on the circumstances. The "author" in the 1XX field should be reflected in either the 245 |c or 511. **Be sure to verify the form of the name.**

245 (Title and Statement of Responsibility) - The wording of the 245 |a, |b, and |c should match that found in the chief source; punctuation and capitalization may differ.

Collective title:

Typically if the title is **generic**, i.e., consisting of the name(s) of one or more types of composition or one or more types of composition plus one or more of the following: medium of performance, key, date of composition, or number, all of this information is treated as the title proper (245 |a).

Example: Trio no. 2 in D major for two flutes and piano ...

In all other cases (e.g., musical works with distinctive titles, such as operas, etc.), medium, key, date of composition, and/or number are typically treated as other title information (245 |b).

Example: Trio pathétique : |bfor clarinet, bassoon/cello & piano ...

Non-collective title: If there are multiple works and no collective title, each title should be transcribed, followed by its other title information and statement of responsibility.

245 |h (General material designation) - Make sure the GMD is enclosed in square brackets and the wording is correct, i.e., [**sound recording**]. Placement of the GMD: typically located after the title proper (subfields |a, |n, |p) and before remainder of the title (|b), subsequent titles (in items lacking a collective title), and/or statement of responsibility (|c).

Examples:

Cree songs to the new born |h [sound recording] : |b soprano and chamber ensemble.

Nahua songs|h[sound recording] ;|bThe piper at the gates of dawn /|cWalter Winslow. Duo / Louis Karchin

245 |c (Statement of responsibility) - Persons or bodies prominently stated should be given in the record: typically 245 |c is reserved for those chiefly responsible for the intellectual/artistic content of the work (e.g., composers, song text writers, opera librettists and performers whose work goes beyond mere performance, execution, or interpretation, as is commonly the case with popular, rock, and jazz music) and the 511 field (or 505 in some instances) for all other performers.

260 |a (Place) and |b (Publisher) - The rules for recording place and publisher are generally the same for sound recordings as they are for books.

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Examples:

260 |a New York : |b Sunflower ; |a London : |b Virgin Records, [distributor] ...

260 |a London : |b EMI ; |a New York : |b Distributed by Collon Records ...

If the CD bears both the name of the publishing company and the name of a subdivision of that company or a trade name or brand name used by that company, the name of the subdivision or the trade name or brand name should be transcribed in the 260 |b, not the "parent" publishing company name.

260 |c (Publication date) - There can be a variety of dates on the CD. The following is a suggested order of preference for dates. If you have questions about whether you have a matching record or whether dates are transcribed correctly, see the Humanities Cataloger.

1. Publication date.
2. Phonogram ("p") date (indicates date of copyright of sound).
3. Copyright ("c") date on container or accompanying material (indicates copyright of artwork or other print info. on container).

If no date of publication, enter phonogram date alone: |c p1999.

A "c" copyright date on disc itself may be transcribed as "p" date.

If neither publication or "p" date is present, and a "c" date is present on container or accompanying material, date may be used to infer publication date: |c [1995].

If date of publication and phonogram date are both present, record both: |c 1996, p1995.

If no publication/production date given, but it would seem to be considerably different than the "p" or "c" date, enter an approximate date in brackets: |c [1994?], p1967.

If the date of recording appears on the CD, it is generally given in a note (518 field).

300 (Physical description)

300 |a (Extent of item)

Compact Disc

The correct number of physical units should be recorded, followed by the term "**sound disc(s)**"; followed by the total playing time in parentheses, only as explicitly stated on the item.

Examples:

2 sound discs (1 hr., 30 min.)

1 sound disc (78 min.)

1 sound disc (52:12)

(LC gives the total duration in 300 |a if the recording contains only one work.)

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For CDs containing more than one work:

Durations are typically recorded in a 500 note when the individual works are identified in the 245 (i.e., non-collective title); if the individual works are listed in 505, durations are typically given there.

300 |b (Other physical details)

Type of recording: should be **digital** (refers to the way in which the sound is encoded and the kind of playback device required).

If the original recording method was different, it is generally stated in a 500 note.

Playing speed: not stated for CDs unless non-standard.

Number of sound channels: "mono." or "stereo."; record only if explicitly stated on item; don't guess.

Recording and reproduction characteristics: Dolby, etc.

300 |c (Dimensions): 4 3/4 in.

Example:

300 2 sound discs (90 min.) :|bdigital, stereo. ;|c4 3/4 in.

Cassette

The correct number of physical units should be recorded, followed by the term "**sound cassette(s)**"; followed by the total playing time in parentheses, only as explicitly stated on the item.

Examples:

2 sound cassettes (1 hr., 20 min.)

1 sound cassette (55 min.)

1 sound cassette (ca. 40 min.)

(LC gives the total duration in 300 |a if the recording contains only one work.)

For cassettes containing more than one work: Durations are typically recorded in a 500 note when the individual works are identified in the 245.

300 |b (Other physical details)

Type of recording: should be **analog** (refers to the way in which the sound is encoded and the kind of playback device required).

If the original recording method was different, it is generally stated in a 500 note.

Playing speed: not stated for cassettes unless non-standard.

Number of sound channels: "mono." or "stereo."; record only if explicitly stated on item; don't guess.

Recording and reproduction characteristics: Dolby processed if explicitly stated on item.

300 |c (Dimensions): record only if cassette is significantly difference in size from that of the average

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cassettes.

Examples:

300 1 sound cassette (90 min.) :||banalog, stereo., Dolby processed.

Compact Disc and Cassette

300 |e (Accompanying material): Details of accompanying material may be given in 300 |e, but are more likely to be stated in 500 note. Either location is acceptable.

440, 490 (Series) appropriate if a record contains a series statement.

5XX Fields (Notes)

The correct MARC field for that particular type of note is given in parentheses.

Publisher number(s) (500) - 028 is generally adequate to handle publisher no.(s), but occasionally an explicit note is needed. See 028 for examples. Follow the order of notes given below.

Compact Disc

1. **It is not appropriate to use System Requirement (538) for a compact disc. If desired enter the note:** 500 Compact disc.

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2. **Nature or artistic form and medium of performance (500)** - Add if not obvious from rest of the description.

Examples:

500 |a Opera in two acts.

500 |a The third work is a solo cantata.

3. **Language of the spoken or sung content of the recording (546)** Enter a note here if the item is a translation. An 041 1 field is also needed if the 546 is used. Example:

041 0- engfre|bengfrespa

546 English or French with optional subtitles in English, French, and Spanish.

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4. **Source of the title proper (500)** - This note should be used if the title in the 245 is taken from a source other than the disc itself.

Examples:

Title from container.

Title from accompanying booklet.

Title from container spine.

5. **Performers (511)** - Alternatively, performers' names may be found in 505.
6. **Edition and history (518 or 500)** - Edit for typographical errors or other obvious mistakes. This note contains information relating to the edition being described, the edition of the work performed or the history of the recording.

Field 518 field is used when recording the date/time and place of the event.

Examples:

518 Recorded at Variety Sound, New York, N.Y.

518 Recorded in the Paris Conservatoire, Apr. 1-3, 1980.

518 Recorded in Vienna in 1971; previously released as Westminster WST 1444. (Note combines history of recording and edition information. Use 518 in this case.)

Field 500 is used when recording information relating to the edition being described or the edition of the work performed.

Example: 500 Reissue of: RCA Red Seal ACA 1343.

7. **Publication, distribution, etc. (500)**

Example: 500 Distributor from label on container.

8. **Physical description (500)** - Check for presence or add if noteworthy:

Examples:

500 Compact disc.

500 Analog recording. Use this type of note for CD made from analog original; use three-letter codes frequently found on CDs as guide:

ADD = Original Analog recording ; Digital mixing/editing ; Digital mastering

AAD = Original Analog recording ; Analog mixing/editing ; Digital mastering

DDD = original Digital recording ; Digital mixing/editing ; Digital mastering (such a note would not be appropriate in this case)

9. **Durations (500)** - unless included in 505 note.

Example: 500 Durations: 52:12; 13:15; 16:01.

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(for CD with several works listed in 245 for which durations are provided). If many, use "Durations on label" instead.

10. **Accompanying material (500)** - Details of accompanying material are generally given here, but alternatively may be found in 300 |e or a combination of the two fields.

Examples:

500 Program notes in English with German and Italian translations and lyrics in container.

500 Lyrics on sheet in container.

11. **Contents (505)** - Add if note not already present. For already-existing 505 fields, correct any obvious errors.

Examples:

505 0_ You are the woman – Just remember I love you – Strange way – Cinderella – Staying with it ...

505 0_ Hoedown (3:44) – Lucky man (4:36) – Karn Evil 9 (4:45) – Peter Gunn (3:30) ...

505 0_ Louise. Depuis le jour / Charpentier (Mary Garden, soprano, with orchestra) – Tosca. Vissi D'arte / Puccini (Maria Jeritza, soprano with piano).

In the above example, we see: Opera. Aria / composer (performer). A lot of information is given in this example. The "Opera. Aria" is an example of Full title. Part title.

6XX (Subject Headings) – **Do not add** terms, such as sound recording or compact disc, as subject headings or add them to subject headings.

7XX (Added Entries) - Typically added entries are provided for the major performers (persons and bodies), conductors, analytical added entries representing selections included on the CD (author/title heading; 700 with 2nd indicator 2), and titles of individual selections provided they are distinctive/non-generic (740 field). Author/title added entries may also be present that represent the work a composition is based upon (700 with 2nd indicator 1). Fields 700 and 710 may end in |4 relator code such as "prf" (performer) or "cnd" (conductor). **To not, under any circumstances add "|h [sound recording] to any 7XX field.**

If adding a 7XX field to a bib. record, verify the form of the name in the Minerva database or LC Authority File:

- a. If an authority record is found for that author (or author/title combination), use the form of the name found in the authority record.
- b. If no authority record is found, search for another bib record that has an entry for the same author (or author/title combination). Use the form found in the other bib record(s).
- c. If no other records can be found using the author, OR if it is unclear form the other entries if it is the same author, use the form of the author's name as found on the item.

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Video Recordings

Chief source:

- Information appearing on the title and credit screen(s) or frame(s).
- Information for notes and areas other than title is often taken from the container.
- If title and credit screen(s) or frame(s) yield little or no useful information, the container and external labels may also serve as chief sources of information.
- If neither of these sources yield information, accompanying printed materials or other sources may be consulted.

Verifying bib record:

- Verify that the bibliographic record in Minerva matches item. If it does not match, find a matching record in Z39.50 and add as a new record or overlay the Minerva record if the Z39.50 is a better record. If no match is found, do original cataloging.

Video

Editing fixed fields:

Leader (at top of record)

- **Type of Record – 6 VHS**

006 – Optional field used to describe accompanying materials

007 - To insure all changes/additions made to an 007 field are retained when saved, click on a box that is to remain the same before saving. If the 007 is being added to a record and saved the **Enter Field Group** window will appear. Enter **r** in the white box and click OK.

Check/edit all element of “Viderecording” tab:

- **Mat Catg – v** (videorecording)
- **Spec mat – f** (videocassette)
- **Undefined** – blank
- **Color – b** (black-and-white); **c** (multicolored)
- **Format – b** (1/2 in., videocassette)
- **SoundSep – a** (sound on medium)
- **Med Snd – h** (videotape)

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- **Dimens** – **o** (1/2 in.)
- **ConfPlay** – usually **q** (quadraphonic, multichannel surround) ; **s** (stereophonic)

DVD

Editing fixed fields:

Leader (at top of record)

- **Type of Record** – **5** DVD

006 – Optional field used to describe accompanying materials

007 - To insure all changes/additions made to an 007 field are retained when saved, click on a box that is to remain the same before saving. If the 007 is being added to a record and saved the **Enter Field Group** window will appear. Enter **r** in the white box and click OK.

Check/edit all element of “Viderecording” tab:

- **Mat Catg** – **v** (videorecording)
- **Spec mat** – **d** (videodisc)
- **Undefined** – blank
- **Color** – **b** (black-and-white); **c** (multicolored)
- **Format** – **g** (laserdisc)
- **SoundSep** – **a** (sound on medium)
- **Med Snd** – **i** (videodisc)
- **Dimens** – **z** (other)
- **ConfPlay** –**q** (quadraphonic, multichannel surround)

Video and DVD

008 - Edit the 008 to match the piece. Fixed field elements must match related variable fields as well. For example, DtSt and Dates should match 260 |c (and, in some instances, dates found in notes); place should match 260 |a, etc. **Highlights:**

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- **Rec Stat** – c (corrected or revised) or n (new)
- **Rec Type** – g (projected medium)
- **RunTime** enter time from the 300 field in minutes. Example: **088**
- **FormItem** - blank
- **Type Mat** – v (videorecording)
- **Techniq** – a (animation); c (animation and live action) l (live action)
- **Language (Lang)** - Code for language sung or spoken on the recording, not the language of titles or other written data on disc, container or any accompanying program notes.

Editing variable fields:

Video and DVD

028 42 (Publisher No.) – Includes any catalog or product numbers found on the item. For indicators check **Marc Tag Info** on bib. record.

028 42 05517|bColumbia TriStar Home Video

One number on the item and a variant form of the number on the container:

028 42 DVD 125| TriStar Home Video

028 00 2 DVD 125|bTriStar Home Video

One number on the label and a completely different number on the container or insert:

028 42 VHS 125|bDisney Video

028 00 1234 5678|bDisney Video

500 Disney Video: 1234 5678 (on container)

Each distinct number goes in a separate note. This does not apply to a multi-disc set.

A multi set with individual numbers also has on the container a variant form, which is a truncation of the numbers on the items:

On discs: DVD 125, DVD 126; on container: DVD125/6.

028 42 DVD 125--DVD 126|bMGM/UA Home Video

Do not enter the truncated form of the number in an 028 field or note.

1XX (Main Entry) – Main entry may be under the person or corporate body responsible for a video's or DVD's intellectual or artistic content; enter surname first, e.g., 100 1 \$aJones, Tom. Most videos and DVDs are of mixed responsibility and are entered under title.

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245 (Title and Statement of Responsibility) - The wording of the 245 |a, |b, and |c should match that found in the title frame or screen; punctuation and capitalization may differ.

Collective title:

Typically if the title is **generic**, i.e., consisting of the name(s) of one or more types of composition or one or more types of composition plus one or more of the following: medium of performance, key, date of composition, or number, all of this information is treated as the title proper (245 |a).

Example: Trio no. 2 in D major for two flutes and piano ...

In all other cases (e.g., musical works with distinctive titles, such as operas, etc.), medium, key, date of composition, and/or number are typically treated as other title information (245 |b).

Example: Trio pathétique : |bfor clarinet, bassoon/cello & piano ...

Non-collective title: If there are multiple works and no collective title, each title should be transcribed, followed by its other title information and statement of responsibility.

245 |h (General material designation) - Make sure the GMD is enclosed in square brackets and the wording is correct, i.e., [**videorecording**]. Placement of the GMD: typically located after the title proper (subfields |a, |n, |p) and before remainder of the title (|b), subsequent titles (in items lacking a collective title), and/or statement of responsibility (|c).

245 |c (Statement of responsibility) - Persons or bodies prominently stated should be given in the record: typically 245 |c is reserved for those chiefly responsible for the intellectual/artistic content of the work (e.g., composers, song text writers, opera librettists and performers whose work goes beyond mere performance, execution, or interpretation, as is commonly the case with popular, rock, and jazz music) and the 511 field (or 505 in some instances) for all other performers.

Example:

Poor urban children|h[**videorecording**] :|b**growing smart** : Nairobi's street children /|cUNCHS (Habitat) and UNICEF present.

246 (Title variations) Provide title variations in the 246 field which is repeatable. The 246 provides, other titles by which a resource may be known; this includes abbreviations or acronyms, parallel titles in another language, or, when one title appears on external packaging and another title is given in the chief source of information. Providing access to title variations permits users to search for a resource in multiple ways.

For the correct field indicators and subfield codes check **MARC Tag Info** on the Minerva bib record.

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250 (Edition) Edition information for videorecordings and DVDs is not limited to the term “edition” and includes “version,” “revision,” and other terms deemed appropriate.

Examples:

- 250 Collector’s edition
- 250 Widescreen editon
- 250 Letterbox edition
- 250 Director’s cut

260 |a (Place) and |b (Publisher) - The rules for recording place and publisher are generally the same for video recordings as they are for books.

260 |a London : |b EMI ; |a New York : |b Distributed by Home Video ...

If the item bears both the name of the publishing company and the name of a subdivision of that company or a trade name or brand name used by that company, the name of the subdivision or the trade name or brand name should be transcribed in the 260 |b, not the "parent" publishing company name.

260 |c (Publication date) - There can be a variety of dates on a video or DVD. The following is a suggested order of preference for dates. If you have questions about whether you have a matching record or whether dates are transcribed correctly, see the Humanities Cataloger.

1. Publication date.
2. Copyright ("c") date on container or accompanying material (indicates copyright of artwork or other print info. on container).

If no date of publication, enter phonogram date alone: |c p1999.

A "c" copyright date on disc itself may be transcribed as "p" date.

If neither publication or a "c" date is present on container or accompanying material, date may be used to infer publication date: |c [1995]. If date of publication and phonogram date are both present, record both: |c 1996, p1995.

If no publication/production date given, but it would seem to be considerably different than "c" date, enter an approximate date in brackets: |c [2002?], c1967.

Example:

260 |a New York : |b Media Mix Productions ; |a Chicago : |b Distributed by Light Pharmacy Films, |c 2002,

300 (Physical description)

300 |a (Extent of item)

APPENDIX

Video and DVD

The correct number of physical units should be recorded, followed by the term "**videocassettes**" for a video or for a DVD "**videodisc**"; followed by the total playing time in parentheses, only as explicitly stated on the item.

Examples:

2 videocassettes (78 min.)

1 videodisc (52:12)

(LC gives the total duration in 300 |a if the recording contains only one work.)

For an item containing more than one work:

Durations are typically recorded in a 500 note when the individual works are identified in the 245 (i.e., non-collective title); if the individual works are listed in 505, durations are typically given there.

300 |b (Other physical details) For videos and DVDs the other physical details are related to sound and color characteristics. If a "silent" videorecording includes background music, indicate this in a note.

Examples:

300 1 videocassette (30 min.) : |bsi., b&w

300 2 videodiscs (ca. 180 min.) |bsd., col.

300 |c (Dimensions): 4 3/4 in.

Example:

300 2 videodiscs (90 min.) :|bsd., col . ;|c4 ¾ in.

300 |e (Accompanying material): Details of accompanying material may be given in 300 |e, but are more likely to be stated in 500 note. Either location is acceptable.

440, 490 (Series) appropriate if a record contains a series statement.

5XX Fields (Notes)

The correct MARC field for that particular type of note is given in parentheses.

Publisher number(s) (500) - 028 is generally adequate to handle publisher no.(s), but occasionally an explicit note is needed. See 028 for examples. Follow the order of notes given below.

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12. **System Requirement (538)** – for a video, **VHS** for a DVD enter the system requirements as found on the disc or the container.
13. **Nature or artistic form and medium of performance (500)** - Add if not obvious from rest of the description.
Examples:
500 |a Opera in two acts.
500 |a Interview.
14. **Language of the spoken or sung content of the recording (546)** Enter a note here if the item is a translation. An 041 1 field is also needed if the 546 is used. Example:

041 0- engfre|bengfrespa

546 English or French with optional subtitles in English, French, and Spanish.
15. **Source of the title proper (500)** - This note should be used if the title in the 245 is taken from a source other than the videocassette or the disc itself.
Examples:
Title from container.
Title from accompanying booklet. ma
Title from container spine.
16. **Performers (511)** - Performers' names are entered in 511.
17. **Credits (508)** – Names for those who have contributed to the production, as well as their function, but whose names did not appear in the 245 field are listed in 508
18. **Edition and history (518 or 500)** - Edit for typographical errors or other obvious mistakes. This note contains information relating to the edition being described, the edition of the work performed or the history of the recording.

Field 518 field is used when recording the date/time and place of the event.

Examples:

518 Filmed Recorded at MGM Studio, Hollywood, Calif.

Field 500 is used when recording information relating to the edition being described or the edition of the work performed.

Example: 500 Reissue of: 1947 motion picture.

19. **Publication, distribution, etc. (500)**

Example: 500 Distributor from label on container.

20. **Physical description (500)** - Check for presence or add if noteworthy:

Examples:

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500 Dolby surround sound.

500 Color tinted:

21. **Durations (500)** - unless included in 505 note.

Example: 500 Durations: 52:12; 13:15; 16:01.

22. **Accompanying material (500)** - Details of accompanying material are generally given here, but alternatively may be found in 300 le or a combination of the two fields.

Examples:

500 Accompanying teacher's guide titled: Safety and your child.

500 Accompanying material housed in container (32 x 5 x 28 cm.).intellectual level in the 521 field. Check **MARK Tag Info** for indicators. This information must appear on the item itself, the container or accompanying material. **Example:** 521 Audience: PG-13.

23. **Other Formats** – Provide information on other formats in which the videorecording has been issued. **Example:** Also available as a DVD.

24. **Contents (505)** - Add if note not already present. For already-existing 505 fields, correct any obvious errors.

Examples:

505 0 v. 1 The Bob Cummings show (30 min.) – I love Lucy (25 min.) – v. 2. Women in TV show (15 min.) – Father knows best (25 min.)

6XX (Subject Headings) – **Do not use** terms, such as videorecording, video or DVD, as subject headings or add them as subdivisions to subject headings.

7XX (Added Entries) - Typically added entries are provided for the major performers (persons and bodies), conductors, analytical added entries representing selections included on the videorecording (author/title heading; 700 with 2nd indicator 2), and titles of individual selections provided they are distinctive/non-generic (740 field). Author/title added entries may also be present that represent the work a composition is based upon (700 with 2nd indicator 1). Fields 700 and 710 may end in |4 relator code such as "prf" (performer) or "cnd" (conductor). **To not, under any circumstances add "|h [sound recording] to any 7XX field.**

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author/title combination). Use the form found in the other bib record(s).

c. If no other records can be found using the author, OR if it is unclear from the other entries if it is the same author, use the form of the author's name as found on the item.

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