# Practicals

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## 

## Examples for Modules 1 & 2

Each of these examples represents the title page and title page verso (i.e., the reverse of the title page) for a ‘book’, together with some additional information. Not all the information is relevant or in the form you need; it is up to you to pick out what you need for each cataloguing task and make any necessary changes. The practicals which follow tell you what to do at each stage to build up complete bibliographical records for these resources.

All the ISBNs and ISSNs used are fake, but please treat them as if they were valid *unless* they are for the wrong resource or there is something else obviously wrong, such as an ‘ISBN’ with only 8 digits.

The NACO AAPs given in the details are also fake. They do not include MARC coding, so you will need to supply this.

### Practice example 1

The Romance of RDA

Embracing the Future

Kathie Logge

Revised edition, updated by Mark Coade

TUTORIAL PRESS

2012

© Kathie Logge, Mark Coade 2011

Tutorial Press Services,  
Slough Trading Estate,

Slough,

Berkshire

ISBN: 978-1-133-19011-0  
ISBN: 978-1-133-19090-5 (e-book)

*The Cheerful Cataloguer series*ISSN: 1212-4324

1. Merry MARC21  
2. The Romance of RDA  
3. Sprightly Subject Headings

*More details:*

* *Physical description: paperback; 160 pages; illustrations; 30 cm high; in ring binder.*
* *There is a NACO record for Kathie Logge, giving her AAP as ‘Logge, Kathie, 1962-‘.*
* *There is no NACO record for Mark Coade but there are various OLIS records for resources with contributions by the same person. They use the AAP ‘Coade, Mark (Mark Ian)’.*

### Practice example 2

101 Pretty Posies

*Everybody’s favourite poems*

chosen by Sweetie Pye

with biographical notes by Nisus Pye

Photography by New Horizon

The twentieth volume in the Cosy Classics series

POPULAR PRESS

Cardiff Southampton

This selection originally published in 1993 by Petunia Publishing, with the title *Heart’s Aspirations*

© Popular Press 1997

Popular Press,  
3 Westgate St.  
Southampton

ISBN: 0-133-19011-X (cloth)  
ISBN: 0-133-19012-3 (paperback)

*More details:*

* *Hardback and paperback were published simultaneously and are identical except for the binding, so can share a record.*
* *Physical description: 6 unnumbered pages, pages numbered iii to xii, 3 unnumbered pages, pages numbered 2 to 167, 3 unnumbered pages; 23.2 cm high.*
* *Scattered among pages 2 to 167 and not forming part of that sequence are 24 unnumbered full-page photographs (blank on the reverse).*
* *There is an index of first lines on pages 166-167.*
* *Sweetie Pye’s real name was Ermintrude Evans, and she published* A statistical analysis of school meal provision in Potter’s Bar, 1970-1980 *under that name. She was born in 1942 and died in 1994. There is no NACO record for either of her names.*
* *Nisus Pye’s real name was Thomas Evans. There is no NACO record for either of his names.*

### Practice example 3

Jack & Jill’s

Anatolian Sketchbooks

*written and illustrated by Gillian Smith   
and John M. Smith*

*with a new introduction by Globetrotter*

*Maps drawn by the Turkey Society*

Meandering along the Meander  
Ambling round Ankara  
Idling in Izmir

Travellers’ Tales

Number forty-three

Wanderer Books  
in association with the Turkey Society

Originally published separately in the U.S. by Brown Books. *Meandering along the Meander* was first published in 1982, *Ambling round Ankara* in 1983, *Idling in Izmir* in 1988.

This Wanderer Books omnibus paperback edition first published 2007.

Wanderer Books  
30 Hume St.  
Edinburgh

Turkey Society  
Goose Lane,  
London WC1

ISBN: 978-133-19012-5

*More details:*

* *Physical description: 5 unnumbered pages, pages numbered ii to iv, 2 unnumbered pages, pages numbered 3 to 127, 4 unnumbered pages, pages numbered 2 to 111, 4 unnumbered pages, pages numbered 2 to 131, 2 unnumbered pages, pages numbered 134 to 142, 2 unnumbered pages; 18.6 cm high.*
* *There is a bibliography which starts on the unnumbered page preceding the page numbered 132 and ends on page 138.*
* *There is an index on pages 139 to 142.*
* *There are maps on the endpapers as well as in the text.*
* *On front cover: ‘Twenty-fifth Anniversary Edition’*
* *On back cover: ISBN 9780133190125*
* *On spine: Anatolian Sketches*
* *Blurb on the back cover gives authors as Gillian Smith and John Maltravers Smith. They died in 1998 and 1999 respectively. They have no NACO records and there are no other works by either of them in OLIS.*
* *‘Globetrotter’ is a columnist in a Sunday newspaper. There is no NACO record for this name.*
* *There is a NACO record for a Turkey Society with its headquarters in Illinois.*
* *There is a NACO record for a series called ‘Travellers’ tales’ published by Brown Books. There is also a NACO record for the corporate body ‘Wanderer Books (Edinburgh, Scotland)’.*

### Practice example 4

California Dept. of Food and Agriculture   
Prune Board

Proceedings

of the

Fourth California Prune Symposium

1968

held at the California Agricultural Institute, June 5th-6th 1968

*editors:*

*John Brown, June Green   
(California Agricultural Institute)*

*Jennie Blue, R. James Grey, Janie White  
(California Dept. of Food and Agriculture Prune Board)*

CalifInstAg

1969

Published by the California Agricultural Institute (CalifInstAg), Santa Juda CA.

© The Contributors, 1968

SBN: 133-19012-5

*More details:*

* *Physical description: paperback; 3 unnumbered pages, pages numbered ii to xx, 2 unnumbered pages, pages numbered 2 to 357, 4 unnumbered pages; 27 cm high.*
* *There are copious notes, including bibliographical information, at the end of each paper.*
* *There is an index on pages 340-354.*
* *There are lots of illustrations, including portraits and diagrams.*
* *On cover: California Prune Symposium Papers, Number 4.*
* *On spine: California Prune IV.*
* *June Green has a NACO record, giving her AAP as ‘Green, June, 1940-’.*
* *R. James Grey has a NACO record, giving his AAP as ‘Grey, R. James (Robert James)’.*
* *Janie White has a NACO record , giving her AAP as ‘White, J. (Janie)’.*
* *The California Dept. of Food and Agriculture Prune Board has a NACO record, giving its AAP as ‘California Prune Advisory Board’.*
* *There are no NACO records for the other people and corporate bodies mentioned.*

## Module 1

### Practical 1A

Print out practice example 1 and ring and label all the descriptive elements which you would include in a full bibliographic record. This is just to help you with the next practical - no need to send it.

### Practical 1B

In a Word Document, create a MARC record for practice example 1 (leaving the indicators as question marks), including all the descriptive elements which you ringed in Practical 1A. Please use Courier New or Consolas font, because this makes it easy to see if your spacing is correct. There is a model record overleaf, but please do as much as you can on your own before looking at it.

In the practicals which follow, please bear in mind that some of the information given with examples (e.g. about different versions of names) is for use in Module 2, and some data will not be recorded at all; so do not feel that you must try to get everything in somewhere or other.

### Practical 1C

In your Word document begin three more records, for practice examples 2 , 3 and 4, by creating the 020 fields they need (including indicators).

### Practical 1D

Add 245 fields to your records for practice examples 2-4 (including 2nd indicator - leave 1st indicator as a question mark).

### Practical 1E

Add any 246 fields needed to your records for practice examples 2-4 (including indicators).

### Practical 1F

Add any 250 fields needed to your records for practice examples 2-4 (including indicators).

### Practical 1G

Add 264 fields to your records for practice examples 2-4 (including indicators).

### Practical 1H

Add 300, 336, 337 and 338 fields to your records for practice examples 2-4 (including indicators).

### Practical 1I

Add any 490 fields needed to your records for practice examples 2-4 (including indicators). It is not correct to have a 490 field with 1st indicator ‘1’ which does not correspond to an 8XX field containing an access point for the series, so for each 490 you create please also add the following field as a placeholder. You will replace it with a proper access point in Module 2.

8XX ?? **$a**[Series access point]

### Practical 1J

Add any 5XX fields needed to your records for practice examples 2-4 (including indicators), above any 8XX fields.

### Practical 1K

Add 008 fields at the top of your all your records. The easiest way to do this is to copy and paste the whole table below (using Keep Source Formatting) and supply the values for Date type, Date 1, Date 2 (if applicable), Country of publication, illustrations, Nature of Contents (if there is a bibliography), Index, Literary form and Language below each slot, where the question marks are shown. Don’t worry about the other slots and don’t worry too much about the spacing - 008 fields were not designed for Word documents.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. | | | Illustra-tions | | | | Audience | Carrier form | Nature of contents | | | | Govt. pub.? | Conference? | Festschrift? | Index | Undefined | Lit. form? | Biography? | Lan-guage | | | Modified? | Source? |

? ???? ???? ??? ???? ???? ? ? ???

### Practical 1L

Add STA PROVISIONAL fields at the top of each of your records, above the 008 table.

You have now finished your document of practicals for Module 1. Please send it to css.courses@bodleian.ox.ac.uk, to arrive by the end of the second day before Contact Session 1. For instance, if the class is on a Friday, the document should arrive by the evening of the preceding Wednesday.

### Model record for Practical 1B

[008 not shown]  
020 ?? **$a**9781133190110**$q**paperback  
020 ?? **$z**9781133190905**$q**e-book  
245 ?? **$a**The romance of RDA :**$b**embracing the future /**$c**Kathie Logge.  
250 ?? **$a**Revised edition /**$b**updated by Mark Coade.  
264 ?? **$a**Slough, Berkshire :**$b**Tutorial Press,**$c**2012.  
264 ?? **$c**©2011  
300 ?? **$a**160 pages :**$b**illustrations ;**$c**30 cm  
[33X fields not shown]  
490 ?? **$a**The cheerful cataloguer series,**$x**1212-4324 ;**$v**2  
500 ?? **$a**In ring binder.

### Quiz 1

The quizzes are to help you assess whether you have a good grasp of the material. This doesn’t mean that you should necessarily be able to answer the questions from memory, but that you should be able to find the answers fairly easily by looking back through the module. Please cover the answer column until you have done your best with the questions. If you are puzzled about anything, please send your query to css.courses@bodleian.ox.ac.uk­

|  |  |
| --- | --- |
| **Questions** | **Answers** |
| What sources should you use (in order of preference) for Designation of Edition? | Same source as title proper; another source within the resource; external source as for title proper (accompanying material; container in which it is housed; published descriptions; any) |
| What subfield code should you use for an ISBN which has been used before for a different resource? | $z |
| Three of the ISBNs/SBNs below are different versions of the same number. Which two are different numbers?  9780304343232 978030433323X 0344343237 0304343234 304343234 | 978030433323X  0344343237  The others all share the 8 core digits 30434323. |
| What should the 245 2nd indicator be for the following title?  An “ordinary” romance / by a factory girl. | 4 (counting A-n-space-quotation mark); but you would not count a quotation mark if there were no initial article present. |
| What indicators would you use (i) for a cover title and (ii) for a portion of a title in a 246 field? | (i) 14  (ii) 30 |
| Which of the following statements (in whole or in part) would you put in a 250 field?   * Revised and enlarged * 3rd edition * RDA version * This edition first published 1998 * Student edition * This World Cup edition 2000. * Abridged * Previous hardback edition published 2001. | * Revised and enlarged * 3rd edition * RDA version * Student edition * World Cup edition * Abridged |
| Do you always need two 264 fields? | If no copyright date is given you only need one. |
| Which 300 subfield gives the number of plates in a resource? | $a |
| What subfield codes does this 490 field need?  490 1\_ Occasional papers / Dalek-Human Peace Forum, 1234-5678. B, Oxbridge series ; no. 20 | 490 1\_ **$a**Occasional papers / Dalek-Human Peace Forum,**$x**1234-5678.**$a**B, Oxbridge series ;**$v**no. 20 |
| If an OLIS record has a 490 field, what other field should it have? | An 8XX field (series access point). |
| Under what circumstances would you give the pagination of bibliographical information found in a resource? | If the resource has a formal list of bibliographical materials rather than just mentioning them in notes. |
| Should you tidy up the capitalisation and punctuation of phrases which you quote in a 500 note? | Not if quotation marks are used. |

## Module 2

### Practical 2A

Make any corrections or additions required in the descriptions you have for practice examples 1-4 (including all indicators for example 1 except 245 1st indicator), then underline any entities mentioned in these descriptions for which you should provide authorised access points.

### Practical 2B

In the records which you created for practice examples 1-4, make **bold** the entity which will be main entry for each record. If the main entry is *not* the title proper (245), set 245 first indicator to 1; if it is, set the first indicator to 0.

### Practical 2C

In the records which you created for practice examples 1-4, create AAPs for any persons or families which require AAPs, using 100 for any main entries and 700 for any added entries. Choose relators from the lists in 2.3a for the moment - you will be introduced to the RDA Toolkit in the next class.

### Practical 2D

In the records which you created for practice examples 1-4, create AAPs for any corporate bodies which require AAPs, using 110/111 for any main entries and 710/711 for any added entries. Please be particularly careful about the first indicator. Choose relators from the lists in 2.3a and 2.3c.

### Practical 2E

In the records which you created for practice examples 1-4, create AAPs for any works or expressions which require AAPs (including series), using the appropriate MARC coding.

You have now finished your document of practicals for Module 2. Please send it to css.courses@bodleian.ox.ac.uk, to arrive by the end of the second day before Contact Session 1. For instance, if the class is on a Friday, the document should arrive by the evening of the preceding Wednesday.

*see overleaf for Quiz 2*

### Quiz 2

|  |  |
| --- | --- |
| **Questions** | **Answers** |
| Which of the following entities should normally be given an AAP?   * author * editor * writer of 10-line foreword * a work which is being reissued under a different title * managing director of firm publishing the resource * commission producing a final report * chair of a commission producing a final report * translator of a textbook * substantial works contained in the resource * art gallery publishing a catalogue of its collection * person being honoured by a Festschrift * the chapters in the resource being catalogued * major sponsoring body * 27 sponsoring organisations who each contributed about 0.01% of the costs but insisted on having their logos on the cover | * author * editor * a work which is being reissued under a different title * commission producing a final report * chair of a commission producing a final report * translator * substantial works contained in the resource * art gallery publishing a catalogue of its collection * person being honoured by a Festschrift * major sponsoring body |
| Which of the above entities could be the main entry of a record? | * author * a work which is being reissued under a different title * commission producing a final report * art gallery publishing a catalogue of its collection |
| When cataloguing *Animal farm* should you make an AAP for Eric Blair or George Orwell or both? | George Orwell; that is the identity which the author chose to associate with the work. |
| If you are cataloguing a resource with a contributor called John Brown and have no differentiating information for him except that he is a photographer, should you use this information in his AAP? | No; leave complex differentiation to BMAC. If he is not important enough to refer to BMAC you can just leave the AAP as ‘Brown, John’. |
| What should the first indicator be for this English village?  X10 ?\_ $aPishill (England) | ‘1’, because it is a placename representing a corporate body. |
| Winston Churchill has two AAPs:  X00 1\_ **$a**Churchill, Winston,**$d**1874-1965  X10 1\_ **$a**Great Britain.**$b**Prime Minister (1940-1945 : Churchill)  Which one should you use when cataloguing *A history of the English-speaking peoples*? | X00 1\_ **$a**Churchill, Winston,**$d**1874-1965 |
| How would you form an AAP for the Slough Section of the Real Rhubarb Company’s Personnel Department? The Personnel Department is part of Human Resources. | X10 2\_ **$a**Real Rhubarb Company.**$b**Personnel Department.**$b**Slough Section.  (Human Resources cannot be the first body, because it would not be entered directly itself; and it is not needed as an intermediate level, because the company will have only one Personnel Department.) |
| - What second indicator should you use when making an added entry for a work on which your resource is based?  - What second indicator should you use when making an added entry for works contained in your resource? | Blank  2 |
| Sweetie Pye wrote a novel under the title *The holiness of the heart’s affections*, which was later republished as *Love’s young dream*. How would you enter the author, title proper and original title when cataloguing *Love’s young dream*? | 100 1\_ **$a**Pye, Sweetie,**$d**1942-1999,**$e**author. 240 10 **$a**Holiness of the heart’s affections 245 10 **$a**Love’s young dream. |
| The *Carbon footprint* series of guidebooks is published for the U.S. market by Brown Books in New York and for the U.K. market by Dodo in London. They are not publishing jointly. There is already a NACO series record with the AAP ‘Carbon footprint’, but its 643 field specifies that it is published by Brown Books.  You have a guidebook published by Dodo. Can you use the NACO AAP? If not, what should you put in your 8XX field? | *If there is evidence of other firms called ‘Dodo’:*  830 \_0 **$a**Carbon footprint (Dodo (Firm : London, England))  *If there is no evidence of other firms called ‘Dodo’:*  830 \_0 **$a**Carbon footprint (Dodo (Firm)) |
| Sweetie Pye’s most popular novels were reissued after her death in a series called *The Sweetie Pye collected edition*. If you were cataloguing one of them, how would you form an access point for this series? | 800 1\_ **$a**Pye, Sweetie,**$d**1942-1999.**$t**Novels.**$k**Selections. |
| The title page of a resource says that it is ‘by Aurelius Augustinus, Bishop of Hippo’. Use the NACO record example in Module 2.4 to decide what AAP you should use. | 100 0\_ **$a**Augustine,**$c**of Hippo,Saint,**$d**354-430. |

## Module 3

### Practice example 5

*Tickletums Healthy Eating - Meat Free!*

[Front cover]

99 Favourite

Porrige Recipes

*by*

Goldilocks and

The Three Bears

TeddyTot Press ltd

Honeytown, Candyland

MIX

[Colophon]

Published by SCAM International

© SCAM 2008, 2010

ISBN-13: 978-0-133-19013-5 (paperback)

ISBN-10: 0-133-19013-6 (paperback)

ISBN-13: 9780-133-19014-5 (book and apron set)

ISBN-10: 0-133-19014-2 (book and apron set)

ISBN-13: 9780-133-19015-5 (CD)

ISBN-10: 0-133-19015-X (CD)

Recipes created by Ambrose

Food photography by Gina Gelato

Sponsored by the Child Nutrition Trust

*More details:*

[Back cover]

Tickletums Healthy Eating

Number Four

Try more of our new MEAT FREE! recipes

5. Tasty Tapioca

6. Super Semolina

7. Riotous Rice

978-0-133-19086-X

ISBN: 0-133-19086-5

* *Physical description: paperback; 24 cm; pages numbered 2-111; many coloured illustrations; 7 unnumbered plates, printed on one side only; back cover folds out to show an imperial/metric conversion chart on the inside*
* *The SCAM webpage gives a contact address in Timbuktu. The 008 code for Mali is ml^.*
* *There is a NACO record for a series with the authorised access point ‘Tickletums healthy eating’, with SCAM given as publisher in 643. The 642 field gives the model ‘bk. 1’ for the numbering style.*
* *There is a NACO record on which ‘Gelato, Gina’ is a 4XX. Its 1XX is, ‘Zabaglione, Gina’ based on her married name.*
* *From introduction: “now with 12 extra superlicious recipes”. Amazon shows a previous paperback issue dated 2008, with ISBN 9780133190135.*
* *The NACO record for ‘Child Nutrition Trust’ says that the name officially changed to ‘SuperChild UK’ in June 2008. There is a NACO record for ‘SuperChild UK (Organization)’.*

### Practical 3A

In a Word document, start a record for practice example 5 by creating all the necessary 020 fields and any 500 notes relating to ISBNs. Consider all the ISBNs, wherever they are found. Is it OK to treat the number on the back cover beginning ‘978’ as an ISBN? Where are you most likely to find the correct current ISBNs? Do they need any qualifiers? What qualifiers should you use for the various kinds of incorrect or invalid ISBNs?

### Practical 3B

Add a 245 field to your record, and also any 246 or 500 fields required for title or statement of responsibility. Which field will you use if you need a note about a corrected form of the title? Are there statements of responsibility in more than one source, and, if so, will they all go in 245?

### Practical 3C

Add a 250 field to your record if you think it needs one. Is there an edition statement on the resource? If not, do you have any strong reason for supplying one? If so, how will you show that it is supplied? Do you need any explanatory notes?

### Practical 3D

Add 264 fields to your record for publication and, if necessary, copyright. What publisher should you record for the resource, and what is the corresponding place? What date should you record in 264 \_1 $c Do you need to supply or correct any information? If so, how will you do this?

### Practical 3E

Add a 300 field to your record. Do you have pages or leaves of plates? Do you need any notes to give further details of the description? Also add 33X fields.

### Practical 3F

Do you need one or more 490 fields? Are there any series-like phrases which should be treated as quoted notes? If there is a true series, does it have a subseries? Does it have numbering within series or subseries? If so, where should subfield $v go? Do you need a separate subfield for subseries? If so, what is the subfield code?

### Practical 3G

Do you need any more 5XX notes? Make sure that any 008 data or access points which you will want are explained somewhere in the description. (If you miss anything, you can add more 5XX later.) Be particularly careful to explain any information which is potentially confusing or comes from an unusual source.

### Practical 3H

Add an 008 field to your record. Where you have corrected information found on the resource, make sure the 008 reflects the corrected information rather than the information as found.

### Practical 3I

Underline or highlight the entities in your descriptive fields for which you should make AAPs. Have a good look through the example in case you have missed any important entities and amplify the description if necessary.

* Can Goldilocks have an AAP? If so, does it need to be qualified with ‘$c(Fictional character)’? (See Module 2.3a (xv).)
* Can the three bears have an AAP?
* Decide which access point should be main entry.

### Practical 3J

Add AAPs to your record for any persons or families you have highlighted. Remember to use a NACO AAP if available. Should you use ‘Gelato, Gina’ or ‘Zabaglione, Gina’?

### Practical 3K

Add AAPs to your record for any corporate bodies you have highlighted. Remember to use a NACO AAP if available. Should you use ‘Child Nutrition Trust’ or ‘SuperChild UK (Organisation)’’?

### Practical 3L

Do you need any AAPs for the work embodied in this resource or for related works or for works contained in the resource?

### Practical 3M

Do you need a series AAP? If so, is there a NACO record you should use? Do you need to add any subseries or numbering elements? Might any numbering come between series and subseries and interfere with filing? If so, what workaround should you use? Should you take the caption for the numbering from the NACO record or from the resource?

### Quiz 3

*Please do not guess. Unless you are sure of the answers, consult the relevant sections of Module 3.*

|  |  |
| --- | --- |
| **Questions** | **Answers** |
| Which of the elements entered in 264 \_1 may never be conjectural? | Publisher’s name. |
| How would you enter the date of publication for an undated book *Ration-book recipes* with a foreword by Vera Lynn*?* (You can easily discover when the rationing associated with WWII began and ended from *Wikipedia.*) | ,**$c**[between 1940 and 1954?] |
| How would you deal with a resource which has on its preferred source ‘A Waste of Money by B. Keeper’ and whose spine, confirmed by the publisher’s website, gives the title as ‘A Taste of Honey’? | 245 12 **$a**A waste of money /**$c**by B. Keeper.  246 1\_ **$i**Title should read:**$a**Taste of honey  500 \_\_ **$a**Correct title from spine and publisher’s website. |
| The title page of a book about New Zealand donated by a New Zealander has  Smith Books Wellington  What would you put in 264 \_1 $a? | 264 1\_ **$a**Wellington [N.Z.]  *The abbreviation is taken from Appendix B.11.* |
| A book has pagination sequences numbered i-vi, 2-259, A2-27, B2-10, G2-14, I2-21, as well as a fair number of blank pages and unnumbered pages. If you did not want to record all the sequences separately, what could you do instead? | 300 \_\_ **$a**Approximately 340 pages in various pagings  (*or whatever you consider a reasonable approximation*) |
| A short town guide consists of an A4 sheet folded into three widthwise, with the sections thus produced numbered 1-6. The content includes text, photos and a map. What would be recorded in a 300 field for this resource? | 300 \_\_ **$a**1 folded sheet (6 pages) :$billustrations, map ;**$c**21 x 30 cm folded to 21 x 10 cm. |
| *It’s easy to play the bagpipes*  has no separate series statement, but there is a NACO record for an ‘It’s easy to--’ series associated with the same publisher (its 642 shows numbering with no caption); and *It’s easy to play the trombone*, published in 2011, has a series listing which includes it at number 25. How would you deal with this situation? | 245 00 $aIt’s easy to play the bagpipes. 500 \_\_ $aSeries numbering from: It’s easy to play the trombone. 2011. 830 \_0 $aIt’s easy to-- ;$v25.  *No 490 is needed, not even in square brackets, because there is no series statement on the resource and the access point is adequately explained by the 245 data.* |
| Please look at the NACO record for California Prune Board in Module 3.2.2.c. For what resources, if any, would it be correct to use the following headings:   * California Prune Advisory Board * California. Dept. of Food and Agriculture. California Prune Board | Resources issued before 1 July 1980.  Never. 4XX headings are never valid. |
| The village of Little Happening was officially renamed Little Happening-on-Ooze in 1990. How would you construct an access point for the village in a record for its 1985 by-laws? | 110 1\_ $aLittle Happening (England) |
| Your library has several copies of the Penguin *Animal Farm*, printed at various times, some with London as place of publication and others with Harmondsworth. They are otherwise identical. Do they need separate records? | Yes (alas), because there is a difference in a descriptive element. |
| Do photocopies of exam papers need full-level OLIS records? | No. |

## Module 4

### Practice example 6

[Title page 1]

Horaz

Oden

*Denkmal dauerhafter als Bronze*

übersetzt  
mit Einleitung und Anmerkungen

von  
Johannes Braun

2nd edition Zweite Ausgabe

*Das Altertum Nummer dreißig*

Jacob von Weiss  
Weißenfels  
MCMLVII

[Title page 2]

Q. Horati Flacci  
Carmina

*Antiquitas XXX*

Leucopetrae  
apud Jacobum Candidum  
MCMLVII

*Notes:*

* *This is a stylish German translation of a Latin text, with an introduction and copious footnotes in German covering historical background, style, interpretation, etc. The Latin text is also included, for reference.*
* *Hardback, 21.5 cm high.*
* *Pagination: various unnumbered pages (including title pages), pages numbered ii-cxlii, various blanks and unnumbered pages, German and Latin texts on facing pages, each numbered 2-147; various unnumbered pages and blanks.*
* *The footnotes include bibliographical information.*
* *The NACO AAP for the author is: X00 0\_ $aHorace.*
* *The NACO AAP for the work is: X00 0\_ $aHorace.$tCarmina.*
* *There is a NACO AAP for a series called ‘Altertum’, but its 643 associates the series with Angst Bücher in Hamburg.*

### Practical 4A

* Make sure that you understand (more or less) the Example 6 title pagesand can identify all the elements. They are not necessarily in the same order on both title pages. Try dictionaries, colleagues or friends. If desperate, email CSS.
* Mark any character in the title pages which you would not be able to transcribe into ordinary MARC fields.

### Practical 4B

* Identify any elements in example 6 which are titles or will require AAPs, and mark any initial articles which you will need to omit.
* Are any statements of responsibility grammatically integrated into titles? If so, make a note that they must be recorded as part of the title, not as a separate element.
* Identify and mark any prepositions which you will need to retain because they affect the form of other words in the element.
* On the German title page mark any nouns which need to retain their capitalisation.

### Practical 4C

Label all the descriptive elements on the title pages which should be transcribed in the original language.

### Practical 4D

In a Word document, start a new record for example 6.

* Decide which language is predominant, enter that in 008/35-37 and complete the 008 field.
* Create appropriate 041 and 546 fields.

### Practical 4E

Decide which of the two title pages in example 6 is the preferred source.

### Practical 4F

* On the preferred source, the edition information occurs in both English and German. Which should you prefer?
* Add 245, 250, 264 and 490 fields to your record on the basis of your previous decisions about which data to prefer. (Do not try to include any versions of the data in other languages for the moment.)
* What should you do about dates in roman numerals (see [Module 1](http://www.bodleian.ox.ac.uk/staff/?a=116293), 1.4e (vii))?

### Practical 4G

* Add any parallel data required in your 245, 250, 264 and 490 fields. Do you need a 246 field for the parallel title?

### Practical 4H

Add a 300 field and 33X fields.

### Practical 4I

Make any AAPs required for persons, families or corporate bodies, using the NACO AAPs provided *if* they are for the right entities, and otherwise creating new ones. Add suitable relator terms.

### Practical 4J

Make an AAP for the series. Does it need a parenthetical qualifier?

### Practical 4K

Make AAPs to represent the two language-versions contained in the resource. Do they both need $l subfields?

### Quiz 4

*Please do not guess. Unless you are sure of the answers, consult the relevant sections of Module 4.*

|  |  |
| --- | --- |
| **Questions** | **Answers** |
| How would you record the title found on the resource as *The Σ Paradox*? ‘Σ’ is the Greek character sigma (upper case). | 245 ?4 **$a**The [Sigma] paradox. 246 3\_ **$a**Sigma paradox 500 \_\_ **$a**The title on the resource uses the Greek character sigma (upper case). |
| Construct an 041 field for a videorecording of *Otello* sung in the original Italian with English, French and German subtitles and an accompanying libretto in Italian, English, French and German. | 041 1\_ **$d**ita**$j**eng**$j**fre**$j**ger**$n**ita**$e**eng **$e**fre**$e**ger**$h**ita |
| Should a 5XX note ‘Translated from the Portuguese’ have the field tag 500 or 546? | 500; 546 is only for the languages of the resource itself. |
| Should you routinely include parallel statements of responsibility for series in 490 and/or 8XX? | No statement of responsibility is included in 490 unless the series title to which it relates is not distinctive on its own.  8XX includes neither statements of responsibility nor parallel information. |
| If an OLIS record which matches a resource you have in hand has the STA message ‘Check: English? AACR2? MARC21? LCSH’, what should you do? | Convert it thoroughly to the standards used by OLIS (RDA rather than AACR2), following the instructions in [Converting foreign-language records](http://www.bodleian.ox.ac.uk/staff/resources/olissupport/docs/cat/procedures/Foreign-language-fix-20130206.pdf). |
| A bank has the French name ‘Banque Crésus’, the English name ‘Croesus Finance’ and the German name ‘KrösusBank’. Its official languages are French and English. Which name would you use as the basis of an access point for it? | Croesus Finance. Where there are multiple official languages including the language of the cataloguing agency, that language is preferred. |
| If you see the following fields in an OLIS record or a record you have just downloaded, should you (i) change the 440 tag to 490, (ii) add an 8XX series AAP and (iii) change the ‘440’ to ‘490’ in 880 $6?  440 \_0 **$6**880-03**$a**Bibliothēkē Agamemnon 880 \_0 **$6**440-03**$a**Bιβλιοθήκη Ἀγαμέμνων | No. Never interfere with an 880 or a field paired with an 880 unless you have been trained to edit nonroman records. You could ask BMAC or a colleague for help. |

## Module 5

### Practice example 7



**Woof’s Day Out**  SC123456

*Digital babysitters*

[Case]

Uncle Dave

*read by Liam Luck*

SCAM UK plc  
ISBN: 978-0-141-34862-9

Unabridged  
Running time 37 minutes

*Notes:*

* *A standard-size audio CD in a standard jewel case.*

### Practical 5A

* Create any 020, 245, 250, 264, 490, 8XX and 5XX fields required for this record.
  + - * Do not include performers in 245 $c; use 511 instead.
* Is there (i) a product barcode number which should go in 024 or (ii) a publisher number which should go in 028?
* Add any access points required for people, or corporate bodies, with appropriate relator terms if available. None of them have NACO records. Can you find an appropriate term for the reader in RDA Appendix I? Remember to look in the appropriate list (Relationship Designators for Contributors).
* At the top of the record list the appropriate values for 008/06 (Date type), 008/07-10 (Date 1), 008/11-14 (Date 2), 008/15-17 (Country - you will need to use the MARC code lists, either on the MARC site or in Aleph) and 008/35-37 (Language), writing each on a separate line, e.g.
  + - * 1. 008/06=s  
           008/07-10=2003 (etc.)
* The MARC standards represent blanks as ‘#’, but please write them as carets (^), because that is how Aleph displays them.

### Practical 5B

* Decide what format the record should have. Write this at the top of the record as FMT=??
* Decide what value the record should have in LDR/06. Write this under the format as LDR/06=?

### Practical 5C

* Follow the link to the MARC Standards for 008 and find the information for 008/18-34 appropriate to the format of the record. Choose appropriate values for each position and insert these in the 008 list you began in Practical 4A. You may need to use codes for ‘Not applicable’, ‘Unspecified’, ‘Unknown’ or ‘No attempt to code’ in some positions.
* For more information about navigating the MARC Standards, see Module 5 Appendix 1.

### Practical 5D

Use the instructions in Module 5 Appendix 1 to find the MARC instructions for 007 fields for resources of the physical type you are dealing with. List the appropriate values for each position for this resource, as you did for 008, e.g.

00=s  
 01=d (etc.)

You may need to use codes for ‘Not applicable’, ‘Unspecified’, ‘Unknown’ or ‘No attempt to code’ in some positions.

### Practical 5E

* Is there a publisher number which should go in 028?

### Practical 5F

Create a 300 field for this resource:

- Use an appropriate carrier type in 300 $a. Are you allowed to use a ‘term in common usage’?

- Do you need a 300 $b for this resource?

- Do you need a 300 $c for this carrier?

Where should you record running time? Add all the required elements.

### Practical 5G

Add appropriate 33X fields for this resource.

### Practical 5H

Add appropriate 34X fields for this resource.

### Quiz 5

|  |  |
| --- | --- |
| **Questions** | **Answers** |
| Could you edit a record for a resource published in 1750? | No. This resource should be catalogued to Antiquarian standard, and may well have an OWN field to prevent anyone without antiquarian training from editing it. Even if it was not actually created to antiquarian standard, only someone with antiquarian training should sort it out. |
| Are all brief OLIS records for temporary use? | No. Brief permanent records may be created for ‘grey’ material such as pamphlets and photocopies. |
| Could you use the oxflocalrda template for a sound recording? | No. It does not have the correct format. |
| What is the preferred source of information for the title of a film? | Title frame or title screen. |
| Use the MARC standards for field 008 to find out what information is held in 008/18-21 in MP format. | Relief. |
| If you are cataloguing a book with an accompanying CD-ROM, what values will you need for 006/00 and 007/00? | 006/00=m  007/00=c |
| Which field do you use to specify system requirements? | 538 |
| Would an electronic document on a flash drive use CF format or BK format? | BK |
| Are offprints routinely catalogued at full level? | No. |
| Are online theses treated as published or unpublished material? | Published. |
| Can the director of a film be the record’s main entry? | No. |