Atlases

A. Introduction ................................................................................................................. - 2 -
B. Using AACR2 records .............................................................................................. - 2 -
C. Field by field guidelines .......................................................................................... - 2 -
   Sources of information ............................................................................................... - 2 -
   Format and template ................................................................................................. - 3 -
   Choice of main and added entries and relator terms ................................................ - 4 -
   000/LDR Leader ......................................................................................................... - 5 -
   007 Physical Description Fixed Field ........................................................................ - 5 -
   008 and 006 Fixed-Length Data Elements and Additional Material Characteristics ... - 5 -
   008/18-21 (Relief) ....................................................................................................... - 6 -
   008/22-23 (Projection) ............................................................................................... - 6 -
   008/25 (Type of cartographic material) ...................................................................... - 6 -
   008/33-34 (Special format characteristics) ................................................................. - 6 -
   034 Coded Cartographic Mathematical Data .............................................................. - 6 -
   041 Language Code ................................................................................................... - 7 -
   043 Geographic area code .......................................................................................... - 7 -
   045 Time period of content [no longer required] ....................................................... - 8 -
   245 $b Other title information .................................................................................... - 8 -
   020, 110 (or 100), 246, 250 and 264 ........................................................................ - 8 -
   255 Cartographic Mathematical Data ....................................................................... - 8 -
   300 Physical Description ............................................................................................ - 10 -
   33X Content type, Media type, Carrier type .............................................................. - 10 -
   347 Digital file characteristics ................................................................................... - 11 -
   522 Geographic coverage note ................................................................................... - 11 -
   538 System details note .............................................................................................. - 11 -
   6XX Subject Headings ............................................................................................... - 11 -
   752 Added Entry - Hierarchical Place Name .............................................................. - 12 -
D. Example Records .................................................................................................... - 14 -

Appendix: Sheet and card maps .................................................................................. - 20 -
   007/01 Material designation ...................................................................................... - 20 -
   008/25 Type of cartographic material ........................................................................ - 20 -
   008/33-34 Special format characteristics ................................................................... - 20 -
   300 $a Extent of cartographic resource ..................................................................... - 20 -
   300 $b Other physical details ..................................................................................... - 21 -
   300 $c Dimensions of map, etc. ................................................................................ - 21 -
   338 Carrier type ........................................................................................................ - 22 -
Sheet map example ..................................................................................................... - 22 -
A. Introduction

An atlas is a set of graphic or photographic geographical representations, e.g. maps, satellite images or air photos, with or without descriptive text, usually issued in the physical form of a book. AACR2 and RDA both define atlases as “volumes”, but nowadays other media, eg. CD-ROMs, may have similar content, and these guidelines also apply to them in most respects.¹

There are two basic types of atlas:

- Topographic atlases, which are concerned with the physical landscape, e.g. street or road atlases.
- Thematic atlases, which focus on topics rather than topography, e.g. population, economics, history.

Not all publications with a substantial map content should be considered as atlases. For example, books of directions and descriptions for walks or cycle rides should usually be treated as ordinary books (even if the title includes the word ‘atlas’ and more space is given to maps than to text), because the maps are subordinate to the text, serving merely to support it. On the other hand, books of maps for the use of walkers or cyclists in which any text is subordinate to the maps should be considered as atlases.

This update does not cover non-geographic materials, e.g. anatomical atlases.

B. Using AACR2 records

- If you find a post-2005 full-level English-language AACR2 record in the Library of Congress database² (X-Library of Congress) you should download it without converting it to RDA or editing it, except for changing any 490 0_ to 490 1_ + 8XX.
- If you find an AACR2 record which is worth using but does not meet these criteria, after downloading apply the RDA Fix (Atlases), which you can find by choosing Fix Record in the Edit Actions menu, and then check and edit as necessary in RDA. You will often need to add 255 $c manually.
- Existing OLIS AACR2 records should normally be left as AACR2, but if they need significant or structural editing (e.g. upgrading) they should be converted to RDA using the RDA Fix (Atlases) and then edited as necessary in RDA. You will often need to add 255 $c manually.

C. Field by field guidelines

Sources of information

- For atlases which are either in book form or consist of images of pages (e.g. PDFs), the sources are the same as for ordinary books.

¹ You may also occasionally find atlases as microforms, but these are almost always reproductions from books and often need only brief records. For treatment of microforms, see RDA/MARC21 Module 5, 5.3; for treatment of reproductions, see Module 3, 3.3e.
² We normally also accept post-2005 full-level records from the British National Bibliography, but BNB does not include records for cartographic material.
For tangible electronic resources with atlas-type content (e.g. CD-ROMs) not presented as pages, use a ‘textual resource on the resource itself’ which gives a title (as long as it is found on the resource as issued, not just e.g. a label added by an owner) or, failing that, an internal source such as a title screen or, failing that, a container or accompanying material issued as part of the resource.

For online resources, use ‘textual content’ or, failing that, ‘embedded data in textual form that contains a title’.

Format and template

Format depends on the resource’s content rather than its carrier, so atlases always use MP format. This is incorporated into the Aleph templates for cartographic cataloguing.

If you find a record for an atlas which is in BK format, please convert it to MP format, using ‘Change Record’s Format’ in Aleph’s Edit Actions menu, and edit the rest of the record to follow the guidelines in this document.

The Aleph template to use for original full-level item-in-hand cataloguing is maprdm.mrc (shown below). If you are not cataloguing item-in-hand, e.g. if you are retroconverting from a card catalogue, or if you need to create brief records, please consult css@bodleian.ox.ac.uk about creating a suitable template.
• The default values supplied in some fields, e.g. in 007 and 338, are for coloured sheet maps, so you will need to make some changes for atlases. You may also need to add extra fields. Details are given under each field.

• Atlases on CD-ROM or similar use the same format and template as book-type atlases, but you will need to reflect the carrier with an extra 007 (Physical description fixed field) and 006 (Additional material characteristics) and in 008/29 (Form of item), 300 $a (Extent), 337 (Medium type) and 338 (Carrier type).

• If you often catalogue atlases, it would be worth customising one or more templates to have the values you most often require.³

**Choice of main and added entries and relator terms**

• The main entry for "cartographic materials emanating from a corporate body other than a body that is merely responsible for their publication or distribution" is the corporate body itself [RDA 19.2.1.1.1]. Take into account the nature of the body and its cartographic output as well as any special information about the cartography of the particular work.

• If no corporate body is main entry and one or more persons or families is responsible for creating the content, the first of those persons or families will be main entry.

• Failing that, the main entry will be under title.

• Added entries will as usual be needed for creators if not main entry, editors, collaborators, etc.

• Many cartographic publications, e.g. A-Z street atlases, state that they are based on Ordnance Survey data. This means that the publisher is not the creator of the maps and should not be main entry.
  ⁰ Make a 710 added entry for the publisher if it has done more than merely publishing, but otherwise do not make an entry for it.
  ⁰ Do not make an access point for the Ordnance Survey.

• If there is a main entry, whether for a corporate body or an individual, use the relator term ‘cartographer’. If the entity which is the main entry also published the resource, use ‘issuing body’ as well. For example, for an atlas issued by the Ordnance Survey the main entry will always be:

  110 1_ $aGreat Britain.$bOrdnance Survey,$ecartographer,$eissuing body.

• If the publisher merits an added entry, but not main entry, just use the relator ‘issuing body’. If a body or person other than the publisher merits an added entry, choose an appropriate relator from RDA Appendix I, e.g. ‘sponsoring body’ or ‘writer of added text’ or ‘illustrator’.

³ For instructions, see [http://www.bodleian.ox.ac.uk/staff/resources/olissupport/docs/cat/aleph/CatModuleMARC.pdf](http://www.bodleian.ox.ac.uk/staff/resources/olissupport/docs/cat/aleph/CatModuleMARC.pdf), page 22.
000/LDR  Leader

The template supplies the appropriate leader values for atlases:

- The *Type of record* (000/06) is 'e' for 'Cartographic material'. This would have to be changed only for manuscript cartographic material ('f').
- The *Level* (000/07) is "m" for "Monograph/item".
- The *Encoding level* (000/17) is Full (blank).
- The Descriptive cataloguing form (000/18) is "i" for "ISBD Punctuation included.”

007  Physical Description Fixed Field

- The maprda.mrc template includes an 007 field with default values appropriate to coloured sheet maps, so it will always need some changes for atlases.
- To make changes, open the dialog box by typing Ctrl+F (or right-clicking and selecting Open Form). In fixed-field strings the caret symbol ('^') represents a blank, but in the form this will display simply as an empty space. When you click on a dropdown, only the values below the current value display so it is a good idea to change the 'Sort by' option to get a full list.
- The positions and default values are:

<table>
<thead>
<tr>
<th>Position</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Specific material designation: j (= Map; this needs to be changed to 'd' = Atlas)</td>
</tr>
<tr>
<td>02</td>
<td>(Undefined): blank</td>
</tr>
<tr>
<td>03</td>
<td>Color: c (= Multicolored; for monochrome, change to 'a')</td>
</tr>
<tr>
<td>04</td>
<td>Physical medium: a (= Paper)</td>
</tr>
<tr>
<td>05</td>
<td>Type of reproduction: n (= Not applicable)</td>
</tr>
<tr>
<td>06</td>
<td>Production/reproduction details: z (=Other)</td>
</tr>
<tr>
<td>07</td>
<td>Positive/negative aspect: n (= Not applicable)</td>
</tr>
</tbody>
</table>

- If you need to add a new 007 field, add it like any other field (using F5 or F6 as you prefer), then type Ctrl+F (or right-click and select Open Form). Because different kinds of material need different options in 007, you will first be prompted to choose the Form Type; for atlases it will be Map ('a'). This fills in the 007/00 value in the form and makes sure that appropriate values are available for the other positions.
- For electronic atlases you will need an extra 007 field, with the Form Type 'Electronic resource' ('c').
- For full information about the values available for each position, please consult the MARC standards at [http://www.loc.gov/marc/bibliographic](http://www.loc.gov/marc/bibliographic) or on Cataloger's Desktop. If you are puzzled by any of the positions, you can code them as "u" for "Unknown" where that option is available, or use the fill character '|', signifying "No attempt to code"; but please fill in as much information as you easily can.

008 and 006  Fixed-Length Data Elements and Additional Material Characteristics

- Please be careful to make the codes in this field correspond with the information in the rest of the record and do not rely on the values in the template.
Because you are in MP format, some of the middle 008 positions are different from the ones for books. The unusual ones are:

008/18-21 (Relief)
The most common forms of relief are contours, hill shading, spot heights and gradient tints (i.e. heights depicted by varying colours). However, especially in older atlases hachures may be present (small dashes drawn in the direction of the slope). Bathymetric isolines are underwater contours.

008/22-23 (Projection)
This should correspond with any information in 255 $b. Leave it blank if no projection is specified.

008/25 (Type of cartographic material)
Change this to 'e' for Atlas.

008/33-34 (Special format characteristics)
These include formats such as 'postcard' and are not relevant to atlases.

Please remember to record indexes as '1' in 008/31.

For resources which have aspects of more than one format, field 006 is used to supply an extra set of 008 middle values, equivalent to 008/18-34. An 006 field with the 00 value 'm' (= 'computer') must be provided for any computer-dependent resource whose LDR/06 value is not 'm', even though few of its positions will hold useful data, because this is required by OCLC and some other utilities, so electronic atlases will need one. The field is added in the same way as field 007, and you can find details of the positions and values in the MARC Standards.

034 Coded Cartographic Mathematical Data
This field contains scale data and coordinates in a coded form. The values should correspond with the more human-friendly data in field 255. The scale data is indexed in the OLIS Map Scale index and used as a SOLO facet.

First indicator:
- ‘0’ means that the scale is not given or is indeterminable.
- ‘1’ means that the main maps are all of the same scale.
- ‘3’ means that the main maps are of a range of scales (corresponding to two 255 fields).

Second indicator: This is always blank.

Subfield $a (Category of scale): This should always contain ‘a’ (= 'Linear scale’), which is supplied by the template.

Subfield $b (Horizontal scale): This specifies the scale, so is not used if the first indicator is 0. If the first indicator is 1 then $b occurs once and contains the scale. If the first indicator is 3 then subfield $b occurs twice, giving the largest and smallest scales with the smaller number (larger scale) first. Unlike field 255, 034 does not use commas or a ratio indication (i.e. ‘1:’).

034 1_ $aa$b25000
034 3_ $aa$b200000$b400000
• **Subfield $d$, $e$, $f$, $g** (Sheet corner coordinates - West, East, North, South): These are most easily obtained from the Bounding Box website at [http://boundingbox.klokantech.com/](http://boundingbox.klokantech.com/).
  - Search for the area you want by typing the placename or country in one of the “Find a place...” boxes (the Google one is most generally useful) and selecting from the drop down list.
  - In some cases you will have to type the country name to make the correct placename appear, e.g. ‘Cambridge, UK’. (If you just type ‘Cambridge’, you will only get the places called Cambridge in the USA.)
  - You do not have to adjust the box precisely to reflect the exact boundary of the map. For a map of France it should be adequate to type in ‘France’; but you can use the grab handles to make adjustments.
  - If it is not possible to reflect the exact coverage of the atlas because the area covered is irregular in shape, just choose a box that covers the approximate area.
  - From the menu at bottom left, select ‘MARC Aleph’, and copy and paste the 034 details into your 034. (It will input the subfields automatically.)
  - The template supplies the subfield ‘$2bound’. This subfield holds the source code for the coordinate information, in this case the code for Bounding Box.
  - Because sheet corner coordinates are also recorded in the 255, you may find it convenient to do this at the same time as the 034. To do so, change the option in the Bounding Box bottom left menu to ‘MARC VTLS’ and copy the 255 data (without the subfield code) into the 255 $c$ in your template.\(^\text{4}\) You need to add a full stop at the end, because Bounding Box doesn’t provide this, but you do not need to add a source code in the 255.
  - If the atlas covers the whole world, use the Bounding Box button marked ‘World’.

### 041 Language Code

This field may be needed for atlases which are in more than one language or are translations, together with a 546 note.

### 043 Geographic area code

This field holds in subfield $a$ the MARC area code for the relevant country, state or similar.

- It should correspond with the place specified in the subject headings, and can usually be found in the authority record for the place. Failing this, you can find a full code list at [http://www.loc.gov/marc/geoareas/gacs_name.html](http://www.loc.gov/marc/geoareas/gacs_name.html) or in Cataloger’s Desktop as a separate infobase under MARC formats, **MARC Code List for Geographic Areas**.
- Countries in Europe start with ‘e-’, while states, etc. in North America start with ‘n-‘ (e.g. n-us-ca for California, n-mx for Mexico), etc. Here are the commonest codes for the British Isles:

\(^4\) You need this option because of a glitch in Bounding Box. The Aleph option leaves out the brackets required in 255.
If more than one area code is needed, use multiple $a subfields in a single 043 field. (Some imported records incorrectly have two 043 fields instead. Please correct this.)

There is no 043 code for "World".

**045 Time period of content [no longer required]**

This field contains coded data of a kind which is complicated to enter and cannot be presented to users in a convenient way, so it is no longer required for OLIS.

**245 $b Other title information**

In general RDA does not allow cataloguers to supply explanatory other title information, but there is an exception for cartographic material whose title does not specify the geographic area covered and/or subject portrayed [RDA 2.3.4.5]

```
245 00 $aVegetation :$b[in Botswana].
```

**020, 110 (or 100), 246, 250 and 264**

These follow the same rules as for books.

- The template supplies 110 rather than 100, because main entry is very often a corporate body.
- Bear in mind that maps often have variant titles on covers and spines.

**255 Cartographic Mathematical Data**

This field contains the scale and coordinate data in a form which readers will see and understand, corresponding to the coded data in field 034.

- The field always ends with a full stop.
- Scale information may come from any source and never requires square brackets
- Only the main maps and/or main scales are taken into account, excluding index maps introductory maps, etc. Larger-scale city-centre maps and suchlike can also be disregarded if they form only a small fraction of the whole. For street maps, the main maps are the ones indexed in the street index. For road maps the main scales are usually found in the preliminary pages.

**Indicators:** Blank

**Subfield $a:** Statement of scale.

- If a scale is given, quote it in the form ‘Scale 1: X’.
  
  255 __ $aScale 1:15,840.

- If there is no scale statement but there is a bar scale or grid, estimate the scale on this basis.
  
  255 __ $aScale approximately 1:1,200.
If there are two main scales, use two 255 fields, giving the larger scale (smaller number) first.

255 __ $a$Scale 1:7,920.

255 __ $a$Scale 1:15,840.

"If the scale within one image, map, etc., varies and the largest and smallest values are known, record both scales separated by a hyphen. If the values are not known, record Scale varies." [RDA 7.25.1.4]. This would be the case if, for example, the scale of the maps varied from the centre of the map to the border, or from the equator to the pole.

255 __ $a$Scale 1:15,000-1:25,000.

If the scale is also given in the form ‘X inches to Y miles’, or similar, include that as well. Use RDA abbreviations for ‘inches’ and ‘feet’ and replace numbers expressed as words with numerals. If the additional information is complex or unverified or incorrect, you can record it as a quotation.

255 __ $a$Scale 1:15,840. 4 in. to 1 mile.

255 __ $a$Scale approximately 1:90,000 not “1 inch to the mile”.

If the scale is given only as inches to the mile or similar, convert it to a ratio.

255 __ $a$Scale 1:15,840. 4 in. to 1 mile.
[Resource has only: “Four inches to one mile”]

"If the resource consists of more than one image, map, etc., and the main images, maps, etc., are of more than one scale, record Scales differ” [RDA 7.25.1.4]. This might be used if, for example, an atlas contained many town plans of differing scales.

If an item is not drawn to scale, record Not drawn to scale.

"If the scale cannot be determined or estimated by the means outlined in this instruction, record Scale not given”[RDA 7.25.1.3].

Record a statement of scale for an image, map, etc., with a nonlinear scale only if the information appears on the resource (e.g., celestial charts; some maps of imaginary places). If no scale statement appears on the resource, record Scale not given. Do not estimate a scale [RDA 7.25.1.5].

**Subfield $b$: Statement of projection**

Precede this subfield by space-semicolon-space (with $b$ occupying the second space); capitalise the first word and proper nouns; do not introduce an abbreviation for ”projection”.

255 __ $a$Scale 1:15,840. 4 in. to 1 mile ;$b$Transverse Mercator projection.

Do not try to establish the projection if it is not given. Just omit the subfield.

**Subfield $c$: Statement of coordinates**

Enter the data in parentheses, with double dashes between the two westernmost and easternmost longitudes and the northernmost and southernmost latitudes and a forward slash between the longitude data and latitude data.

Use ° for degrees, ’ for minutes, and “ for seconds.
255 __ $a Scale 1:7,500,000 $c (W 125°--W 65°/N 49°--N 25°).

- Please see the instructions under field 034 for how to get coordinate data from the Bounding Box site.

300 Physical Description

- **Subfield $a:** For an atlas in physical volumes, use ‘atlas’ as the unit, with pagination or the number of physical volumes in brackets. Because RDA defines an atlas as a ‘volume’, you cannot use ‘atlas’ for carriers which are not book-type.
  
  $a1$ atlas (iv, 360 pages (some folded))
  $a1$ atlas (3 volumes)
  $a2$ CD-ROMs
  $a8$ microfiches (128 frames)
  $a1$ online resource (52 pages)

- **Subfield $b:** Give the number of maps, etc. in the same way as for ordinary books, e.g.:
  
  :$b$ maps
  :$b$ approximately 30 maps
  :$b$30 maps (some colour)
  :$b$ colour maps

- **Subfield $c:** As normal for the carrier type. Standard-size CD-ROMs and microfiches do not require subfield $c$.

- **Subfield $e:** As normal. Remember that any accompanying material which is not itself cartographic will need 006 and 336 fields of the appropriate type, and that any accompanying material of a different carrier type from the main material will need its own 337, 338 and (if non-textual) 007 field. For sound, video or digital materials, 34X fields will also be required. For more about these fields, see RDA/MARC21 Module 5, 5.2 and appendices.

33X Content type, Media type, Carrier type

- The maprda.mrc template supplies the 336 value ‘cartographic image’. If the resource also contains substantial text and/or very important non-cartographic illustrations, you will need to supply extra 336 fields for ‘text’ and/or ‘still image’.

- The maprda.mrc template supplies the 337 value ‘unmediated’. For electronic atlases, change this to ‘computer’.

- The maprda.mrc template supplies the 337 value ‘sheet’, since the default values in the template are those for sheet maps. Change this to whatever value is appropriate, usually ‘volume’ but sometimes ‘computer disc’ or something else.
347 Digital file characteristics

This field is required only for electronic atlases, and the only subfield required is $a (File type). Do not add $b (Encoding format, e.g. BMP, GIF), $c (File size) or $d (Resolution) unless the information is readily available and is considered particularly important. For more on 347 values, see RDA/MARC21 Module 5, Appendix 3.

347 __ $a image file [always required for electronic atlases]
347 __ $a text file [only if there is also substantial electronic text]
347 __ $a data file [only if there is also substantial electronic data for computer manipulation]

522 Geographic coverage note

This is used at the cataloguer's discretion if the 245 does not adequately indicate the geographic coverage of the atlas, for example:

245 00 $AA-Z Leeds and Bradford.
522 __ $a Towns of West Yorkshire.

538 System details note

'Record any equipment or system requirements beyond what is normal and obvious for the type of carrier or type of file. Record requirements such as the make and model of equipment or hardware, the operating system, the amount of memory, programming language, other necessary software, any plug-ins or peripherals required to play, view, or run the resource, etc.' [RDA 3.20.1.3]

538 __ $a System requirements: Adobe Acrobat Reader.
538 __ $a System requirements: Windows XP SP2 or higher; 256 MB of RAM; 14 MB of available hard disk space.

6XX Subject Headings

• The heading ‘Atlases’ is used only for “geographical atlases of world coverage published in the United States for general use. Atlases of world coverage published in countries other than the United States are entered under Atlases qualified by country of publication, e.g. Atlases, Austrian.” That means that most world atlases published in Britain use the heading “Atlases, British”. However, all children’s atlases use the heading ‘Children’s atlases’.

• Atlases of specific places use the heading for that place subdivided ‘--Maps’. Current forms of place names must be used when available. For example, use ‘Sri Lanka’ rather than ‘Ceylon’.

651 _0 $a Sri Lanka $v Maps.

• For street and road atlases use the heading ‘Roads’ subdivided by the place, e.g.

650 _0 $a Roads $z Sri Lanka $v Maps.
• Please remember that some place headings, notably city sections, may not be used as subdivisions. In that case you would need to subdivide by the city and add a separate heading for the city section.

650 _0 $aRoads$zEngland$zLondon$vMaps.
651 _0 $aRichmond (London, England)$vMaps.

• In 2010 the Library of Congress withdrew from the LCSH thesaurus the more specific form subdivisions for maps (e.g. ‘Maps, Topographic’, ‘Bathymetric maps’), so for maps of specific types the LCSH headings should now be supplemented by genre headings from the new LCGFT (Library of Congress Genre and Form Terms) thesaurus. These headings can be found in Classification Web by selecting ‘Search Genre/Form Terms’ from the Main Menu or in the AUT10 Genre index. They use 2nd indicator ‘7’ and require a subfield $2 after the final punctuation with the code ‘lcgft’ to specify the thesaurus. LCGFT also offers the headings ‘Atlases’, ‘World atlases’, ‘Children’s atlases’ and ‘Linguistic atlases’.

245 00 $aTopographical atlas of Ceylon.
651 _0 $aSri Lanka$vMaps.
655 _7 $aTopographic maps.$2lcgft
655 _7 $aAtlases.$2lcgft

• The genre-type headings which survive in LCSH, e.g. ‘Children’s atlases’ and ‘Nautical charts’, should be used only for works about these genres unless there is no LCGFT equivalent.5

• There are still a few useful genre subdivisions available in LCSH, notably:

651 _0 $a[Place]$xHistorical geography$vMaps.  [for historical atlases]
651 _0 $a[Place]$vRemote-sensing images.  [for e.g. satellite images]

• However, the subdivision ‘--Atlases’ is used only under scientific and topical headings, e.g. for anatomical atlases, not for geographical atlases.

752 Added Entry - Hierarchical Place Name

This field is required only when the terms available for LCSH use are nonstandard or omit useful hierarchical elements. It is never used for world atlases. It can be repeated if necessary, but if an atlas covers several towns, make 752 fields only for those named most prominently on the book.

• **Subfield $a:** Country or larger entity.

• **Subfield $b:** First-order political jurisdiction (state, province, territory, department, etc.; not used for British places)

5 The cartographic LCGFT available as at May 2012 are listed below, but this is a fast-changing area and you should always check ClassWeb for changes. Some headings unsuitable for atlases have been greyed out. You might also need some LCGFT which are not specifically cartographic, e.g. ‘Aerial photographs’.

651 __ $aCalifornia$ vMaps
752 __ $aUnited States$ bCalifornia.

[According to RDA rules for constructing placenames, U.S. states and Australian territories are themselves freestanding (and are used as qualifiers for places within them), so these 752s usefully add the name of the country.]

• **Subfield $c$:** Intermediate political jurisdiction (counties, British unitary authorities, prefectures, regions, etc. but not towns). The countries of the United Kingdom (England, Wales, Scotland, Northern Ireland) are entered in $a$, but U.K. jurisdictions which fall outside these are entered in $c$, with Great Britain in $a$. As in subject cataloging, the term 'United Kingdom' is never used.

651 __ $aMelbourne (Vic.)$ vMaps
752 __ $aAustralia$ bVictoria$ cMelbourne.
752 __ $aGreat Britain$cIsle of Man.

[According to RDA rules for constructing placenames, Australian territories and all ‘overseas territories, dependencies, etc.’ such as Isle of Man are freestanding, so these 752s each add the name of a country or larger entity.]

It is important to use standard, up-to-date names for British counties and unitary authorities rather than the older postal or traditional counties.

• **Subfield $d$:** City. Where a British unitary authority has the same name as a city, this name occurs in both $c$ and $d$.

752 __ $aEngland$ cLeicester$dLeicester.

[The established LCSH for Leicester omits the unitary authority, and (as at August 2013) even the cross-reference uses the county name rather than the unitary authority name.]

• **Subfield $f$:** City subsection (neighbourhood, park, street, etc.)

• **Subfield $g$:** Other nonjurisdictional geographic region and feature (rivers, lakes, mountains, etc.)

• **Subfield $h$:** Extraterrestrial area (repeatable subfield for solar systems, galaxies, planets, etc.)
D. Example Records

(a) A-Z street atlas (two scales, given in ratio form on the book)

LDR 00000nem^a22^^^^^i^4500
007 ad^canz
008 990507s1999^^^^enk^^^^^e^^^^1^^eng^d
020 __ $a0850394465
034 3_ $aa$b7454$b14908$dw0021023$eW0011115$eF0535747$eN0533111$2bound
040 __ $aUkOxU$beng$erda$cUkOxU
043 __ $ae-uk-en
245 00 $aA-A-Z Leeds and Bradford.
246 4 $aLeeds and Bradford AZ street atlas
250 __ $aEdition 1.
255 __ $aScale 1:7,454.
255 __ $aScale 1:14,908$e(W 2°10'23"--W 1°11'55"/N 53°57'47"--N 53°31'11").
300 __ $a1 atlas (208 pages) :$bcolour maps ;$c28 cm
336 __ $acartographic image$2rdacontent
337 __ $aunmediated$2rdamedia
338 __ $avolume$2rdacarrier
500 __ $a"Extending to Halifax, Ilkley, Keighley, Wetherby, Baildon, Batley, Bingley, Brighouse, Haworth, Horsforth, Morley, Otley, Pudsey, Shipley"--Cover.
500 __ $a"New & extended edition"--Cover.
522 __ $aTowns of West Yorkshire.
650 _0 $aRoads$zEngland$zLeeds$vMaps.
650 _0 $aRoads$zEngland$zBradford$vMaps.
655 _7 $aRoad maps.$2lcf
t
655 _7 $aAtlases.$2lcf
t
710 2 $aGeographers' A-Z Map Company,$eissuing body.
752 __ $aEngland$eWest Yorkshire$eLeeds.
752 __ $aEngland$eWest Yorkshire$eBradford.
(b) Ordnance Survey street atlas (1 scale given as 5.52 cm to 1 km)

LDR 00000nem^a22^^^^^i^4500
007 ad^canzn
008 981015s1997^^^^enk^^^^^^e^^^^^1^^^eng^d
020 __ $a0540074667$qhardback
020 __ $z0540074675$qspiral bound
034 1 $aa$b18102$dW0013517$eW0003132$fn0520401$gn0511944$2bound
040 __ $aUkOxU$benge$erca$cUkOxU
043 __ $ae-uk-en
110 1 $aGreat Britain.$bOrdnance Survey,$ecartographer,$eissuing body,. 
245 10 $aBuckinghamshire.
246 14 $aBucks
250 __ $aFirst colour edition.
255 __ $aScale 1:18,102. 5.52 cm = 1 km$c(W 1°35'17""--W 0°31'32""/N 52°04'01""--N 51°19'44").
264 _1 $aSouthampton :$bOrdnance Survey,$c1997.
300 __ $a1 atlas (vi, 242 pages) :$bcolour maps ;$c27 cm
336 __ $acartographic image$2rdaccontent
337 __ $aunmediated$2rdaqmedia
338 __ $avolume$2rdacarrier
490 1 $aOrdnance Survey street atlas
500 __ $a"Includes Maidenhead, Slough and Windsor"--Cover.
522 __ $aTowns of Buckinghamshire and Berkshire.
650 _0 $aRoads$zEngland$zBuckinghamshire$yMaps.
655 _7 $aRoad maps.$2lcgft
655 _7 $aAtlases.$2lcgft
752 __ $aEngland$cBuckinghamshire.
752 __ $aEngland$cBerkshire.
830 _0 $aOrdnance Survey street atlas.
(c) Local red book (street atlas, 1 scale given in the form "4 inches to the mile")

LDR 00000nem^a22^^^^^i^4500
007 ad^canzn
008 990212s1998^^^^enk^^^^^^e^^^^^1^^^^eng^d
020 __ $a086084840x
034 1_ $aa$b15840$dw0005000$eE0000300$fn0512800$gn0510400$2bound
040 __ $aukoxU$ben$erdac$cukoxU
043 __ $ae-uk-en
245 00 $aGuildford, Woking, Byfleet, Bisley, Ripley, Compton, Wonersh, Shalford, Milford, Godalming, Bramley.
246 14 $aGuildford, Woking, Bisley, Byfleet, Godalming
246 18 $aGuildford, Woking
250 __ $a10th revision.
255 __ $aScale 1:15,840. 4 in. to the mile$c(W 0°50'00"--E 0°03'00"/N
51°28'00"--N 51°04'00").
264 _1 $aTenterden :$bEstate,$c[1998]
300 __ $a1 atlas (36 pages) :$bmaps ;$c21 cm
336 __ $acartographic image$2rdacontent
337 __ $aunmediated$2rdamedia
338 __ $avolume$2rdacarrier
490 1_ $aLocal red book
522 __ $aTowns of Surrey.
650 _0 $aRoads$zEngland$zGuildford$vMaps.
650 _0 $aRoads$zEngland$zWoking$vMaps.
655 _7 $aRoad maps.$2lcgft
655 _7 $aAtlases.$2lcgft
752 __ $aEngland$cSurrey$dGuildford.
752 __ $aEngland$cSurrey$dWoking.
830 _0 $aLocal red book.
(d) Historical atlas (many maps with different scales)

LDR 00000nem^a22^^^^^i^4500
007 ad^canzn
008 981009s1998^^^^enw^uowwww^e^uw1u1^1^^weng^d
020 _ $a1567995861
034 _ $aa$dW1333400$eW0665600$FN0532600$gN0185400$bbound
040 _ $aUkOxU$e$e$e$da$C$UkOxU
043 _ $aan-us---
100 1_ $aPhillips, David L,$ecartographer.
245 10 $aMaps of the Civil War :$bthe roads they took /$cDavid Phillips.
255 _ $aScales differ$c(W 133°34'00"--W 66°56'00"/N 53°26'00"--N 18°54'00").
264 _1 $aN$e$w$y$R$ork :$b$MetroBooks,$c1998.
264 _4 $c©1998.
300 _ $a1 atlas (160 pages) :$billustrations (some colour), colour maps ;$c33 cm
336 _ $acartographic image$2rdaccontent
336 _ $atext$2rdaccontent
337 _ $aunmediated$2rdamedia
338 _ $avolume$2rdacarrier
504 _ $aIncludes bibliographical references (page 156) and index.
522 _ $aEastern United States.
651 _0 $aUnited States$x$History$yCivil War, 1861-1865$vMaps.
655 _7 $aAtlastes.$2lcgft
752 _ $aUnited States.

(e) Children's atlas

LDR 00000nem^a22^^^^^i^4500
007 ad^canzn
008 991129s1998^^^^enw^uowwww^e^uw1uw1^1^^weng^d
020 _ $a0540076996
034 _ $aa$dW0263500$eE0603300$FN0375700$gS0373200$bbound
040 _ $aUkOxU$e$e$e$da$UkOxU
OLIS Guidelines. Atlases. Last revised June 2015

245 00 $a Philip's modern school atlas for Africa.
246 30 $a Modern college atlas for Africa
250 __ $a 21st edition.
255 __ $a Scales differ $c (W 26°35'00"--E 60°33'00"/N 37°57'00"--S 37°32'00").
300 __ $a 1 atlas (120 pages) : $b colour maps ; $c 29 cm
336 __ $a Cartographic image $2 rdacontent
336 __ $a Text $2 rdacontent
337 __ $a Unmediated $2 rdacontent
338 __ $a Volume $2 rdacontent
500 __ $a Includes index.
651 0 $a Africa $v Maps.
655 7 $a Children's atlases. $2 lcgft

(f) Topographical atlas

LDR 00000nem^a22^^^^^i^4500
007 ad^canzn
008 020516s2002^^^^enkbg^^^^^e^^^^^1^^^eng^d
020 __ $a 9789020980257 $q hardbound
020 __ $a 9020980254 $q hardbound
034 0 $a a$985000$5d0023200$eE0062400$eF0513000$gN0492900$2 bound
040 __ $a uk0xU$eng$e rda$c uk0xu
041 __ $a e-be---
043 __ $a dut$afre
110 1 $a Institut géographique national (Belgium), $e cartographer, $e issuing body.
245 18 $a Topografische atlas België = $b Belgique atlas topographique : 1:50 000.
246 31 $a Belgique atlas topographique
246 10 $a Atlas topographique Belgie
250 __ $a 2nd edition.
255 __ $a Scale 1:50,000 $c (E 2°32'00"--E 6°24'00"/N 51°30'00"--N 49°29'00").
264 1 $a Brussel : $b National Geografisch Instituut, $c 2008.
300 __ $a 1 atlas (356 pages) : $b approximately 50 colour maps ; $c 33 cm
500 __ $a Includes index.
(g) *World atlas*

LDR 00000nem^a22^^^^^i^4500
007 ad^canzn
008 020516s2002^^^^enkbg^^^^^e^^^^^1^^^^eng^d
020 __ a0007124007
034 0_ aadw18000000$eE18000000$FN09000000$gS09000000$bbound
040 __ aUkoxu$ebeng$erda$cUkoxU
245 04 aThe Times atlas of the world.
246 10 aAtlas of the world
255 __ aScales differ.
300 __ a1 atlas (216 pages) :bcolour illustrations, colour maps ;c34 cm
336 __ acartographic image$2rdacarrier
336 __ aText$2rdacarrier
337 __ auunmediated$2rdamedia
338 __ avolume$2rdacarrier
500 __ aIncludes index.
650 _0 aAtlases, British.
655 _7 aWorld atlases.$2lcgft
Appendix: Sheet and card maps

In most respects sheet and card maps are treated in the same way as atlases. There are just a few differences, reflecting the different carrier type.

You may need to look carefully to find all the information you need, because it may be scattered over various parts of the sheet(s). Statements of responsibility are often found in unobtrusive text boxes or panels.

007/01 Material designation

- This should be ‘j’ for ‘Map’, which is the default value in the maprda.mrc template.

008/25 Type of cartographic material

- This will usually be ‘a’ for ‘Single map’, which is the default value in the maprda.mrc template. It is used for all single maps, even if issued on several separate sheets. The fact that multiple sheets form a single map is sometimes indicated by a border which is complete only when the sheets are assembled.
- For a set of maps (usually with one collective title and/or sheet number), use ‘b’ for ‘Map series’. Scales may vary from sheet to sheet.
- For a regularly published set of maps which will continue indefinitely, e.g. aeronautical charts or weather maps published daily, use ‘c’ for ‘Map serial’. The record may need to be in SE format and to have other elements associated with periodicals cataloguing, so non-specialists should seek specialist advice.
- There are also values for ‘Separate supplement to another work’ (‘f’) and ‘Bound as part of another work’ (‘g’), which you may occasionally need.

008/33-34 Special format characteristics

- This includes values such as ‘Game’, ‘Picture card, post card’ and ‘Wall map’, which may occasionally be applicable.

300 $a Extent of cartographic resource

- Normally, use ‘map(s)’ as the unit. Use another term, e.g. ‘section’, ‘view’, when appropriate.
- If you are making a record for a set or series of maps but do not yet know how many maps the complete set or series will consist of, record ‘<> maps’.
- If the number of maps is different from the number of physical units, use ‘on N sheets’ (or similar).

  300 __ $a6 maps on 2 sheets
  300 __ $a1 map on 4 cards
  300 __ $a8 sections on 3 sheets

- If the cartographic unit is presented in more than one segment designed to fit together to form one or more cartographic units and all the segments are on a single sheet, record the number of complete units with ‘in N segments’.
300 __ $a1 map in 4 segments

300 $b Other physical details

• Record colour content, e.g. ‘colour’, ‘some colour’ or ‘chiefly colour’. You may find that downloaded records use other terms, e.g. ‘polychrome’ or ‘monochrome’ (which became the preferred RDA terms in 2015, although they are not mandatory and do not seem likely to be widely used), and these are acceptable as long as they are clear.

300 $c Dimensions of map, etc.

• Record the dimensions of a map as height times width to the nearest centimetre above, measured within the neat line, i.e. the innermost line of the border.

300 __ $a1 map ;$bcolour ;$c25 × 35 cm

• If a map is round, record the diameter.

300 __ $a1 map ;$bcolour ;$c50 cm in diameter

• If a map is irregular or has no neat line or the map goes over the neat line in places (a ‘bleeding edge’), record the greater or greatest dimensions of the map. But if the map is too irregular, just record the dimensions of the sheet.

300 __ $a1 map ;$csheet 45 × 33 cm

• If a map is on sheets of two different sizes, record both sizes.

300 __ $a1 map ;$bcolour ;$csheets 25 × 35 cm and 30 × 35 cm

• If a map is on sheets of more than two different sizes, record the height of the tallest sheet times the width of the widest sheet with ‘or smaller’.

300 __ $a1 map ;$csheets 30 × 40 cm or smaller

• If a map is in segments designed to fit together but the segments have not been assembled and mounted together, record the dimensions of the complete map followed by the dimensions of the sheet(s). Use ‘on sheet(s)’ or ‘in sheet(s)’ as appropriate if the number of sheets is not recorded in 300 $a, but otherwise just use ‘sheets’.

300 __ $a1 map in 4 segments ;$c10 × 60 cm, on sheet 25 × 35 cm

300 __ $a1 map on 9 sheets ;$c264 × 375 cm, sheets 96 x 142 cm

• But if it is difficult to provide measurements for the complete map, just give the measurement for the sheets.

300 __ $a1 map on 9 sheets ;$csheets 96 × 142 cm

• If either the height or the width of a map is less than half that of the sheet, record the map’s dimension followed by those of the sheet, using ‘on sheet’.

300 __ $a1 map ;$c20 × 31 cm, on sheet 42 × 50 cm

• If a map either has an outer cover into which it can be folded or has a panel or section designed to appear on the outside when it is folded, give the dimensions both unfolded and folded, as below.
If the map is presented on both sides of the sheet at a consistent scale, record the dimensions of the map as a whole followed by those of the sheet, using ‘on sheet’. If it is difficult to measure the map, for instance if there is an unmarked overlap, omit the map dimensions.

300 __ $a1 map :$bcolour ;$c45 × 80 cm, on sheet 50 × 44 cm
300 __ $a1 map :$bcolour ;$c80 × 57 cm, folded to 21 × 10 cm

If the record represents a set or series of maps which will not be stored or circulated separately and it is not practical to create a separate item record for each component, but you do not have the full set or series, make a PUB note to say which components you have.

PUB __ $aIncomplete set; only 70 sheets currently held.
PUB __ $aIncomplete set; only Paris sheet currently held.

Sheet map example

LDR __ 00000nem^^^^^^a22^i^4500
007 __ aj^canzn
008 __ 150226s2015^^^^enkb^^^^^a^^^^^0^^^^eng $d
020 __ $a9780751837919$qflat
020 __ $a0751837903$qfolded
034 1 $aa$b1000000$dw0082300$eE0020500$fn0605700$sn0494000$2bound
040 __ $aa UkOxU$b eng$erda$cUkOxU
110 2 $aBritish Geological Survey,$ecartographer,$eissuing body.
245 12 $aA delineation of the strata of Scotland, England, Wales, Northern Ireland and the Isle of Man :$bexhibiting the distribution of the different bedrock units as they would appear if the partial cover of superficial sediments, deposited by glaciers and rivers during the last two million years or so, were removed, and illustrated by the most descriptive names /$cbymembers of the British Geological Survey ; designed by Craig Woodward, the British Geological Survey, Edinburgh, Scotland.
246 3 __ $iTitle below dedication :$aGeological map of Britain bicentennial 1815-2015
255 __ $aScale 1:1,000,000$sc(W 8°23'00"--E 2°05'00"/N 60°57'00"--N 49°40'00").
264 _1 $aKeyworth, Nottingham :$bBritish Geological Survey,$c[2015]
Dedicated to William Smith, creator of the geological map whose bicentennial this publication marks.

Includes 5 cross sections.

Relief shown by shading.

Geology, Great Britain, Maps.

Woodward, Craig, cartographer.

Smith, William, d1769-1839, ededicatee.

United Kingdom.