

## Module 1: Resource description

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## 1.0 Purpose and scope

This module covers the basics of resource description for the most common type of OLIS resource, a single-volume English-language book for which we have adequate and reasonably clear information.

More complex cases are covered in:

[Module 3: Complex and difficult cases](#)

[Module 4: Foreign-language materials](#)

[Module 5: Special and non-book materials](#)

[Module 6: Bibliographic records for multipart](#)

There are separate training courses for pre-1850 materials and periodicals. Please do not try to deal with these kinds of material unless trained to do so.<sup>1</sup>

The instructions which follow are for full-level,<sup>2</sup> finalised records and reflect the [OLIS standard for bibliographic records \(post-1820 material\)](#).<sup>3</sup> They tell you what you would do if you were cataloguing originally, so where the international standards give options they reflect the options which OLIS has adopted. However, most OLIS records are copied from external databases and may have been created by agencies which use different options. We do not edit downloaded records unnecessarily, so the module sometimes also mentions non-OLIS practices which we would accept in downloaded records.

\*

The first job of a bibliographic record is to make clear exactly which resource it represents. This is called 'identifying' or 'describing' the resource or 'recording' its 'attributes'.

Most of the kinds of resource which are catalogued in libraries present us with plenty of *verbal* identifying information which we can more or less copy into the record, such as the title of the resource, credits for the people or organisations responsible for it and the date of production. Usually this is provided by formal statements on the resource itself, on covers or labels or in other distinctive and conspicuous positions, although occasionally we need to supplement it from reference sources such as publishers' or booksellers' websites and catalogues. RDA associates this kind of information with the FRBR user task 'Identify' and provides instructions for entering it in chapter 2, *Identifying manifestations and items*.

We also get *non-verbal* information from the resource by observing its physical<sup>4</sup> attributes, e.g. by measuring it. Because people often use physical information such as size or number of parts to choose between various resources which they have already identified as meeting their need and 'Select' is a separate FRBR user task, RDA deals separately with physical attributes in chapter 3, *Describing carriers*. However, RDA acknowledges that actually both types of information may be used in both identifying and selecting [2.0, 3.0], and this module covers both types.

Some parts of the description may also help with the FRBR user task 'Find', both because some descriptive elements are indexed and because MARC records include various codes corresponding to the

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<sup>1</sup> Pre-1850 materials are usually catalogued to the OLIS Antiquarian standard. However, it is acceptable to catalogue post-1800 materials to the ordinary OLIS standard if they are not particularly interesting or valuable.

<sup>2</sup> 'Full-level' refers to the record's 'encoding level', a MARC code in its 000 field (also called the 'Leader' field) which indicates its level of detail and whether it is finalised.

<sup>3</sup> OLIS does allow [brief records](#) to be created for certain kinds of material and also [allows records of lower standards to be added temporarily](#), e.g. for Acquisitions purposes, but such records must be specially coded to indicate their limitations.

<sup>4</sup> In a wide sense of 'physical', including the characteristics of online resources.

descriptive information which can be used for refining searches (e.g. in filters and facets). However, most descriptive information is not ideal for *systematic* finding, because most of it is transcribed, so if, for example, an author's name is presented differently on different resources it will appear differently in their records.

For instructions on entering standardised data for systematic finding, see [Module 2: Resource access](#).

### *FRBR levels and terminology*

Most of the things which are catalogued in libraries are, in FRBR terminology, 'manifestations' of intellectual or artistic works. For instance, each of the various publications of 'Alice in Wonderland' is a manifestation of that work. However, talking about manifestations can be rather heavy going. The term 'resource' is a widely-used alternative. It may be used for any of the WEMI entities, including aggregates and components, but is most often used instead of 'manifestation' to mean a thing represented by a bibliographic record (AACR2's bibliographic 'item').<sup>5</sup>

Because this documentation is designed for the task of creating MARC records and MARC records are not divided up according to the FRBR hierarchy, this module will include a few elements (e.g. illustrative content and some kinds of note) which are attributes not of manifestations, but of what FRBR calls 'expressions'. Expressions are subsets of an intellectual/artistic work, distinguished by such things as text-version, language, and medium (e.g. modern-English audiorecording of the Peterborough version of the *Anglo-Saxon chronicle*), so in the FRBR hierarchy they lie between the work and its manifestations. Because different publications could use the same illustrations, illustrative content is an expression-level attribute; but it is recorded in the same MARC field as the extent and size of the manifestation and will be included in the treatment of that field.

## **1.1 What information do we include?**

RDA gives a lot of options about what to include in the description of a resource, but specifies some 'core elements' which must be included [1.3]. The Library of Congress and British Library have decided to include certain additional elements, and OLIS has added a very few more. However, if when copy-cataloguing you download a record which has elements not required for OLIS you should retain them (unless they will not save or contain glaring errors which you know how to correct).

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<sup>5</sup> The instructions in RDA section 2, *Identifying manifestations and items*, use 'resource' almost ten times as often as 'manifestation'.

**Table 1: Elements, sources and MARC coding**

<i>Field</i>	<i>Sub-field</i>	<i>Element</i>	<i>Sources in order of preference (for books)</i>
020*	a	<b>Identifier for the manifestation</b> (=ISBN)	Any source; but for \$a prefer the latest and/or most plausible. Record in \$z any ISBN found on the resource which is incorrectly formed or misapplied.  For \$q, prefer terms found on resource, if clear.
	z	Invalid ISBN	
	q*	<b>qualifier</b> ( <i>NEW, Nov. 2013</i> )	
245	a	<b>Title proper</b>	Title page; cover or jacket; caption; masthead; colophon; anywhere on the resource, with preference for a source where information is formally presented (e.g. title page verso, slip case)  <i>External sources:</i> accompanying material; published descriptions of resource; container in which it is housed; any.  If there is no title page, specify the source of the title in a note.  Other title information may come <i>only</i> from the same source as title proper; statements of responsibility may come from any of the sources listed, but with preference for the same source as title proper.
	n*	Numbering of part, section or supplement <sup>6</sup>	
	p*	Title of part, section or supplement	
	b	<b>Other title information</b> (= subtitle)	
	c	<b>Statement of responsibility relating to title proper</b>	
246*	a	<b>Variant title</b>	Any source.
250*	a	<b>Designation of edition/revision</b>	Same source as title proper; another source within the resource; external source as for 245
	b	<b>Statement of responsibility relating to edition/revision</b>	Same source as designation of edition/revision.
264*	a*	<b>Place of publication</b>	Same source as publisher's name; another source within the resource; external source as for 245.
	b*	<b>Publisher's name</b>	
	c	<b>Date of publication</b>	
264*	c	<b>Copyright date</b>	Any source.
300*	a	<b>Extent</b> (= pagination)	Evidence presented by the resource itself, including any accompanying materials or container; additional evidence from any source.  (Strictly speaking, RDA allows information for Illustrative content and Content type to be taken from any source, but it is hard to envisage a situation where the resource itself would not present this information.)
	b	<b>Illustrative content</b>	
	c	<b>Dimensions</b>	
336*	a	<b>Content type</b>	
337*	a	<b>Media type</b>	
338*	a	<b>Carrier type</b>	
490*	a	<b>Series statement</b> (incl. any subseries)	Series title page; another source within the resource; external sources as for 245.
	x	<b>ISSN of series/subseries</b>	Series title page; another source within the resource; external source as for 245.
	v*	<b>Numbering within series/subseries</b>	Series title page; another source within the resource; external sources as for 245.
5XX*	a	<b>Notes</b>	Any source.

<sup>6</sup> In principle, when a title consists of a collective title followed by the number and/or name of a part the whole thing constitutes the title proper; but this table shows them separately because they have their own subfield codes.

### Notes

- Not all the subfield codes listed occur before *every* instance of the element, because some subfield codes cannot be repeated or cannot occur after certain other ones. Field and subfield codes which may be repeated are marked with an asterisk.
- Elements which are used only for foreign-language or special materials have been omitted.
- For many fields MARC also specifies some coded information to be entered in two 'indicator' positions after the field code. Details are given in the field by field guidelines below (1.4).
- MARC also requires an 008 field which holds various codes corresponding to the descriptive information, used mainly for refining searches (e.g. in filters and facets). Details are in section 1.5 below.

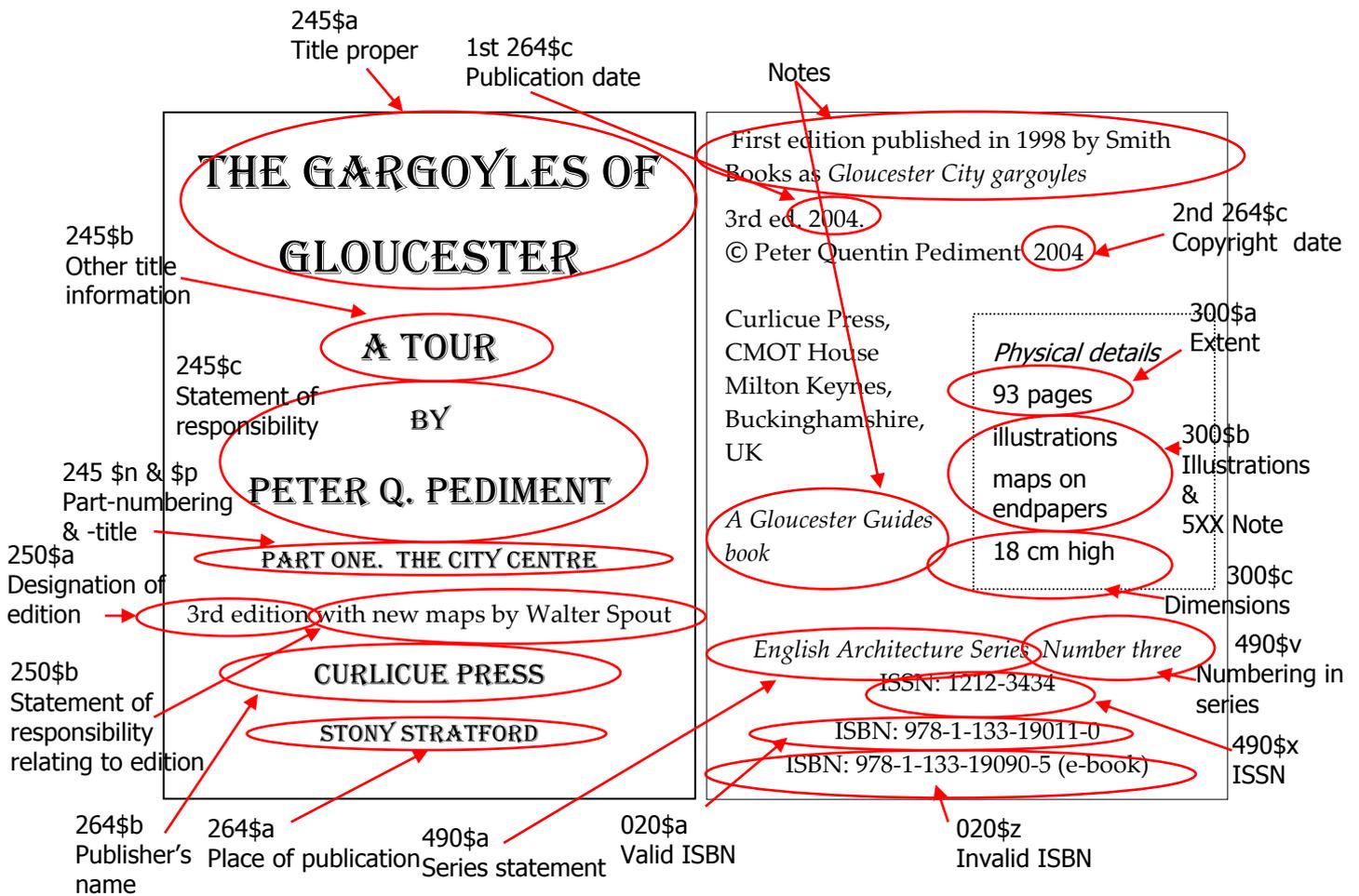
## 1.2 Where do we find it?

Resources often have different versions of the same information in different places, so RDA specifies which source(s) you should prefer for each element. These are included in Table 1.

**IMPORTANT:** For elements which do not specify "any source" you should **enclose in square brackets any information taken from *outside* the resource**. If you omit these brackets, people who have a resource which really matches your record might think it is not a match.

Dust jackets are considered part of the resource, so information taken from these never requires square brackets; but you should always add a 500 note, e.g. 'Series information from dust jacket' because jackets do not always stay with the resource.

Here is a book's title page (t.p.) and title-page verso (t.p. verso) and some supplementary physical details, with the various elements in the appropriate sources labelled. Notice that, following the order of preferences for sources, the information about the edition and place of publication on t.p. verso has been ignored in favour of that on the title page.



## PRACTICAL 1A

### 1.3 How do we write it?

#### 1.3a Order of elements

- i) The order in which elements are entered depends mainly on the format standard used for data-entry. Because our format standard is MARC, our elements will be in MARC order, more or less as in Table 1 above.
- ii) There are a few cases where MARC order can vary. These are mentioned in field-by-field guidelines below (1.4).

#### 1.3b Errors

When transcribing you should copy what you find even if it is incorrect or misleading.<sup>7</sup> You can give corrections or explanations in notes if necessary (see [Module 3](#)).

<sup>7</sup> AACR2 allowed cataloguers to give corrections and some explanations in square brackets, but RDA does not.

### 1.3c Capitalisation [RDA Appendix A]

- i) **Proper names** are capitalised in the usual way.
- ii) **Titles** use sentence-case, i.e., they begin with a capital but are otherwise in lower-case except for proper names, acronyms and foreign nouns from languages which capitalise all nouns (see below). This applies not just to titles proper but also to series-titles, part-titles, alternative titles and quoted titles; but subtitles (245 \$b) are not considered to be independent titles and therefore do not start with a capital unless they start with a proper noun or similar. (However, RDA allows the option of capitalising titles as found on the resource, and, although OLIS has not adopted this option, if we download records which use it we do not edit the titles to sentence-case.)
- iii) Most other descriptive fields (e.g. edition and publication) are also in sentence case, but 300 and 3XX fields do not need to start with a capital letter.
- iv) **Foreign words** are capitalised if the rules of their own language require capitalisation *and* they are being used as words of that language rather than as English words. For instance, the German noun 'Angst' is capitalised when used as a German word in 'New essays on "Der Begriff der Angst"' but not when used as an English word in 'The angst-ridden executive'.
- v) **Captions found with numbering within a series** (490 \$v) are recorded in lower case unless in a language which requires nouns to be capitalised), e.g. 'volume 1', 'number 1', 'no. 1', but 'Band 1'. However, captions used with part-numbers in *titles* are always capitalised, e.g. 'Advanced geometry. Book 1, Conic sections'.
- vi) For **difficult cases**, e.g. whether to capitalise soil-types, Finnish scientific institutions or surnames beginning with a prefix, see RDA Appendix A.
- vii) In **quoted notes** copy the capitalisation as found.

### 1.3d Nonstandard characters [RDA 1.7.4]

- i) Reproduce symbols if Aleph allows, e.g. ©, ±, ✓. Aleph allows all the characters in the Arial Unicode font, a very wide range including even a few emojis, but not all are available in the Aleph keyboard. For more detail, see [Symbols and Unicode](#).
- ii) For symbols not in the Arial Unicode font, give a brief description in square brackets, e.g. '[disappointed face emoji]' and add an explanatory note (see 1.4i below). Some downloaded records may have 'copyright' instead of ©, and this term does not require square brackets.
- iii) Nonroman script characters, even if being used in isolation or as symbols, must be transliterated, e.g. 'β' as '[beta]', because MARC allows nonroman characters only in a special field (880).
- iv) Reproduce diacritics found on the resource if Aleph allows.
- v) When transcribing in lower-case words foreign words found on the resource in upper case, try to supply any missing diacritics. For example, transcribe 'A GUIDE TO DEBUSSY'S PELLEAS ET MELISANDE' as 'A guide to Debussy's Pelléas et Mélisande'.
- vi) For more on foreign characters see [Module 4](#).

### 1.3e Numbers [RDA 1.8]

i) Numbers are usually transcribed as found, whether in words, arabic numerals or roman numerals. However, words are converted to arabic numerals in the following cases:

- Year of publication and copyright and year in which a degree was granted
- Numbering within series or subseries
- Numbering of leaves or pages [3.4.5.2].

There are various options for dealing with roman numerals in years of publication, copyright and granting of degrees. Most agencies have decided simply to copy them as found, but we have decided to copy them as found *and* add the arabic form in square brackets, e.g. 'MCMXXX [1930]', because this is more helpful to users.

ii) Ordinal numbers for English-language material in the elements listed above are expressed as 1st, 2nd, 3rd, etc. For foreign-language ordinals see [Module 4](#).

### 1.3f Abbreviations [RDA Appendix B]

- i) RDA requires us to use 'cm' for centimetres and 'mm' for millimetres when entering a resource's measurements, but classes these as symbols rather than abbreviations, which is why they do not end with a full stop.
- ii) Otherwise, when describing books you would generally use abbreviations only if found on the resource. RDA prescribes a few abbreviations for some parts of access points and for the measurements of some non-book resources, and these will be dealt with in the relevant modules.

### 1.3g Required punctuation and spacing

- i) Within transcribed elements punctuation is more or less copied from the source, although you can be a little flexible about, for example, adding a comma if the result would otherwise be unclear [RDA 1.7.3].
- ii) Omit hyphens and spaces found within ISBNs, but keep the hyphen in ISSNs.
- iii) If a resource has full stops between the letters of acronyms, name initials, etc., transcribe these; but ignore any spaces between the letters when transcribing.
- iv) RDA rarely prescribes punctuation, but MARC specifies punctuation for the end of fields and OLIS, like most English-language agencies, uses International Standard Bibliographic Description (ISBD) punctuation to separate elements within fields.<sup>8</sup>

<b>Table 2: MARC final punctuation</b>	
245, 250	full stop even if data already ends with another mark of punctuation
264 _1 (publication)	full stop unless data ends with hyphen, question mark or closing round, square or angle bracket
5XX	full stop, hyphen, dash, question mark, exclamation mark or closing round, square or angle bracket
020, 240, 246, 264 _4	no added final punctuation

<sup>8</sup> Records using ISBD punctuation have the code 'i' in position 18 of the MARC Leader field. There is a table of ISBD punctuation in RDA Appendix D.

(copyright), 300,<sup>9</sup> 490

*Note:* If the final subfield has a numerical code, e.g. \$4, the final punctuation precedes this.

v) For a comprehensive set of MARC examples for issues of punctuation and spacing, see LC-PCC PS 1.7.1.

<b>Table 3: ISBD punctuation (and a few other oddments)</b>	
<i>Note on ISBNs:</i> In older records ISBN qualifiers may be included in subfield \$a, in round brackets; but from November 2013 each qualifier is in a separate subfield \$q with no punctuation. When converting AACR2 records to RDA, please add subfield codes and remove brackets.	
<i>Titles, including series titles, and edition/revision statements</i>	
before <b>other title information</b>	space- <b>colon</b> -space
before the <b>first statement of responsibility</b> for a title <i>or</i> edition	space- <b>forward slash</b> -space
before any <b>subsequent statement of responsibility</b>	space- <b>semicolon</b> -space
between <b>part/subseries number</b> and <b>part/subseries name</b>	<b>comma</b> -space
before <b>part/subseries number</b>	<b>full stop</b> -space
before <b>part/subseries title</b> if not preceded by part/subseries no.	<b>full stop</b> -space
before <b>titles other than first</b> for resources which contain manifestations of multiple works with no collective title and do not share their statements of responsibility	<b>full stop</b> -space
before <b>titles other than first</b> for resources which contain manifestations of multiple works with no collective title and share their statements of responsibility	space- <b>semicolon</b> -space
before <b>edition/revision designation</b> other than the first	<b>comma</b> -space
before <b>ISSN</b> of series	<b>comma</b> -space
before <b>numbering within series</b>	space- <b>semicolon</b> -space
<i>Publication statements</i>	
before <b>place of publication</b>	space- <b>semicolon</b> -space
before <b>publisher name</b>	space- <b>colon</b> -space
before <b>date of publication</b>	<b>comma</b> -space
before <b>copyright date</b>	<b>comma</b> -space
<i>Physical description</i>	
before <b>illustrative content</b>	space- <b>colon</b> -space
before <b>dimensions</b>	space- <b>semicolon</b> -space
<i>Notes</i>	
between elements in contents notes	space- <b>double dash</b> -space
before designation of source in quoted notes	<b>double dash</b> (no spaces)
after phrase introducing a bibliographic description	<b>colon</b> -space
around pagination in bibliography notes	space- <b>round brackets</b> -space
to show that something has been omitted	space- <b>3 full stops</b> -space
around <b>information supplied from outside the resource</b> , except for elements whose preferred source is 'any'.	space-square brackets-space

<sup>9</sup> Strictly, 300 has final punctuation if there is a 490 in the record, but OLIS does not enforce this complication.

**IMPORTANT:** Spaces are a key component of ISBD punctuation. However, MARC subfield codes occupy an ISBD space (i.e., you enter a subfield code but public-facing displays will show a space), so when you enter a code you should not also enter a preceding space. Spaces which often have to be omitted are greyed out in the table.

Here is a record for example 1, with the correct capitalisation, symbols, numbers, abbreviations, punctuation and spacing (but without the indicators, 33X fields and 008 field). Please notice particularly that:

- subfield codes are occupying most of the spaces required after ISBD punctuation;
- the part-title in 245 \$p starts with a capital but the 'other title information', i.e. the subtitle, in 245 \$b does not;
- the caption in 245 \$n is capitalised but the one in 490 \$v is not;
- a number found as a word was changed into a numeral in 490 \$v but not in 245 \$n;
- the date in the second 264 is preceded by the copyright symbol.

```
020 ?? $a9781133190110$qhardback
020 ?? $z9781133190905$qe-book
245 ?? $aThe gargoyles of Gloucester :$ba tour.$nPart one,$pThe city centre
/$cby Peter Q. Pediment.
250 ?? $a3rd edition /$bwith new maps by Walter Spout.
264 ?? $aStony Stratford :$bCurlicue Press,$c2004.
264 ?? $c©2004
300 ?? $a93 pages :$billustrations, maps ;$c18 cm
490 ?? $aEnglish architecture series,$x1212-3434 ;$vnumber 3
500 ?? $aMaps on endpapers.
500 ?? $aFirst edition published as: Gloucester City gargoyles. Smith Books,
1998.
500 ?? $a"A Gloucester Guides book"--Title page verso.
```

## PRACTICAL 1B

### 1.4 Field-by-field guidelines: choice of data and indicators

This section gives more details of **what to include and how much**, particularly in cases where the information is very long or the elements are not clearly separated.

It also explains any **MARC indicator codes** available for the field, since these usually depend on the content. These are entered between the field code and the first subfield code.

#### *1.4a Field 020: International Standard Book Number (ISBN) [RDA 2.15.]*

- i) You can take ISBNs from any source and never need to put them in square brackets. Copies of a resource printed before ISBNs were in use and later copies with ISBNs (if otherwise identical) should

go on the same record. You may therefore need to add the ISBN to the record if you have a later copy than the one on which the record was based.

- ii) Do not include the label 'ISBN' or any hyphens or spaces in the number.
- iii) Both MARC indicators for ISBNs are always blank (shown as `\_\_`).
- iv) If a resource's ISBN is given in both **10- and 13-digit versions**, whether on the same copy or in different copies from different printings, include both, in separate 020 fields with the 13-digit form first. In principle these are the same number; the only differences are that the 13-digit version has been assimilated to the broader European Article Number system by the addition of the EAN prefix '978' and the final 'check' digit has been recalculated.<sup>10</sup> The other 9 digits should be the same. For instance, in the example below the 9 core digits '052185362' appear in both versions.

<i>on t.p. verso</i>	
ISBN-13: 978-0-521-85362-0	020 __ \$a9780521853620
ISBN-10: 0-521-85362-1	020 __ \$a0521853621

- v) You may also come across **9-digit 'SBNs'** (Standard Book Numbers), the precursors of ISBNs. You should convert these to 10-digit ISBNs by prefixing them with '0'.

<i>on t.p. verso</i>	
SBN: 04 823070 7	020 __ \$a0048230707

- vi) If a resource is issued in **different bindings with different ISBNs** you can put them all on the same record, with their ISBNs in separate fields. This often applies to resources issued in **both hardback and paperback** *as long as the paperback is definitely the first paperback issue and there are no bibliographic differences between them except ISBN*. In case of doubt give them separate records. If multiple bindings are available, add an appropriate qualifier in subfield \$q,<sup>11</sup> preferring terms found on the resource unless these would be unclear.

<i>on t.p. verso</i>	
ISBN-13: 978-0-521-853620 hardback	020 __ \$a9780521853620\$qhardback
ISBN-10: 0-521-853621 hardback	020 __ \$a0521853621\$qhardback
ISBN-13: 978-0-521-61913-4 paperback	020 __ \$a9780521619134\$qpaperback
ISBN-10: 0-521-61913-0 paperback	020 __ \$a0521619130\$qpaperback

<sup>10</sup> You may also come across 13-digit EAN numbers which are not labelled as ISBNs, especially on barcodes and on items produced before EANs were officially accepted as ISBNs in 2007. It is fine to enter these as ISBNs as long as they correspond to the 10-digit ISBNs, but you do not have to. There is some useful background on the structure and history of ISBNs in *Wikipedia*.

<sup>11</sup> Subfield \$q came into use in November 2013. Prior to this, ISBN qualifiers had no separate subfield, so were entered in \$a in round brackets.

vii) We usually **qualify paperback ISBNs** as 'paperback' even if no other binding is known to be available.

viii) If a resource is published *jointly* by two publishers or issued in multiple countries it may have **separate ISBNs for each place or publisher**. Enter both, in separate 020 fields with suitable qualifiers. (But if the same work is published by multiple publishers acting independently, with each publication giving details of only one publisher, each publication needs a separate record.)

<i>on t.p. verso</i>	
MURRAY ISBN 0 7195 3014 8	020 __ \$a0719530148\$qMurray
CAPE ISBN 0 224 01018 2	020 __ \$a0224010182\$qCape

ix) Multipart sets may have ISBNs for the complete set and/or each part. See [Module 6](#).

x) If a resource needs **multiple qualifiers**, enter them in separate \$q subfields.

<i>on t.p. verso</i>	
MURRAY ISBN 0 7195 3014 8 hardback	020 __ \$a0719530148\$qMurray\$qhardback
MURRAY ISBN 0 7195 3015 0 paperback	020 __ \$a0719530150\$qMurray\$qpaperback
CAPE ISBN 0 224 01018 2 hardback	020 __ \$a0224010182\$qCape\$qhardback
CAPE ISBN 0 224 01019 7 paperback	020 __ \$a0224010182\$qCape\$qpaperback

xi) If a resource has **multiple ISBNs not distinguished by binding, place, publisher or** (for multipart) **part**, try to establish which is the correct one for the resource, usually the most recent, and enter it in 020 \$a (unless it is incorrectly formed). For books this is likely to be the ISBN on the cover, because publishers often create new issues from leftover sheets with a new cover.

xii) You should enter all the ISBNs found on an item, even dubious ones (except those in series listings and advertising materials), because users may search on them, but for **incorrect or invalid ISBNs** you should use subfield \$z and add a suitable qualifier [RDA 2.15.1.6]. Badly constructed ISBNs (usually typos) should have the qualifier 'incorrect'; ISBNs for versions of the resource in a different format should be qualified by that format, e.g. 'e-book'; and other re-used or misapplied ISBNs should be qualified by 'invalid'.

Each distinct ISBN should be in a separate 020 field; but if you just have a correct and incorrect version of the same number (i.e. an obvious typo) put both versions in the same 020 field, the correct version in \$a and the incorrect version in \$z.

*on t.p. verso*

ISBN-13: 978-0-521-85362-1  
ISBN-10: 0-521-85362-1

*on back cover*

ISBN: 9780521853620

*Aleph warns that the ISBN-13 on the t.p. verso is invalid - obviously a typo.*

020 \_\_ \$a9780521853620\$z9780521853621\$qincorrect  
020 \_\_ \$a0521853621

*Note: In SOLO's displays, users will see a space before the incorrect ISBN and brackets round the qualifier, so it will be clear to which ISBN the qualifier applies.*

For more about how to deal with ISBNs which really belong to a different resource (including different issues and different formats) see [Module 3](#).

## PRACTICAL 1C

### 1.4b Field 245: Title and statement of responsibility [RDA 2.3-4]

- i) Please remember to make a **500 'Title from....' note** if the title is taken from anywhere other than the title page. This is particularly important because the source from which the title is taken becomes the preferred source for most other elements.

500 \_\_ \$aTitle from cover.

500 \_\_ \$aTitle from caption.

- ii) Title proper, other title information and statement(s) of responsibility do not always occur in that order on the resource, so you need to think about which information belongs in which element. Other title information typically explains or expands the title proper, but might be found above the title proper.

*on t.p.*

John Brown and James Grey  
Basic techniques for first-year students  
Brain Surgery for Beginners

245 ?0 \$aBrain surgery for beginners :\$bbasic techniques for first-year students /\$cJohn Brown and James Grey.

- iii) We transcribe **initial articles in titles** ('The', 'A', 'An' and foreign-language equivalents) but we want the system to ignore them when creating browse (alphabetical) indexes. The **second indicator** tells the system how many characters to skip, including the space after the article.<sup>12</sup> This is often called the 'skip in filing' number.

<sup>12</sup> If an initial article is present we also count any punctuation which precedes the first filing character, e.g. quotation marks or apostrophes (so "The 3<sup>d</sup> Man Theme" march and The 22 Club both have a count of 5); but if there is no initial article the skip in filing is always '0', even if there is punctuation before the first filing character.

*on t.p.*  
The alienated librarian

245 ?4 \$aThe alienated librarian.

*on t.p.*  
AN ALIENATED MAN

245 ?3 \$aAn alienated man.

*on t.p.*  
Alienated Women

245 ?0 \$aAlienated women.

In a title browse index the initial articles will be displayed but all these titles will be sorted as if they began with 'Alienated'.

- iii) The **first indicator** shows whether the title proper is the record's main access point ('0' if it is, '1' if it is not). Choice of main access point is covered in [Module 2](#), so for the moment we will leave this as a question mark.
- iv) We omit from 245 \$a **introductory phrases which are not intended as part of the title**, but make 500 notes for them and enter appropriate variant titles in 246 (see 1.4c) for the sake of anyone who includes these phrases in their title search.

*on t.p.*  
Max Doughnut presents  
*Ronald Rabbit*  
in  
Omlet, Prince of Denmark

245 ?0 \$aOmlet, Prince of Denmark.

246 3\_ \$aMax Doughnut presents Ronald Rabbit in Omlet, Prince of Denmark

246 3\_ \$aRonald Rabbit in Omlet, Prince of Denmark

500 \_\_ \$aAt head of title: Max Doughnut presents Ronald Rabbit in.

- v) **Very long titles** may be abridged, but this is seldom necessary. You must not omit essential information nor any of the first 5 words. Indicate omissions with ' ... ' (space, 3 full stops, space). Any contents-type information should be moved to a note.

*on t.p.*  
A booke of cookerie and the order of meates to bee serued to the table, both for flesh and fish dayes, with many excellent wayes for the dressing of all vsuall sortes of meates, both bak't, boyld or rosted, of flesh, fish, fowle, or others, with their proper sawces, as also many rare inuentions in cookery for made dishes,

*Optionally*

245 ?2 \$a A booke of cookerie and the order of meates to bee serued to the table ...

with most notable preserue of sundry  
sorts of fruits, likewise for making many  
precious waters, with diuers approved  
medicines for grieuous diseases, with  
certaine points of husbandry how to  
order oxen, horses, sheepe, hogges, &c.,  
with many other necessary points for  
husbandmen to know

*on t.p.*  
Historic railway timetables of  
northern Essex  
Colchester, Braintree,  
Walton, Frinton, Clacton,  
Tiptree, Maldon & Chelmsford

245 ?0 \$a Historic railway timetables of  
northern Essex.

500 — \$a“Colchester, Braintree, Walton, Frinton,  
Clacton, Tiptree, Maldon & Chelmsford.”

- vi) **Alternative titles** are considered as part of the title proper and included in subfield \$a, but have an initial capital. The ‘or’ is usually preceded and followed by comma-space. (This punctuation is no longer required by ISBD, but it does help, in the absence of linebreaks, to make clear that two distinct titles are present.) Give the alternative title as a variant title (portion of title) in 246.

*on t.p.*  
The Pirates of Penzance  
or  
The Slave of Duty  
by W.S. Gilbert

245 ?4 \$aThe pirates of Penzance, or, The slave  
of duty /\$cby W.S. Gilbert.

246 30 \$aSlave of duty

- vii) **Statements of responsibility** are transcribed as found, including terms such as ‘by’ or ‘written by’ or ‘with the photographic skills of’ or ‘research and text by’.

If a statement of responsibility is **grammatically linked** to a title proper, other title information or another statement of responsibility, do not try to separate them into separate elements or subfields, (but provide variant titles in 246 for any versions which people are likely to search under).

**Minor credits** which do not relate to significant intellectual or artistic input should be ignored. You may also omit **background information about contributors** and suchlike, without using ‘ ... ’.

*on t.p.*  
Alienated Women  
by Jane White in association with the  
Institute of Personnel (founded 1947).

245 ?0 \$aAlienated women /\$cby Jane White in  
association with the Institute of  
Personnel.

*on t.p.*  
Alienated Women

245 ?0 \$aAlienated women /\$cJane White Ph.D.

Jane White Ph.D  
former Chief Consultant of the  
Institute of Personnel  
  
with a foreword by Joan Silver  
commissioning editor: June Green  
*The foreword is only half a page.*

*on t.p.*  
Jane White's Alienated Women

245 ?0 \$aJane White's alienated women.

246 30 \$aAlienated women

viii) There may be **multiple elements of other title information or statements of responsibility**.

These should be recorded in the order indicated by the sequence, layout or typography on the source for the associated title. Each should be entered with the appropriate preceding punctuation, but, because 245 \$b and \$c are not repeatable, only the first element of each type will have a subfield code.

*on t.p.*  
Alienated Women  
Emancipation or Exploitation?  
*Workplace Experiences 1950-1980*  
by  
The Institute of Personnel  
Statistical tables compiled by  
Jane White and Joan Silver

245 ?0 \$aAlienated women :\$bemancipation or exploitation? : workplace experiences 1950-1980 /\$cby the Institute of Personnel ; statistical tables compiled by Jane White and Joan Silver.

Do not take statements of responsibility from more than one source. If you find statements on multiple sources, use Table 1 to decide which source to use and give the other statements, if important, as 500 quoted notes.

ix) If **several contributors are listed as performing the same function**, use your judgment as to whether to list all of them or give only one and summarise the others in square brackets, depending on the importance of the contribution and the nature of the publication. Please err on the side of generosity. For academic or specialist resources it is seldom appropriate to omit any authors, artists or editors unless they are presented as having subordinate roles (e.g. if a group of contributors is introduced by 'with' and/or listed in smaller print). Never omit contributors known to have Oxford University connections.

*on t.p.*  
Alienated Women  
*Workplace Experiences 1950-1980*

*Optionally, if the resource is a slight publication such as a pamphlet or vanity publishing:*

245 ?0 \$aAlienated women :\$bworkplace experiences 1950-1980 /\$cJohn Brown [and five others].

John Brown, James Grey, June Green,  
Jean Rose, Joan Silver and Jane White

- x) You may include a brief **clarification of role** in square brackets if a statement would otherwise be misleading.

*on t.p.*  
Alienated Women  
Joan Silver and Jane White

245 ?0 \$aAlienated women /\$c[edited by] Joan  
Silver and Jane White.

- xi) If the resource presents itself as a **part of a larger resource** and the part has a number or name, you can put the common title in subfield \$a, any part number (with its caption if any) in \$n and any part title in \$p.

Part information is preceded by full stop-space, but if there are both a part number and a part title, these are separated by comma-space.

Part titles can have their own other title information, which will use subfield \$b unless the code has been used already.

However, it is usually preferable to treat parts as components of multipart sets or to consider the common title as a series. The various strategies for dealing with parts are considered in [Module 6](#).

*on t.p.*  
Essential Carpentry for Librarians  
Part 1: Shelving - a practical approach  
Jean Rose

245 ?0 \$aEssential carpentry for librarians.  
\$nPart 1, \$pShelving :\$ba practical  
approach /\$cJean Rose.

500 \_\_ \$aNo further parts published.

- xii) If a resource consists of manifestations of **various works, without a collective title**, the separate titles are entered one after the other, with any other title information and statements of responsibility following the appropriate title(s).

Titles which share their statements of responsibility are separated by space-semicolon-space, while titles with separate statements of responsibility (or none) are separate by full stop-space.

The second title uses subfield \$b if it follows a semicolon, but not if it follows a full stop.

No subfield code may occur after \$c, so when there are multiple titles with separate statements of responsibility there may be a very long 'tail' in a single subfield \$c.

*on t.p.*  
Charles Dickens  
A Christmas Carol

245 ?2 \$aA Christmas carol ;\$bThe cricket on the  
hearth ; Sketches by Boz /\$cCharles  
Dickens.

The Cricket on the Hearth  
Sketches by Boz

*on t.p.*  
Caedmon  
Hymn  
Beowulf  
translated into modern English by  
John Brown  
The Fight at Finnsburth  
translated into modern English by  
James Grey

245 ?0 \$aHymn /\$cCaedmon. Beowulf / [both]  
translated into modern English by John  
Brown. The Fight at Finnsburth /  
translated into modern English by James  
Grey.

- xiii) For parallel titles, etc., and more on titles in foreign languages or nonroman scripts, see [Module 4](#).

## PRACTICAL 1D

### 1.4c Field 246: Variant title [RDA 2.3.6]

- i) You should always enter a title which appears **on the resource**, e.g. on the cover or spine or as a caption, and differs from the title proper in its first five words,<sup>13</sup> as a variant title in 246. In such cases we want the variant to be indexed for searching and also to create a public note, and we achieve this by assigning '1' (= Note, added entry) as **first indicator**. The **second indicator** determines the introductory phrase used in the public note:

2 Distinctive title ( <i>serial issues only</i> )	6 Caption title
3 Other title ( <i>if nothing specific available</i> )	7 Running title
4 Cover title	8 Spine title
5 Title from added title page	

- ii) **You should not include initial articles** in variant titles, because there is no skip-in-filing indicator available.

<sup>13</sup> Do not record the original title of the work, if different, as a variant title, because this will have a controlled access point. (See [Module 2](#).)

<i>on t.p.</i>
Alienation in the Workplace
a report for the Institute of Personnel by Jane White
<i>on spine</i>
The White report

245 ?0 \$aAlienation in the workplace :\$ba report for the Institute of Personnel /\$cby Jane White.

246 18 \$awhite report

*Appears to public users as:*

Spine title: White report

iii) If there is no appropriate second indicator available you can leave the indicator blank and **create your own introductory phrase**, using subfield \$i. The phrase should end with a colon.

<i>on t.p.</i>
The 1990s Workplace
A Report for the Institute of Personnel by John Brown
<i>Popular title for work</i>
The Brown report

245 ?4 \$aThe 1990s workplace :\$ba report for the Institute of Personnel /\$cby John Brown.

246 1\_ \$iCommonly known as:\$aBrown report

*Appears to public users as:*

Commonly known as: Brown report

Subfield \$i is particularly useful for introducing a corrected version of the title if the title found on the resource has errors (see [Module 3](#)).

iv) You should also enter variant titles for:

- **spelled-out versions of numerals, ampersands, acronyms and abbreviations**
- **simplified versions** of titles entered in nonstandard ways, e.g. using '\$' for 's'
- **alternative titles** (see example at 1.4b(vi))
- **subtitles** which people might take to be the main title
- versions of titles with **integrated statements of responsibility removed** (example at 1.4b (vii))
- **any other version** of the title which people might *reasonably* be expected to search under, e.g. versions including introductory phrases (see example at 1.4b (iv)) or with the elements rearranged. There are some useful guidelines about when to enter variant titles at LC-PCC PS 2.3.6.<sup>14</sup>

Because such variant titles are only for the sake of searching and there is no need to generate a note, the **first indicator** should be '3' (=No note, added entry). The **second indicator** is usually blank, but for alternative titles, subtitles and versions with some words removed it is '0' (portion of title).

<sup>14</sup> There are no examples in RDA or LC-PCC PS of variant titles which include other title information in \$b, part numbering in \$n or part titles in \$p, but these are valid MARC subfields and it is occasionally useful to use them, e.g. for multilevel parts when the hierarchy of levels is not clear.

Variant titles which do not generate notes are really just access points. They have been included in this module rather than [Module 2](#) because one normally registers the need for them when entering the title proper and it is a good idea to sort them out straight away.

*on t.p.*  
101 Ways to Cook  
Nettles  
by June Green

245 ?0 \$a101 ways to cook nettles /\$cby June Green.  
246 3\_ \$aOne hundred and one ways to cook nettles  
246 30 \$aNettles

*on t.p.*  
Nettles & Nightshades  
by June Green

245 ?0 \$aNettles & nightshades /\$cby June Green.  
246 3\_ \$aNettles and nightshades

*on t.p.*  
A beginner's guide to  
\$w\*@r!ng  
by Jennie Blue

245 ?2 \$aA beginner's guide to \$w\*@r!ng /\$cby Jennie Blue.  
246 3\_ \$aBeginner's guide to swearing  
246 30 \$aSwearing

*on t.p.*  
Nettles and Nightshades  
Mother Nature's remedies  
by June Green

245 ?0 \$aNettles and nightshades :\$bMother Nature's remedies /\$cby June Green.  
246 30 \$aMother Nature's remedies

## PRACTICAL 1E

### 1.4d Field 250: Edition and revision statements [RDA 2.5]

- i) According to FRBR, edition statements found on a resource are manifestation-level statements, so normally the cataloguer will simply **transcribe any statements indicating difference of version found on the resource**,<sup>15</sup> to help with identifying that particular resource, without trying to establish whether the resource's content actually differs from that of any other issue.

<sup>15</sup> If you happen to be aware of relevant statements in other sources (e.g. in publishers' catalogues), you may use these in 250, but in square brackets to show that they do not come from the resource itself. If you happen to know that the statements on the resource are misleading or that the content has changed substantially, see [Module 3](#).

- ii) The only difference between edition and revision statements is that the latter suggest changes short of a whole new edition.<sup>16</sup>
- iii) Edition/revision statements consist of a **designation** of edition/revision and any **statement of responsibility** which *both* is found on the same source as the designation *and* relates to that edition/revision but not to all issues.
- iv) **Indicators** are always blank. Statements of responsibility go in **subfield \$b**, unless this has been used already. Neither \$a nor \$b may be repeated.
- v) The designation does not have to be in any particular form or terminology, but it must include **identifying terms** for the edition (usually spoken of as a "name"). For instance, a statement such as 'This edition published 2003' could not be used in this element, but 'This Northern Ireland edition published 2003' would allow you to extract the designation 'Northern Ireland edition'. Edition statements typically include words such as 'edition', 'issue', 'release', 'level', 'state' or 'update' or indicate a distinctive content, geographic coverage, language, user-group, format, layout, or date.
- Date is an identifying term only if used adjectivally, e.g. '2003 version', because 'This edition published 2003' leaves it open to the publisher to issue another edition in the same year.
- Beware also of 'édition' and similar in languages where it means only a new printing and of 'edition', 'issue', etc. used for serial issues or in series titles. For instance, 'The Agatha Christie signature edition' is a series statement, not an edition statement.
- vi) If the resource gives **details of previous issues** you should use only statements which apply to the resource in hand. If the information is readily available we make 500 notes about the immediately previous edition, or about the original issue if the core text is more or less unchanged (see 1.4i, below).
- vii) There may be **multiple current edition and/or revision statements** on a resource. If it is clear from the layout or the sense that one statement is subordinate to another, they should share a 250 field, separated only by a comma but with an initial capital letter for each statement. Otherwise they should have separate fields.<sup>17</sup>
- viii) If the designation consists only of numbering with no words, supply '[edition]'.
- ix) If edition-type information is integrated into the title, e.g. 'SalesSuccess6', do not repeat it in 250.

<i>on t.p.</i> 1st edition
-------------------------------

250 \_\_ \$a1st edition.

<i>inside back cover</i> Third edition, revised and corrected by June Green
---

250 \_\_ \$aThird edition /\$brevised and corrected  
by June Green.

<sup>16</sup> In pre-digital days this would have been the difference between setting up type afresh for the whole publication and merely making changes within a few existing typeset pages and/or adding a few more pages; but digital publication is blurring this distinction.

<sup>17</sup> Before 2013 250 was not a repeatable field, so you will find that earlier records always list all their edition/revision statements in a single field, even if they are not subordinate to each other.

<p><i>on t.p.</i> Essential First Aid for Librarians revised by June Green <i>on t.p. verso</i> New edition</p>	245	?0	\$aEssential first aid for librarians /\$crevised by June Green.
<p><i>on t.p.</i> Third ed., revised and corrected</p>	250	—	\$aNew edition. <i>[Although the statement of responsibility does not apply to all editions it is not on same source as edition designation, so stays with the title info.]</i>
<p><i>on t.p.</i> Fortieth Anniversary Edition 2010</p>	250	—	\$aFortieth anniversary edition 2010.
<p><i>on t.p. verso</i> 3<sup>rd</sup> edition 1980 Reprinted with corrections 1985</p>	250	—	\$a3rd edition, Reprinted with corrections. <i>[Second statement is subordinate to first, so does not have its own 250 field. The 1985 issue is still part of the 3<sup>rd</sup> edition because the corrections are not presented as constituting a new edition.]</i>
<p><i>on t.p.</i> Student edition <i>on cover</i> International edition</p>	250	—	\$aStudent edition.
<p><i>on t.p.</i> Abridged</p>	250	—	\$aAbridged.
<p><i>on t.p.</i> New illustrations by Joan Silver <i>on t.p. verso</i> Corrected</p>	250	—	\$aNew illustrations /\$bby Joan Silver, Corrected.
<p><i>on t.p.</i> ***</p>	250	—	\$a*** [edition].
<p><i>on t.p.</i> Draft 3</p>	250	—	\$aDraft 3.

<i>on cover (no t.p.)</i>	245	?0	\$aMarketLeader4.
MarketLeader4			[no 250]
<i>Checking OLIS for matches found 'MarketLeader3', dated 2008, same publisher etc.</i>	500	—	\$aPrevious edition published as: MarketLeader3. 2008.

## PRACTICAL 1F

### 1.4e Field 264: Publication and copyright [RDA 2.8, 2.11]

- i) **You must always give a publication statement and, if available, a copyright date.** (But you do not need to add copyright dates to downloaded records which have only a publication date.) The **second indicator** shows whether the 264 holds a publication (1) or copyright (4) statement.<sup>18</sup> The **first indicator** for single-volume monographs is always blank.
- The 264 \_4 field for the copyright date has only subfield \$c and, unlike 264 \_1, no final punctuation. The date is usually preceded by the copyright symbol '©', but downloaded records may have the word 'copyright' instead of '©', and this is acceptable.

<i>on t.p</i>	264	_1	\$aNew York :\$bSmith Press,\$c2010.
Smith Press			
2010			
<i>on t.p. verso</i>	264	_4	\$c02011
Published by Smith Press, New York.			
©2011.			

- ii) We **usually record only the first named publisher and the first place** associated with that publisher, using the preferred order of sources (see Table 1, above). Please remember that place information should be taken from the same source as the publisher's name if possible.

<i>on t.p</i>	264	_1	\$aNew York :\$bSmith Press,\$c2010.
2010			
Smith Press                  Brown Books			
New York London              Seattle			
<i>on t.p. verso</i>			
Published in Seattle by Brown Books and in London and New York by Smith Press.			

<sup>18</sup> There are also other values for production statements (used for special materials) and for distribution or manufacture statements (sometimes used if the publication information is inadequate - see [Module 3](#)).

- iii) You may record a **second publisher or place** if you think it important, e.g. if the title page has a long alphabetical list of places associated with an international publisher but another source makes clear that the publication was managed somewhere other than the first place listed. You should also give multiple places or publishers if these are associated with different ISBNs. Subfields \$a and \$b are repeated as necessary. If there are multiple publishers, each is preceded by the relevant place(s).

*on t.p.*

University of Rutland Press  
Adelaide Bombay Kinshasa,  
London Oslo Warsaw

2011

*on t.p. verso*

Published by the University of  
Rutland Press, Oslo.

264 \_1 \$aAdelaide ;\$aOslo :\$bUniversity of  
Rutland Press,\$c2011.

*on t.p. verso*

Published in New York by Smith  
Press and Brown Books, 1982.

ISBN: 0838934862 (Smith Press)  
ISBN: 0313259968 (Brown Books)

020 \_\_ \$a0838934862\$qSmith Press

020 \_\_ \$a0313259968\$qBrown Books

264 \_1 \$aNew York :\$bSmith Press :\$bBrown  
Books,\$c1982.

- iv) **Places and publishers are usually recorded as found**, including any larger jurisdiction mentioned with the town of publication and any larger organisation mentioned with the specific imprint (but if several levels of corporate hierarchy are given you can omit the intermediate ones unless they are needed for identification).

*on colophon*

Published in 2012 by Fleecem Books,  
Flyby Enterprises, Taunton, Somerset.

264 \_1 \$aTaunton, Somerset :\$bFleecem  
Books, Flyby Enterprises,\$c2012.

- v) If the **publisher's name occurs in a phrase indicating function** (other than simply publishing), record the whole phrase.

*on colophon*

Published by Fleecem Books in  
association with Flyby Enterprises.

Taunton, 2013

264 \_1 \$aTaunton :\$bFleecem Books in  
association with Flyby  
Enterprises,\$c2013.

- vi) The **publication date** may appear on the resource in a publication statement or in an edition/revision statement or on its own; but dates of printing or distribution should not be considered as publication dates. If there is a detailed publication history, use the latest relevant statement. Dates are usually just years, but if the resource gives a month or exact day for publication, transcribe that.

*on t.p.*  
Fleecem Books  
Taunton  
*on t.p. verso*  
Originally published by the Chuzzlewit  
Press in 1939  
Reissued with a new preface 1940  
Re-typeset 1951  
First Fleecem Books edition 1 May 2006  
3rd impression 2010

264 \_1 \$aTaunton :\$bFleecem Books,\$c1 May 2006.

- vii) Dates found on the same source as the title usually take precedence over others, but if it is stated clearly elsewhere that the **date on the title page is only a printing date** you can ignore that date.

*on t.p.*  
1955  
*on t.p. verso*  
This revised edition 1940  
Reprinted 1942, 1948, 1955

264 \_1 \$aTaunton :\$bFleecem Books,\$c1940.

- viii) If a year is given in roman numerals, transcribe it as found but follow it with the corresponding arabic numerals in square brackets.

*on colophon*  
Published in London by Brown Books  
MCMLXXXII

264 \_1 \$aLondon :\$bBrown Books,\$cMCMLXXXII [1982]

- ix) If the **resource has both publication and copyright dates** they should both be recorded, even if they are the same year.

*on colophon*  
Published 2012 by Fleecem Books,  
Taunton.  
©2012

264 \_1 \$aTaunton :\$bFleecem Books,\$c2012.

264 \_4 \$c©2012

- x) If the **resource has only a copyright date** use this to supply a conjectural publication date, in square brackets, unless you can easily supply a more accurate date, e.g. because you have seen it on a publisher's website. (Be wary of copyright dates which seem implausibly early - see [Module 3](#)).

<p><i>on colophon</i></p> <p>Fleecem Books, Taunton.</p> <p>©November 2012</p>
--

```
264 _1 $aTaunton :$bFleecem Books,$c[2012?]
264 _4 $c©November 2012
```

- xi) For **missing, incorrect or fictitious places, publishers or dates**, including cases where a resource is issued with a new ISBN on the cover but the internal information is still that of the previous issue, see [Module 3](#). For **foreign-language places and publishers**, and **dates in calendars other than the Gregorian**, see [Module 4](#). For multipart materials where **place, publisher or date differs between parts**, see [Module 6](#).

## PRACTICAL 1G

### 1.4f Field 300: Physical description

Field 300 gives physical information.

- i) Both **indicators** are always blank.
- ii) **Subfield \$a** gives the extent of the item, as a certain number of physical units [RDA 3.4].
- For single-volume books the units are **pages** or **leaves** or (rarely) **columns**. We count in pages when each side is numbered separately and in leaves when there is a single number for both sides. If there is no numbering, count in pages if printed on both sides and in leaves if printed only on one.
  - If there are **several sequences**, e.g. a roman and an arabic sequence, list them all.
  - Use the number of the **last numbered page or leaf or column** in each sequence. Ignore any unnumbered pages or leaves unless their content is particularly substantial and important.
  - Pages or leaves which contain illustrative matter (pictures, maps, diagrams, etc.) and are not included in the numbering of the other sequences are called 'plates'. You should record plates as a separate sequence in subfield \$a even if they are scattered through the resource. If they have no page or leaf numbering, count them (as pages if they have content on both sides, as leaves if they have content on only one) and record them as 'unnumbered' pages or leaves of plates. Unless there is exactly one illustration per page/leaf, be careful not to treat any illustration numbers as plate numbering.

```
300 __$a321 pages
```

```
300 __$axi, 321 pages
```

```
300 __$axi, 321, 23 pages
```

```
300 __$axi pages, 321 leaves, 23 pages
```

300 \_\_\$axi, 321 pages, 8 pages of plates  
 300 \_\_\$axi, 321 pages, 6 leaves of plates  
 300 \_\_\$axi, 321 pages, 8 unnumbered pages of plates

iii) **Subfield \$b** contains 'other physical details'. In the case of books this is information about illustrations [RDA 7.15, 7.17]. If there are no illustrations this subfield is omitted.

- We do not go into details of types of illustration, except that we specify whether there are maps.
- We specify whether the resource is 'all illustrations' (i.e., no text apart from simple captions and/or a brief introduction) or 'chiefly illustrations' (more than 50% illustrations *and* the text serves to support the illustrations rather than vice versa).
- We specify whether the illustrations and maps are in colour or chiefly in colour or some in colour.<sup>19</sup>

300 \_\_\$a321 pages :\$billustrations  
 300 \_\_\$a321 pages :\$bmaps  
 300 \_\_\$a321 pages :\$billustrations, maps  
 300 \_\_\$a321 pages :\$ball illustrations  
 300 \_\_\$a321 pages :\$bchiefly illustrations  
 300 \_\_\$a321 pages :\$bcolour illustrations  
 300 \_\_\$a321 pages :\$bchiefly illustrations (some colour)  
 300 \_\_\$a321 pages :\$bmaps (some colour)  
 300 \_\_\$a321 pages :\$billustrations (chiefly colour)

- If downloaded records go into more detail, it is fine to accept it. You can also accept U.S. spelling for 'color'.
- Since April 2015 RDA has preferred the term 'polychrome' (and 'monochrome'), but still allows the option of using a 'substitute vocabulary'. Most agencies have decided to continue to use 'colour'; but if you find 'polychrome' in a downloaded record you do not have to change it.

iv) **Subfield \$c** gives the resource's dimensions [RDA 3.5]. For books this is usually the spine height, in centimetres, to the nearest centimetre *above*. If the book is wider than it is high or more than twice as high as it is wide, record the width as well. If the height is less than 10 cm, record it in millimetres.

Note that 'cm' and 'mm' are considered in RDA to be symbols rather than abbreviations, so have no full stop.

300 \_\_\$a321 pages ;\$c24 cm  
 300 \_\_\$a321 pages :\$billustrations ;\$c24 cm  
 300 \_\_\$a321 pages :\$billustrations ;\$c10 x 20 cm  
 300 \_\_\$a321 pages :\$billustrations ;\$c30 x 10 cm  
 300 \_\_\$a321 pages :\$billustrations ;\$c87 mm

<sup>19</sup> For RDA, illustrations and colour are separate elements, but in MARC the information has to be combined in one subfield. The punctuation shown is based on a JSC example of a MARC bibliographic record in the RDA Toolkit (viewed December 2012).

iv) For books with no pagination, odd pagination or complex pagination and for sheets, cards and boxed materials, see [Module 3](#); for other non-book materials, see [Module 5](#); for multipart materials, see [Module 6](#).

### **1.4g Fields 336, 337, 338: Content type, Media Type, Carrier Type**

These fields convey some of the same information as field 300, but in a codified way which suits machines rather than people. Ideally the machines will use the data to generate user-friendly icons in public-facing catalogues, to help people select the kind of resource they want. For simple books they are entered as follows:

```
336 __ $atext$2rdaccontent [unless resource is all illustrations]
336 __ $astill image [only if resource is all or chiefly illustrations]
337 __ $aunmediated$2rdamedia
338 __ $avolume$2rdacarrier
```

The data in subfield \$a gives an indication of:

- **content type (336)** - the form of the resource's content, e.g. 'text', 'notated music', 'performed music', 'still image' [RDA 6.9]; we usually use 'text' for books, but for books which are recorded as 'all illustrations' in 300 \$b we use 'still image' and for books recorded as 'chiefly illustrations' we use both.
- **media type (337)** - whether any type of equipment is required to access it, e.g. 'audio', 'video', 'computer' [RDA 3.2]
- **carrier type (338)** - its specific physical form, e.g. 'audio disc', 'audiocassette', 'computer disc' [RDA 3.3].

The terms used are taken from set vocabulary lists. The list used is specified in subfield \$2.

Some agencies enter brief codes instead of whole-word terms, using subfield \$b rather than subfield \$a. If you find these in a downloaded record you do not need to change them.

## PRACTICAL 1H

### **1.4h Field 490: Series statement [RDA 2.12]**

- i) The **first indicator** shows whether the record contains, in addition to the 490 series statement, an 8XX field containing a standardised access point for the series, to help with systematic searching. OLIS requires series access points in full-level records (see [Module 2](#)), so your first indicator will be '1'. The **second indicator** is always blank.

Many downloaded full-level records from good sources do not have series access points, so use 490 1st indicator '0'. You will need to add an access point for each series and change the 490 1st indicator to '1'.

- ii) Remember that the preferred source of information is the series title page, if any, rather than the same source as the title proper. However, series information is often treated rather as advertising material and may be found in many places, particularly covers and inside covers, final pages and even dustjackets. If it is difficult to find, make a 500 note of its whereabouts.

Be cautious of slogan-type statements, e.g. 'A Cedric Slyme mystery,' which may seem series-like but are used very casually; the next story may be 'A Slyme family mystery'. These are usually best recorded as 500 quoted notes. For more on borderline cases, see Module 3.

- iii) Some resources are in more than one series. Unless they relate to each other as series and subseries, each should be recorded in a separate 490 field.
- iv) Recording a series statement (except for any ISSN or numbering within series) is very much like recording the title statement in 245, with the same capitalisation, punctuation, etc., but:
  - do not record other title information or statements of responsibility unless they are needed to distinguish the series from others
  - there are no separate subfields for other title information, statements of responsibility or part-numbering (i.e. subseries numbering) or part-title (i.e. subseries title).

*on series t.p.*

Essential Skills for Librarians  
*A survival kit for the 21st century*

Series editor: Jane White

*on t.p.*

A survival kit for the 21st century!

490 1\_ \$aEssential skills for librarians

*on series t.p.*

Institute of Personnel  
 Publications  
 Occasional papers series

*Only the statement of responsibility  
 distinguishes this series from others.*

490 1\_ \$aPublications / Institute of  
 Personnel. Occasional papers series

- iii) If there is an ISSN on the resource itself, record it in subfield \$x, preceded by a comma.
  - Hyphenation is retained.
  - If there are ISSNs for both series and subseries, record both in the appropriate places. Repeat subfield \$a if a subfield \$x intervenes between series and subseries.

*on t.p. verso (no series t.p.)*

Essential Skills for Librarians  
 ISSN: 1234-5678

2. Coffee-break cookery  
 ISSN: 8765-4321

490 1\_ \$aEssential skills for librarians,  
 \$x1234-5678.\$a2, Coffee-break  
 cookery, \$x8765-4321

- iv) If the **individual resources in the series are numbered**, record this 'numbering within series' in subfield \$v, preceded by a semicolon.
- Numbering within series may be numeric (e.g. 'Volume 1', 'Volume 2'), alphabetical (e.g. 'Part A', 'Part B'), chronological (e.g. '1921', '1922'), some other term (e.g. a colour) or a combination.
  - **Numbers spelled out as words** are converted to arabic numerals. **Chronological numbering** which gives a spread of years should be recorded, for the sake of clarity, as 4-digit years separated with a slash, e.g. '1961-2' would be recorded as '1961/1962'.
  - If you find a **caption** with the numbering on the resource (e.g. 'Volume', 'Part'), record it, leaving a space between the caption and the numbering; but do not supply captions or change the caption to match other resources in the series or abbreviate them. English-language captions are not capitalised.
  - You should record **multilevel** numbering, e.g. 'number 1, part iv'.
  - If the resource has **multiple types of series numbering**, you should give both types. For example, if a series used both ordinary numeric numbering and child-friendly colour-terms, you would write e.g. 'book 1, pink' or 'book 2, green', as long as the *words* 'pink' or 'green' were used; you would ignore coding conveyed only by the actual colour of the resource.
- If **numbering is given both chronologically and in another way**, the chronological numbering comes second, in parentheses, e.g. 'vol. 3, no. 2 ( August 1982)'.<sup>20</sup>
- Record numbering **after the series or subseries information or both**, depending on which it applies to. If numbering intervenes between series and subseries, repeat subfield \$a for the subseries.
  - If **numbering is integrated** into the series/subseries title, do not try to separate it out.

<i>on cover (no series t.p.)</i> Essential Skills for Librarians II ISSN: 1234-5678	490 1_ \$aEssential skills for librarians, \$x1234-5678 ; \$vII
<i>on cover (no t.p. or series t.p.)</i> Ambridge and District Bassetshire Bus Timetable no.7 Southern Area Part B ISSN: 1234-5678	245 ?0 \$aAmbridge and district. 490 1_ \$aBassetshire bus timetable, \$x1234-5678 ; \$vno. 7. \$aSouthern area ; \$vpart B
<i>on t.p. (no series t.p.)</i> Laurence Lamb The Silent Library The Annual Lector Lectures Series Third Season 2005-6 ISSN: 1234-5678	245 14 \$aThe silent library / \$cLaurence Lamb. 490 1_ \$aThe annual Lector lectures series, \$x1234-5678 ; \$v3rd season (2005/2006)

<sup>20</sup> ISBD does not seem to specify any punctuation for this situation, but there seems to be an agreement to continue the AACR2 practice.

*on back cover (no series t.p.)*

The twentieth story in the  
Adventures of Cedric Slyme Series

ISSN: 1234-5678

490 1\_ \$aThe twentieth story in the  
adventures of Cedric Slyme  
series, \$x1234-5678

## PRACTICAL 1I

### 1.4i Fields 5XX: Notes

We have already mentioned many of the cases where we would make notes: to correct or explain misleading information (see [Module 3](#)); to give the preferred source of information if there is no title page (see 1.4b(i)); to give the source for information taken from outside the resource (see [Module 3](#)); to deal with characters which we cannot represent as found (see [Module 4](#)); to quote important information which does not quite belong anywhere else; and to give details of the previous edition or original issue. We also saw that the 246 field can generate a public note (see 1.4c).

i) Notes may be quoted, formal or informal.<sup>21</sup>

- a) **Quoted** notes are made when you want to transcribe important information which does not quite belong anywhere else. It is also a good idea to quote any information which is ambiguous or sensitive, to avoid committing yourself to a paraphrase. In quoted notes you use quotation marks and retain the capitalisation and punctuation of the original, except that you can add a full stop before the closing quotation mark if it is at the very end of the field.

Record the source of the quotation at the end, unless it has the same source as the title.

*on t.p.*

Historic railway timetables of  
northern Essex

Colchester, Braintree,  
Walton, Frinton, Clacton,  
Tiptree, Maldon & Chelmsford

245 ?0 \$a Historic railway timetables of  
northern Essex.

500 \_\_ \$a "Colchester, Braintree, Walton,  
Frinton, Clacton, Tiptree, Maldon &  
Chelmsford."

500 \_\_ \$a "Published to coincide with the exhibition The Romance of Rubens at the Baroque Gallery, 15 February to 13 April 1910"--Colophon.

Sometimes brief phrases are in effect quoted, but without quotation marks, following an introductory phrase such as 'At head of title:' or 'At foot of title page'. This is often done for phrases which act almost as part of the title or for names of organisations whose role is unclear.

<sup>21</sup> RDA gives few instructions about the form of notes, but OLIS will continue AACR2 practices for the sake of consistency, clarity and brevity except where a clear consensus has emerged in favour of a change. Notes in downloaded records which are differently formulated may be retained, as long as they are clear.

Since there are no quotation marks, you do not have to retain the capitalisation and punctuation of the original.

<p><i>on t.p.</i></p> <p>Max Doughnut presents</p> <p><i>Ronald Rabbit</i></p> <p>in</p> <p>Omlet, Prince of Denmark</p>
--

```
245 ?0 $aOmlet, Prince of Denmark.
246 3_ $aMax Doughnut presents Ronald Rabbit
in Omlet, Prince of Denmark
246 3_ $aRonald Rabbit in Omlet, Prince of
Denmark
500 __ $aAt head of title: Max Doughnut
presents Ronald Rabbit in.
```

```
500 __ $aAt foot of title page: The Gladstone Trust.
```

b) **Formal** notes are created according to set recipes. This can save time and promote clarity.

- **Source of title** is always in the form 'Title from ...'.<sup>22</sup>

```
500 __ $aTitle from cover.
```

```
500 __ $aTitle from caption on page iii.23
```

- **Bibliographical references and indexes**

- Field 504 is used for bibliographical information, and index information may be added to this; but field 500 is used if there is only an index. Indicators are blank.

```
500 __ $aIncludes index.
```

```
504 __ $aIncludes bibliographical references.
```

```
504 __ $aIncludes bibliographical references and index.
```

- Pagination is given for systematic bibliographies, filmographies, etc. but not for bibliographical references in notes, even if these occur all together as endnotes.

- Details of online resources, even substantial webographies, are usually subsumed under 'bibliographical references', but filmographies and discographies may be mentioned separately.

```
504 __ $aIncludes bibliographical references (pages 222-225) and index.
```

```
504 __ $aIncludes bibliographical references (pages 222-225), filmography
(pages 226-240) and index.
```

- **Publication history** notes should be made if you have readily available details of the immediately previous edition, or of the original issue of a text which is a facsimile or is more or less unchanged (ignoring introductions, notes, etc. and minor corrections) or which has been translated.

- You only need to cite details which are different from the resource in hand.

<sup>22</sup> It is important to distinguish between 'Title from cover' and 'Cover title'. The first means that the cover is the preferred source of information, while the second is used for a variant title found on the cover. 500 notes about variant titles are found mainly in older records, created before the 246 field was developed.

<sup>23</sup> For pages in a numbered sequence, there is a consensus that page references are not given square brackets even if the number is not printed on the page itself but is implied by the surrounding pages. This is different from AACR2 practice.

- These notes usually consist of an introductory phrase followed by a colon and a citation of the distinctive identifying attributes of the earlier resource, using ISBD punctuation, with full stop-space between the various statements.<sup>24</sup> But if the information is not altogether clear it is often better to make a quoted note.

500 \_\_ \$aPrevious edition: 2003.

500 \_\_ \$aPrevious edition published as: Samarkand short-stay guide / Timmy Lane. Gull Books, 2003 (Gull short stay guides).

500 \_\_ \$aOriginally published in French as: Le chat qui chante. Paris : Editions Marie, 2005.

500 \_\_ \$aFacsimile of: The misfortunes of lazy Lionel : a warning. Third edition. London : Sunday School Press, 1872.

- Downloaded records may give this kind of citation in a 76X, 77X or 78X field, which has separate subfields for edition, imprint, etc. It is fine to accept these.

#### ▫ **Contents**

- We usually make contents notes only when a resource manifests a number of distinct and substantial works. An omnibus edition of novels, a collection of plays or a collection of a few *long* poems, essays or articles would get a contents note, but not chapters or short poems, essays or articles, unless your institution has a policy of being more generous.
- The elements are separated by space-double dash-space. If there is part numbering before the elements, this is followed by stop-space.
- Contents notes use field 505. There is a wide range of indicators and subfields available, but OLIS policy is to use the simplest options: first indicator '0' (which generates the caption 'Contents'); second indicator blank (= 'basic') and a single subfield \$a for all the data.

245 \_0 \$aThe Lord of the Rings /\$cJ.R.R. Tolkien.

505 0\_ \$apt. 1. The fellowship of the ring -- pt. 2. The two towers -- pt. 3. The return of the king.

- You can include other title information if helpful. If the components are by different authors you should add statements of responsibility. Other information, e.g. edition, is added only if of real importance.

505 0\_ \$aAlienated women : workplace experiences 1950-1980 / John Brown [and five others] -- Wage discrimination in a Coventry factory / Jane White. Revised edition -- Women in the aerospace industry / June Green.

- Some downloaded records have much more detailed or elaborate contents notes, often with different MARC coding and sometimes with different punctuation. It is fine to retain these unless they seem unacceptably faulty; if they do, delete them rather than spending a lot of time on corrections.
- Some downloaded records have machine-generated contents notes, derived from publisher's non-MARC data. These may have little punctuation or spacing, but they should be retained unless they seem unhelpful. It is sometimes worth spending a *very short* amount of time introducing spaces between words to improve keyword searching.

---

<sup>24</sup> Note that ISBD prescribes round brackets for series statements not on a separate line.

- **Literary form** Most OLIS records have Library of Congress Subject Headings which convey what the resources are about and often also whether the content is in a specific form, e.g. poetry or statistics. However some resources, e.g. collections of poems by a single author with no specific genre or topic, do not get LCSH.<sup>25</sup> If there is nothing else in the record (e.g. in title or series) to indicate the form of the content we make a very brief note.

```
245 ?0 $aDustbins at sunset /$cJoan Silver.
500 __ $aPoems.
```

```
245 ?0 $aFrom my wastebin /$cJean Rose.
500 __ $aMagazine articles.
```

```
245 ?0 $aGarbage /$cJames Grey.
500 __ $aPlay.
```

- c) **Informal notes** are free-text and can cover any information you think important which is not suitable for quoted or formal notes. They are often used to clarify misleading or defective information or to give extra details of complicated or unusual physical formats (see [Module 3](#)).

```
500 __ $aFold-out map attached to inside back cover.
```

There are a great many other special types of notes, many of which have specific 5XX fields, but most of these are for special types of material (see [Module 4](#), [Module 5](#), [Module 6](#)). You may occasionally want to make a **Target audience** note (521) if the resource is explicitly targeted at a specific group or a **Terms governing use and reproduction note** (540) if the terms are unusual. Such notes should always be based on information in the resource or from the publisher, and it is often a good idea to quote.

```
521 __ $a"KS2"--Cover.
```

```
540 __ $a"The worksheets may be photocopied only by bona fide purchasers of
this resource and only for use in institutions where they are personally
employed in teaching activities"--Facing title page.
```

- iii) Downloaded records may have other types of note. You should retain these unless preposterous. Particularly common are 520 notes containing summaries, often publishers' blurbs. It is worth casting an eye over these just in case of anything which might be offensive or which makes illegal claims.

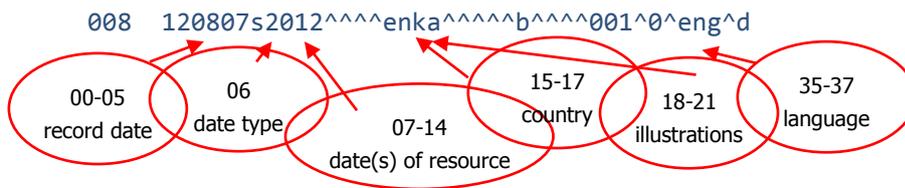
## PRACTICAL 1J

### 1.5 008: Fixed-length data elements

- i) The 008 field consists of a string of 40 characters, numbered as 0-39, containing codes whose meaning depends on their position. Here is a typical string for a single-volume English-language book, with the most important positions labelled:

---

<sup>25</sup> See [Library of Congress Subject Headings: principles, resources, references](#), E.1



The caret symbol (^) indicates a blank.

The table below shows which kind of information goes into each position. The greyed out positions either are system-supplied or never require editing.

**Table 4: 008 positions**

0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
Record date (system-supplied; YYMMDD)						Date type	Date 1				Date 2				Country of publ.		Illustrations		Audience		Carrier form		Nature of contents				Govt. pub.?	Conference?	Festschrift?	Index	Undefined	Lit. form?	Biography?	Language		Modified?	Source?		

Because the codes are selected from limited lists, they are very efficient search terms, but the information is of very broad types and used alone would produce huge results sets. They are used mainly to refine searches and usually appear in public-facing views as filters or facets.

MARC cataloguing systems offer dialog boxes with dropdown lists or similar to help cataloguers find the right codes for each position or group of positions. You can find full lists of values, with helpful notes and examples, in the [Marc Standards](#) for 008.

- ii) The most important positions are 008/06-17 and 008/35-39. These are the same for all formats and are mandatory.
- iii) Positions 18-34 have different meanings depending on the format of the resource.<sup>26</sup> For instance, illustrations are relevant to books and suchlike but not to audiorecordings. We warmly encourage cataloguers to use all the positions when applicable, because unless a substantial number of records code a position there is no point in setting up a facet or filter to use it.
- iv) *008/06-14*. The code in 06 indicates what kinds of **date** appear in 07-14:
  - **s** means that a single date is given, matching the publication date in 264 \_1 \$c (unless that date is incorrect).

6	7	8	9	10	11	12	13	14
Date type	Date 1				Date 2			
<b>s</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>				

264 \_1 \$aLondon :\$bSmith Press,\$c2010.

- **r** means that the resource is known to be a reissue of an earlier text, with no major changes to any important content (although minor corrections, courtesy prefaces, etc. are ignored). It is followed by the date from 264 \_1 \$c in 07-10 and the date of the original issue in 11-14. There should be a 500 note in the record to explain the latter date. In case of doubt, or for any pre-1945 fiction, use **\$s**.

<sup>26</sup> The basic formats for MARC records are BK (books and similar), CF (computer files), MP (cartographic material), MU (music, both notated and audio, and other sound recordings), CR (continuing resources, VM (visual materials) and MX (mixed materials). The format coding is embedded in the template used to create the record.

6	7	8	9	10	11	12	13	14
Date type	Date 1				Date 2			
<b>r</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>3</b>

264 \_1 \$aLondon :\$bSmith Press,\$c2010.

500 \_\_ \$aOriginally published: Brown Books, 2003.

- **t** is used if both publication and copyright dates are given and they are different (unless the resource is known to be a reissue - **r** has priority).

6	7	8	9	10	11	12	13	14
Date type	Date 1				Date 2			
<b>t</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>9</b>

264 \_1 \$aLondon :\$bSmith Press,\$c2010.

264 \_4 \$c@2009.

For vague dates see [Module 3](#); for production dates see [Module 5](#); for multipart materials issued over several years, see [Module 6](#).

- iv) *008/15-17*. **Country of publication** or **state** (in United States), **province** (in Canada), or **territory** (in Australia). This should relate to the place in the first 264 \_1 \$a. England, Wales, Scotland and Northern Ireland have separate codes, ending in 'k' (enk, wlk, stk, nik). U.S. state codes all end with 'u', e.g. 'cau' = California and 'nyu' = New York State.

15	16	17
Country of publ.		
<b>w</b>	<b>i</b>	<b>k</b>

264 \_1 \$aSwansea :\$bJones Press,\$c2010.

- v) *008/18-21*. Four positions where single-letter codes can be entered to indicate **illustrations** of various types. We only use 'a' (= illustrations in general) and 'b' (= maps). The codes should correspond to the information in 300 \$b and are input in alphabetical order.

18	19	20	21
Illustrations			
<b>a</b>	<b>b</b>		

300 \_\_\$a321 pages :\$bcolour illustrations, maps ;\$c20 cm

- vi) *008/22*. A single letter code indicating whether the material is designed for a special **audience**, e.g. an age group. Do not enter a code except on the basis of explicit information is supplied by the resource or its publisher, because authors and publishers may respond vigorously to anything they consider a misrepresentation. The most frequently-used code is 'j' (= juvenile). The code 'e' (= adult) implies that the material should not be supplied to minors. This position often corresponds to a 521 Target audience note, but may also correspond to information in the title statement, edition statement, series statement or imprint.

22
Audience
J

245 ?0 \$aFive little ducks :\$bcounting rhymes for children.  
[No 521 needed.]

008/23. A single-letter code for the **form of item**, i.e. the physical form of the carrier. This enables you to specify, for example, whether your book is e.g. on microfilm or online in braille or large-print or a 'regular print reproduction' (= photocopy). More on this in [Module 5](#).

- vii) 008/24-27. Four positions which allow you to enter single-letter codes indicating whether the **content is of a special kind** (offprint, calendar, comic/graphic novel, abstract/summary, bibliography, catalog, dictionary, encyclopedia, handbook, legal articles, index, patent document, discography, legislation, thesis, survey of literature in a subject area ('n'), review, programmed text, filmography, directory, statistics, technical report, standards/specifications, legal cases, law reports and digests, yearbooks, treaties).
- These values are used if the resource is at least 20% of the kind in question, except in the case of bibliographies, whose code ('b') is used whenever there is a 504 field.
  - The 'index' value is used in these positions only if the resource substantially consists of an index, e.g. for a resource consisting of a scholarly index to Jane Austen's novels. There is a separate position (008/31) for the ordinary kind of index to a resource which is a few pages long and occurs at the end of that resource.

24	25	26	27	28	29	30	31
Nature of contents				Govt. pub.?	Conference?	Festschrift?	Index
n	b						1

245 ?2 \$aA survey of recent research into the marine biology of the Bay of Naples.

504 \_\_ \$aIncludes bibliographical references and index.

- viii) 008/28, 29, 30. Positions where you can indicate whether the resource is a **government publication** of any kind (various codes available, including ones for local government and international intergovernmental), a **conference** ('1' = yes) or a **Festschrift** ('1' = yes).
- ix) 008/31. Here you can indicate whether the resource has its own index (see (viii), above); '1' if it does, '0' if it does not.
- x) 008/33. A very valuable position where you can indicate whether the resource is in a particular **literary form**. Fiction (not further specified) is '1', non-fiction (not further specified) is '0', and there are also values for dramas (d), essays, humour/satires, letters, mixed forms, **novels**,<sup>27</sup> poetry (p), short stories or speeches.
- xi) 008/34. Another valuable position, where you can indicate whether there is a significant **biographical** content ('a' =autobiography, 'b' = individual, 'c' = collective, 'd' = contains biographical information).

<sup>27</sup> It is not OLIS policy to use the value for novels, because most of our novels are already coded as fiction and splitting novels between two values would make them more difficult to find.

- xii) *008/35-37*. Mandatory positions for a 3-letter **language** code, giving the main language of the resource. If the resource is in various languages or is a translation you can amplify this information in field 041 (see [Module 4](#)). For English-language material the code is 'eng'. Example of a full bibliographic description

Here is the complete record for Example 1, including the indicators and 008 field.

```
008 120807r20041998enkab^^^^^^^^^001^0^eng^d
020 __ $a9781133190110$qhardback
020 __ $z9781133190905$qe-book
245 ?4 $aThe gargoyles of Gloucester :$ba tour.$nPart one,$pThe city centre
/$cby Peter Q. Pediment.
250 __ $a3rd edition /$bwith new maps by Walter Spout.
264 _1 $aStony Stratford :$bCurlicue Press,$c2004.
264 _4 $c©2004
300 __ $a93 pages :$billustrations, maps ;$c18 cm
490 1_ $aEnglish architecture series,$x1212-3434 ;$vnumber 3
500 __ $aMaps on endpapers.
500 __ $aFirst edition published as: Gloucester City gargoyles. Smith Books,
1998.
500 __ $a"A Gloucester Guides book"--Title page verso.
8XX ?? $a[Series access point]
```

## PRACTICAL 1K

### 1.6 And finally: STA PROVISIONAL

Aleph has a great many locally-defined fields which use letters instead of numerical tags. Most of these are for special types of material and special processes,<sup>28</sup> but every cataloguer needs to know about the STA field, which contains terms indicating a temporary status of the record. These values are used to prevent records from being exported to other databases before they are finalised. If you are creating a full-level record and want to save it before it is finalised (because it needs checking or you have a query or just for a coffee-break), please be very careful to add an STA field:

```
STA __ $aPROVISIONAL
```

## PRACTICAL 1L

## QUIZ 1

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Please feel free to get in touch if you are interested in using this material.

<sup>28</sup> They are listed in [Module 7: Copy Cataloguing](#).