Minerva Guidelines for Cataloging Graphic Novels

2019 update

This document was prepared by Bonnie Collins, former Maine InfoNet Cataloging Consultant. It describes the correct method of cataloging graphic novels for Minerva libraries.

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The nature of graphic novels

The term “graphic novel” describes the format of a book that is a blend of text and illustrations used to tell a story. For a more detailed definition of the term, see the LC authority record.

Catalog all graphic novels as monographs. This includes single volumes as well as multiple volume sets.

Do not confuse graphic novels with serialized comics that are usually published monthly. Comic books are typically 32-page pamphlet size publications. They may be self-contained or part of an ongoing story.

A collection of individual comics reprinted as an ongoing story is considered a graphic novel and is treated as a monograph.

Publication information

Graphic novels are published worldwide. It is important to list any available information about the publication history in the note area of a cataloging record. Following is a list of some Asian and North American designations.

Japanese manga = Graphic novels originally published in Japan. Manga is a general name in Japan for comic books. Publishers include: TOKYOPOP, ADV Manga and VIZ Media, LLC.

Korean manhwa = Graphic novels published originally in Korea. Publishers include: TOKYOPOP, ADV Manga and CPM Manga.

Chinese manhua = Graphic novels originally published in China. Publishers include: DrMaster Publications, Inc. and HK Comics.

Neo-manga = North American graphic novels created so they appear almost identical to the Japanese manga format. Some of the publishers include: TOKYOPOP, VIZ Media Antarctic Press, Random House and Seven Seas Entertainment.
Classification

Individual libraries must decide where to class the graphic novels in their collections based on patron need. The suggested Dewey Decimal Classification number is 741.5. Some libraries use this number for all graphic novels while others class nonfiction graphic novels in 741.5 and fiction graphic novels in Fiction. Another option is to shelve all graphic novels in one place for the convenience of patrons. A notation above the classification number to indicate graphic novel format is frequently added to the call number. A third option is to interfile graphic novels into the regular collection according to subject.

Searching the Minerva database

An important aspect of good cataloging practice is the use of the proper searching strategy. Search the Minerva database by the principal title of the graphic novel rather than the subtitle or ISBN. If a search is done limited to the ISBN, you may miss a record that is a match to your book because it lacks the ISBN found in your item.

Searching by series title also allows you to see all the different records already in the database for that series. This type of search makes it easier to avoid adding duplicate records and helps to ensure uniform cataloging. For example “Ragnarok” is a multiple volume set. Each volume also has its own title. Searching by “Ragnarok” allows the cataloger to view the search results for all the volumes already in the databases. See below.

Search remote Z39.50 databases by ISBN whenever possible. If a record cannot be found that follows Minerva rules, select the best available record and make changes according to these guidelines.
Working with existing Minerva records

Avoid adding duplicate records to the database. Finding a poor record that does not meet your cataloging standards is not justification for adding a duplicate to the system.

An incomplete or poor quality record should be either corrected or overlaid with a new and improved remote record. All catalogers are authorized to perform these procedures. If you are not sure that the record is a match to your item, you may add a new record on the condition that any library or libraries attached to the questionable record be notified so that they may move their item record or records, if appropriate, and delete the “bad” record.

It is very important that any library notified about such records responds promptly to emails. If we are to maintain a quality database, correcting and/or deleting poor or incomplete records should take priority over all other cataloging tasks.

If you are not authorized to make needed changes or are uncertain as to the correct procedure to follow, please contact a Maine InfoNet staff member.
Cataloging procedures

Follow these guidelines so that only bib records of acceptable quality are added to the database. This may mean making a number of corrections to each new record you add or correcting existing records, but the benefit to both patrons and library staff will make this a worthwhile endeavor.

**Fixed fields**

- **Material type:**
  
  Verify that the areas of the fixed field at the top of the bib record are completed correctly. The material type for graphic novels is [h].

- **MARC Leader:**
  
  Expand the MARC leader by placing the cursor in the field; right click on the mouse and select “Expand field” from the dropdown menu.

  - REC STAT should be [c] if changes are made in an existing bib record. REC STAT should be [n] if you are creating a new, original record.
  - REC TYPE is [a]
  - BIB LEVL is [m]. If it is [s] for serial, change it to [m] for monograph. This change will affect the display in the 008 field.
  - The ENC LEVL is [blank]
  - CAT FORM is [i]
**008 field:**

Expand and review each area of the 008 field. If the MARC leader originally had s in the BIB LEVL several changes will be needed. If you double click on most areas a dropdown menu will display the options for that area. You do not need to change the existing Date Ent.

**ISBN (MARC 020 field):** All ISBNs that appear in the graphic novel you are cataloging should be entered in separate 020 fields in the bib record for that book if they apply to the edition in hand.

If the item being cataloged matches a bib record with the exception of the ISBN, add the new ISBN in a 020 field in the existing record. *Do not create a new record.*

Do not include or add any other text or subfields for the ISBN itself. In the following example, the information in parentheses should be removed from the record. “q” subfields in 020 fields (often stating “hardcover” or “pbk.” for example) should also be removed from Minerva bib records.
Main Entry (MARC 1XX field)

The main entry for a graphic novel is identified by following the same standards used for any format of material. Consult RDA for the rules governing the choice of main and added entries (access points). Usually the name of the person or corporate body responsible for the creation of a work is entered in the 1XX field. The form of the name should be verified in the Library of Congress authority files. If an authority record for a name exists in the database, use the form that appears in the 1XX field.

100 field from the authority record for Jeff Smith, author of “Bone”:

Jeff Smith entered as the main entry in a bib record:

Graphic novels that are adaptations: Keep in mind that some graphic novels have been adapted from another format. The name of the adapter should appear on the title page. Because the adapter has changed the text of the original work, his or her name is considered to be the main entry and is entered in a 100 1, and the author of the original is entered in a 700 field.

If an adapter’s name is listed on the verso or some other place in the book, he or she is probably an editor who made the translation more compatible with the illustrations. InuYasha is an example. “English adaptation by Gerard Jones” appears in some of the volumes but not on the title page. His name should be not be added to the bib record as his function is not considered of major importance.

Translation of graphic novels: If a graphic novel is a translation of material previously published in graphic novel format use the original author as the main entry.

If the name of a translator is on the title page include it in the “c” subfield of the 245 field. Make an added entry in a 700 1 field if you think patrons might search by that name. See the above example for “The Golden Compass.”
Title and statement of responsibility (MARC 245 field): Selecting the form of the title of a graphic novel to enter in the 245 field can often be challenging. Many lack formal title pages and the covers frequently are so creative that determining the title is difficult. Be sure to look through the item carefully. Check the end of the book as the publisher’s choice of the title proper may be there.

One helpful tool is Graphic Novels: a Genre Guide to Comic Books, Manga and More by Michael Pawk (see Works Cited on page 16). This publication includes the title proper for many graphic novel sets as well as subtitle information.

There are three types of graphic novels to consider:

1. Those **complete in one volume**.

   ➢ If the graphic novel being cataloged is self-contained in one physical volume, enter the title proper in the 245 field the same as you would for any single volume book.
2. A part of a multiple volume series without subtitles for individual volumes is cataloged as follows.

➢ The main title (title proper) is entered in the 245 field.

➢ The volume’s number is entered in the 245 following the title proper in subfield |n

➢ There are no 4XX or 8XX fields added to the record. When the number of the volume is entered in the 245 field it is redundant to also enter this information in a series note and entry.

➢ Do not indicate any volume numbers in the 020 field.

Example of a part of a multiple volume series with no individual volume subtitles:

| y 082 0 4 | 741.595223 |
| a 100 0 | ONE.JD1986-JEauthor. |
| u 240 1 0 | Wanpanman,INEnglish |
| t 245 1 0 | One-Punch Man,IN02 /c |
| u 246 3 | One-Punch Man,INVolume 2 |
| u 246 3 | One-Punch Man,IN2 |
| p 264 1 | San Francisco, CA :bViz Media,IN[2015] |
| r 300 | 175 pages :billustrations :c19 cm |
| r 336 | text:2rdaccontent |
| r 336 | still image:2rdaccontent |
| r 337 | unmediated:2rdamedia |
| r 338 | volume:2rdacarrier |
| n 500 | Reads from right to left. |
| n 520 | Nothing about Saitama passes the eyeball test when it comes to superhero |

➢ Please note: Previous editions of this document instructed catalogers to attach series volumes without subtitles to a single bibliographic record for the series. However, the new official Minerva procedure, effective in spring 2019, requires that individual volumes must be cataloged on individual bib records.
3. A **multiple volume set with individual titles for each volume** is cataloged as follows:

- Enter the main title (title proper) for each set in the first subfield (the beginning) of the 245 field followed by a period.

- Add the volume number, if there is one, in the subfield n. The first word for this subfield is capitalized (if applicable), e.g. “|n Volume one,” and the number of the volume is followed by a comma.

- Next enter the subtitle preceded by p, e.g. “[p Darkness calls”; subfield p is followed by the statement of responsibility.

- Do not add a 4XX or 8XX field. When the number and name of the part of an item are entered in the 245 field it is redundant to also enter this information in a series note and entry.

**Example of volume with both a set title and individual title:**

```
o 001  195710670
y 003  OCoLC
y 005  2008060693140.0
y 006  080211 s 2008 nyu a 0 0 0 j eng
i 020  9781593078966
i 020  159307896X
y 035  |OCoLC|195710670|z(OCoLC)185031941
y 040  UKM|cUKM|dBTCTA|dBaker|dYDXCP|dNOG|erd
y 049  NOGA
y 082  0 4 741.5973222
a 100  1 Mignola, Michael, |jauthor.
t 245 1 0 Hellboy, |j8, |jp |Darkness calls / |jMike Mignola; |jartists, Duncan Fegredo and Dave Stewart.
u 246 3 0 Darkness calls
p 264 1 Milwaukee, OR ; |jDark Horse ; |je2008.
r 300  1 volume, unnumbered pages ; |jcolor illustrations ; |j26 cm
r 336  text ; |jtxt |j2rdaccontent
r 336  still image |j2rdaccontent
r 337  unmediated |jn |j2rdamedia
r 338  volume |jbn |j2rdacarrier
d 650  0 Hellboy (Fictitious character : Mike Mignola) ; |jcomic books, strips, etc.
d 650  0 Fantasy comic books, strips, etc.
d 655  7 Graphic novels ; |j2cgft.
b 700  1 Fegredo, Duncan, |jillustrator.
b 700  1 Stewart, Dave, |jillustrator.
```
**Variant titles (MARC 246 fields)**

Variant forms of the title as it appears in the 245 field are entered in a 246 field, and initial articles should be omitted. There is no punctuation at the end of this field. Graphic novels may have variant titles in several places: on the spines, title page, cover, in subtitles, etc. Fans of this format may search any of these variations. Check “MARC tag info” for possible indicators. See the screenshot from “Hellboy” for an example.

Note: If a title begins with the author’s name, enter the title proper in the 245 field and the title with the author’s name in a 246 field.

```
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>100</td>
<td>1</td>
</tr>
<tr>
<td>t</td>
<td>245</td>
<td>1 0</td>
</tr>
<tr>
<td>u</td>
<td>245</td>
<td>3 0</td>
</tr>
<tr>
<td>u</td>
<td>246</td>
<td>3 0</td>
</tr>
<tr>
<td>e</td>
<td>250</td>
<td></td>
</tr>
</tbody>
</table>
```

**Edition statement (MARC 250 field)**

Enter information about the edition in a 250 field as in the “Sin City” screenshot above.

Note that the publisher Viz Media tends to use different names for the same edition. The publisher of InuYasha used 2nd edition in the first 12 volumes of the set; switched to Action edition for volumes 13 – 26 and then changed the edition statement to Viz Media edition in later volumes. Other sets by Viz Media have been done in the same way. In this case, do not make a new bib record for each different designation but combine all volumes on one record with an explanatory note in a 500 field, as shown below.

```
<table>
<thead>
<tr>
<th>n</th>
<th>500</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>n</td>
<td></td>
</tr>
<tr>
<td>Volumes 1-12 carry 2nd ed. designation; volumes 13-26 have Action edition designation and Vol. 27+, Viz Media ed.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```
Physical description (MARC 3XX fields)

**300 field:** Enter the physical description for graphic novels as you would for any book materials.

- Enter the paging and illustration information as for any book. The size is given in centimeters.

| r | 300 | 48 pages : illustrations ; c19 cm |

**336, 337, 338 fields (Content, Media, and Carrier):** In keeping with RDA rules, bib records for graphic novels should include the new 3XX fields for Content, Media, and Carrier. Be sure to include a second 336 field for still images:

| r | 336 | text | 2rdacontent |
| r | 336 | still image | bstl | 2rdacontent |
| r | 337 | unmediated | 2rdamedia |
| r | 338 | volume | 2rdacarrier |
Notes area (MARC 5XX fields)

Notes are added to graphic novel bib records to ensure that the patron will have access to important information not included in the previous fields. Examples are as follows:

➢ If the title is taken from a source other than the chief source of information a 500 note is added.

    n  500  a  Cover title.

➢ Information about the original publication is important and should be added in a 500 note.


➢ Graphic novels are often compilations of individual issues of comic books. Include this information in a 500 note.

    n  500  a  Originally published in magazine form as Tom Strong, #8-14.

➢ Add a 500 note if the book reads from right-to-left.

    n  500  a  This book is printed "manga-style," in the authentic Japanese right-to-left format.

➢ If the intended audience is noted on the item add the information in a 521 note with the first indicator of 8. Enter the correct phrase followed by the intended information.

    n  521  8  d  Grade level: 5-7.
    n  521  8  d  Rated: T+ for older teens.
    n  521  8  d  Age level: 5-8.

➢ A brief summary of the contents may be added in a 520 note.

➢ A contents note may be added to the bib record when appropriate.
**Subject headings (MARC 6XX fields)**

Subject headings for both content and format should be added to graphic novel bib records. Two headings should be used consistently.

1. The MARC tag is 650 because the heading “Graphic novels” denotes a format not a genre.

   The original country of publication and translation information should be added if known.

   | d 650 0 | Graphic novels               |
   |        | z Japan | v Translations into English |

   Note: the term “Graphic novels” is *never* used as a subdivision. See section 2 below regarding the use of the term “Comic books, strips, etc.”

2. “Comic books, strips, etc.” is also a topical heading and should be added to each graphic novel bib record. The place of publication and translation information should be added as appropriate.

   This term is also used as a subdivision after names of individual persons, individual works, and under topical headings, as shown below. This heading is preceded by v because it is a form subdivision:

   | d 650 0 | Artists | v Comic books, strips, etc. |
   | d 650 0 | Organized crime | v Comic books, strips, etc. |

**Other headings:** If there is an established fictitious character associated with the graphic novel, include a heading for that character. Check for a verified authority record in the Minerva database or the Library of Congress Authority database. Example:

   | d 600 0 | Spider-Man | c (Fictitious character) | v Comic books, strips, etc. |
**Genre terms** are very helpful to patrons. Use these in addition to, not in place of, topical subject headings. There are two sources for these terms: Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc. (*gsafd*) and Library of Congress Genre/Form Terms (*lcgft*). Prefer terms found in *lcgft*, and use *gsafd* genre terms when an appropriate heading is not found in *LC*. Both of these headings are entered in 655 fields with second indicator 7, and subfield 2 citing the source of the heading.

<table>
<thead>
<tr>
<th>d</th>
<th>655</th>
<th>7</th>
<th>Science fiction comic books, strips, etc.</th>
<th>2gsafd</th>
</tr>
</thead>
<tbody>
<tr>
<td>d</td>
<td>655</td>
<td>7</td>
<td>Fantasy fiction.</td>
<td>2gsafd</td>
</tr>
<tr>
<td>d</td>
<td>656</td>
<td>7</td>
<td>Fantasy comics.</td>
<td>2</td>
</tr>
</tbody>
</table>

**Added entries (MARC 7XX fields)**

Added entries should be made for original authors, coauthors, illustrators (if named on the title page), translators (if named on the title page and considered important), titles of television versions of the graphic novel, etc.

<table>
<thead>
<tr>
<th>b</th>
<th>700</th>
<th>1</th>
<th>Tinnell, Robert.</th>
<th>author.</th>
</tr>
</thead>
<tbody>
<tr>
<td>b</td>
<td>700</td>
<td>1</td>
<td>Vokes, Neil.</td>
<td>illustrator.</td>
</tr>
<tr>
<td>u</td>
<td>730</td>
<td>0</td>
<td>Fushigi yugi (Television program)</td>
<td></td>
</tr>
</tbody>
</table>
**Item records**

Keep the following in mind as you add item records to graphic novel bib records:

- Item records for individual volumes in a series are attached to individual bibliographic records, and the actual volume number is given in the bib’s 245 field subfield |n. Do not enter the volume number again in the item record.

- The itype for graphic novels is either 96 or 196.

---

**Record**

```
Not checked out
i76704403  Last Updated: 03-19-2019  Created: 03-03-2016  Revisions: 68

<table>
<thead>
<tr>
<th>OUT LOC</th>
<th>181</th>
<th>IUSE3</th>
<th>0</th>
<th>OPACMSG</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUE DATE</td>
<td>- -</td>
<td>RECAL DATE</td>
<td>- -</td>
<td>YTDCIRC</td>
<td>2</td>
</tr>
<tr>
<td>PATRON#</td>
<td>0</td>
<td>TOT CHKOUT</td>
<td>17</td>
<td>LYCIRC</td>
<td>6</td>
</tr>
<tr>
<td>LPATRON</td>
<td>2259536</td>
<td>TOT RENEW</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[c] 092 [b] GrN One-Punch Man

b 33940002500179

x 03/16 Ingram
```
Cataloging Graphic Novels
Works Cited

Book Sources


Internet Sources

Cataloging Graphic Novels. University of Illinois at Urbana-Campaign. http://www.library.illinois.edu/cam/specialtype/graphic.html