

Module 5: Special and non-book materials

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Purpose and scope

This module is a general introduction to the cataloguing of special materials, providing an overview of the various strategies used for specialised cataloguing, the special types of data which may be required and the various types of special material. There is some overlap between the sections, for ease of reference. In many cases you will be referred to other documents for more specific advice. Because special materials often need special MARC fields and/or values, there is also an appendix about navigating the *MARC 21 Standards for Bibliographic Records*.

For people who are using the module as part of the RDA/MARC21 course, there are **red** links to the practicals and quiz for the module; but the practicals are usually covered in one of the contact sessions, so only the link to the quiz need be followed immediately.

5.1. Strategies

- Please do not attempt to create or edit records for any types of materials for which you do not have adequate training, documentation or expertise. Be wary of materials which:
 - are in an unfamiliar language or script (see [Module 4](#))
 - are in multiple parts (see [Module 6](#))
 - were issued before 1820 or are particularly rare and valuable
 - have a special carrier type (e.g. microform, scan, photocopy, printout, offprint, manuscript, braille, large-print, disc, cassette, tape reel, flash drive, hard drive, online, multimedia, other object)
 - have a special content type (e.g. printed music, maps, videos, catalogues, theses, official materials issued by secular or religious jurisdictions)
 - are issued to a regular pattern (periodicals, annuals, updating looseleaves).
- For different types of material different approaches are available:

Further training

- To work with antiquarian or serial material you will need a training course:
 - For antiquarian and rare materials, contact [Sarah Wheale](#).
 - For serials, contact [Elena Estraikh](#).

Training is normally available only to people who expect to work regularly with the relevant material type.

Outsourcing

- If you have only small amounts of special material to deal with, it may be simpler and cheaper to arrange to outsource to specialists.
 - For antiquarian and rare materials, contact [Sarah Wheale](#).
 - For serials, contact [Elena Estraikh](#). Elena's team can sometimes offer a free service to institutions which do not have enough serial work to justify training.
 - For printed music, contact [Martin Holmes](#).
 - For other materials, contact [Alison Felstead](#).

Documentation

For most other types of material you can find stand-alone documentation on the [Cataloguing documentation](#) page. If you do not see what you need, please contact [CSS](#).

In some cases the OLIS documentation is not complete in itself, but links to international documentation, such as the PCC's [Provider-Neutral E-Monograph MARC Record Guide](#).

Brief permanent records

For some types of material it is acceptable to add permanent brief records to OLIS rather than making full records. These records are correct as far as they go and adequate for finding and identification, but they do not usually have authorised access points (AAPs) or subject headings or detailed physical descriptions. Most have a low encoding level and the RTP field 'Oxford Local Record', which prevents export to the RLUK and WorldCat record-sharing databases. Special templates are available in Aleph.

- For books, pamphlets, photocopies, printed sheets, etc., use the 'oxflocalrda' template and follow the instructions in [Brief records](#).
- For DVD-videos and videocassettes, use the 'dvdlocalrda' template and follow the instructions in [Videorecordings](#).
- If you are interested in making brief records for other types of material, contact [CSS](#) to discuss creating appropriate templates and adapting the instructions. Do not use the existing templates, because they will not have suitable formats and 00X fields (see section 2, below) with the result that the records will not be associated with appropriate icons, filters and facets in SOLO .

5.2. Sources of information and special data

This section gives an overview of the types of data which may be required for various special materials. For material-specific details, see [Atlases](#), [British auction catalogues](#), [E-books](#), [Electronic documents on hand-held media](#), [Maps](#), [Official papers](#), [Offprints](#), [Sound recordings](#), [Special issues of periodicals](#), [Theses](#), [Updating looseleafs](#) and [Videorecordings](#).¹¹

Sources of information for title [RDA 2.2]

- For resources consisting of **one or more pages, leaves, sheets or cards** (or images of these) the preferred source is title page, title sheet or title card, *except* that if the images are on a hand-held computer storage device (e.g. CD-ROM, portable drive) you should prefer a permanent eye-readable label, if there is one. Failing these, prefer a cover/dustjacket; a caption; a masthead; a colophon; another source on the resource in which the information is formally presented (or images of these).
- For resources consisting of **moving images** the preferred source for full-level records is title frame or title screen. Failing this, prefer a permanent label or embedded metadata.
- For **other** resources the preferred source is a permanent label or embedded metadata. Even if a preferred source is used, a 500 note should always be made for the source of title.
- Information from containers and accompanying material *issued as part of the resource* does not require square brackets.

PRACTICAL 5A

¹ Some of these documents have not yet been updated for RDA.

Format

- The record's format is usually set by the template used when it was originally created.
- The available formats are: BK (Books); CF (Computer Files); MP (Maps); MU (Music); SE or CR (Serials/ Continuing resources); VM (Visual materials); MX (Mixed materials).
 - For books, pamphlets, photocopies, printed sheets, etc., use the 'oxflocalrda' template and follow the instructions in [Brief records](#).
- ii) MU is used for all written music and all sound recordings, even nonmusical recordings.
 - VM is used for multimedia sets unless they were not issued as sets. MX format is used only for 'made-up' sets such as archival collections.
- The format controls:
 - which values are valid in LDR/06 (Type of Record; see below)
 - the meaning of positions 18-34 in 008. For instance, if the format is BK, positions 18-21 contain codes for types of illustration; but if the format is MP they contain codes for types of relief.
- It is possible to Change Record's Format from the Edit Actions menu, and you will need to do this if you ever have to edit a record which was originally created in the wrong format, e.g. if an audio CD has been catalogued in BK format. Changing the format will redefine 008 positions 18-34, so you will need to edit these positions as well as LDR/06.²
- Choice of format should reflect the content of the resource rather than its carrier. For instance, an atlas should use MP format rather than BK format, because its content is cartographical even though it is physically a book. (BK format implies textual content rather than physical paper and print.) That means that if you were cataloguing an atlas originally you should use the template 'maprda' rather than 'bkrda', to get the correct format.

LDR/06: Type of record

- This position in the Leader field adds a little more detail to the format. For instance, if the format is BK, the valid LDR/06 values are 'a' (Language material) or 't' (Manuscript language material); if it is MU (Music) the valid values are 'c' (Notated music), 'd' (Manuscript notated music), 'i' (Nonmusical sound recording) and 'j' (Musical sound recording). Multimedia sets, which use VM format, require the value 'o' ('kit'). These codes are sometimes used to help with generating icons, filters or facets in public-facing interfaces.
- For a full list of values, see the [MARC Standards](#).

PRACTICAL 5B

• ² It sometimes happens that an 008 position in which a value was entered in the original format is 'undefined' in the new format, and therefore impossible to edit. In that case you would need to create a new 008 field and delete the old one.

RTP: Record type

- This is a local field, used to identify permanent records which are created to special standards or for special purposes, such as 'Antiquarian' or 'Oxford Local Record'. It differs from the STA field in that STA fields are temporary, usually with values which indicate that the record has not been finalised.
- Some RTP values prevent export to RLUK and/or WorldCat.
- For a full list of RTP and STA values, see [Module 7: Copy Cataloguing](#), Appendix 1.

OWN: Editing group

- This is another permanent local field. It restricts editing of the record to a specified group such as ANTI (Antiquarian) or ERES (E-resources) or BMAC.

008: Fixed length data elements

- The first (00-17) and last (35-39) positions of 008 are the same whatever the format; but the middle (18-34) positions vary depending on the format. You can find full lists and definitions of these positions and of the available values in the [MARC Standards](#).
- Every 008 field has a position for '**Form of item**'. For BK, CF, MU, SE/CR and MX it is 008/23 and for MP and VM it is 008/29. Since the format of the record and LDR/06 do not reflect the carrier of the resource, this position allows you to add a carrier-specific code. The values available are 'blank' (none of the following), 'a' (Microfilm); 'b' (Microfiche); 'c' (Microopaque); 'd' (Large print); 'f' (Braille); 'o' (Online); 'q' (Direct electronic - tangible recording medium such as disc or flash drive); 'r' (Regular print reproduction, i.e. photocopy or similar) and 's' (Electronic - any resource which requires the use of a computer; nowadays the more specific 'o' and 'q' are preferred).
- In 008/06 for videos whose content was originally released in a different medium, for sound recordings which are reissues of earlier recordings and for computer files which became operational before they were released publicly you will need to use the value 'p' followed by the date of release in 07-10 and the date of recording or production in 11-14.
- If you ever need to add an 008 field because of difficulties in editing the existing one, enter the field tag in the usual way and use Ctrl-F to open the form.

PRACTICAL 5C

006: Fixed-Length Data Elements - Additional Material Characteristics

- Sometimes the single set of format-specific middle values in the 008 field is not enough, usually because the resource has a mixture of content in different formats, e.g. a book + audio CD set,³ but sometimes because a resource has multiple aspects, e.g. a sound recording that is also a serial. In that case you can add 006 fields. These have an 00 position holding a code for the form of material (with the same options as for LDR/06) followed by all the positions you would find in 008/18-34 for that material.
- An 006 field with the 00 value 'm' (= 'computer') should be provided for any computer-dependent resource (e.g. CD-ROM, e-book) whose LDR/06 value is not 'm', even though few of its positions will hold useful data. This is required by OCLC and some other utilities.

³ Multimedia sets use the VM format and 008, but this gives little detail, so it is useful to add 006 fields for the important components of the set.

- To add an 006 field, enter the field tag in the usual way and use Ctrl-F to open the form. You will first be asked to choose the value for 006/00, since this determines the meaning of the other positions.

007: Physical description fixed field

- This field gives more specific and varied physical information than 008/23, and is required for all materials other than ordinary text and illustrations or notated music on pages, sheets or similar. You can use multiple 007s if appropriate.
- The field offers different data elements for Map (00=a), Electronic resource (00=c), Globe (00=d), Tactile material (00=f), Projected graphic (00=g), Microform (00=h), Nonprojected graphic (00=k), Motion picture (00=m), Kit (00=o), Notated music (00=q), Remote-sensing image (00=r), Sound recording (00=s), Text (00=t), Videorecording (00=v) and Unspecified (00=z).
- The 007s for Kit (= multimedia), Notated music, Text and Unspecified have almost no defined data elements and so are not worth using. For multimedia resources, use a separate 007 for each significant type of material.
- To add an 007 field, enter the field tag in the usual way and use Ctrl-F to open the form. You will first be asked to choose the value for 007/00, since this determines the meaning of the other positions.

PRACTICAL 5D

024: Other standard identifier

- The most important use of this field is for the product barcode numbers which typically appear on the back of the cases of non-book materials such as audio CDs, computer discs and videos. These are all part of an integrated global system of identifiers, GTINs (Global Trade Item Numbers), which also encompasses ISBNs and ISSNs. The older 12-digit product barcode numbers are known as UPCs (Universal Product Codes) and have first indicator '1'; the more recent 13-digit numbers are known as EANs (International Article Numbers; formerly European Article Numbers) and have first indicator '3'.
- It is also used with first indicator '2' for the International Standard Music Number for printed music, which is rather like an ISBN, but with the prefix '979'.
- It is also used with first indicator '8' (= unspecified type of standard number) for the sale code in auction catalogues.

028: Publisher number

- Used with 1st indicator '0' for issue number of sound recording, '1' for matrix number of sound recording, '2' for plate number of printed music or '4' for videorecording number.

```
028 01 $aNA320512$bNaxos AudioBooks$qDisc 1
028 01 $aNA320522$bNaxos AudioBooks$qDisc 2
028 01 $aNA320532$bNaxos AudioBooks$qDisc 3
```

PRACTICAL 5E

033: Date/time and place of an event

- Used for date of sale (YYYYMMDD) in records for auction catalogues.

034: Coded cartographic mathematical data

- Gives the scale(s) for cartographic material in a machine-friendly form suitable for creating indexes, facets and filters; should correspond with the data in 255.

041: Language code

- Contains language codes for resources which involve multiple languages, including translations. See [Module 4](#), section 4.3b.

043: Geographic area code

- A hierarchical code for places, e.g. 'e-uk-st' (= Europe-U.K.-Scotland), mainly used for cartographic material.

045: Time period of content

- This field contains coded data and was formerly used mainly for historical atlases, but the data is complicated to enter and cannot be presented to users in a convenient way, so the field is no longer required for OLIS.

048: Number of musical instruments or voices code

- May hold coded data for printed music and musical recordings. Not required for OLIS.

254: Musical presentation statement

- Used in AACR2 for printed music records. Contains terms such as 'Full score', 'Vocal score', 'Score and set of parts'. For RDA these terms use field 250.

255: Cartographic mathematical data

- Gives the scale(s) of cartographic material in human-friendly terms; should correspond with the data in 034.

264_4\$c: Copyright or phonogram date

- For sound recordings the symbol used is normally © (= phonogram copyright) rather than ©.

300: Physical description

- This field gives physical information in human-friendly terms. 300 \$a and \$b correspond to various elements in the Leader, 006-008, 338 and 336 fields, which give some of the same information in machine-friendly terms intended for generating icons, filters or facets.

300 \$a: Extent

- This subfield gives the carrier type and the number of units (excluding accompanying material). In principle you are allowed to list more than one carrier type in 300 \$a, but we do this only for boxed materials; otherwise we make multiple 300 fields, so that dimensions can be recorded for each carrier type. The extent of accompanying material is recorded in 300 \$e. See [Module 6: Bibliographic records for multipart](#).
- The carrier type is often taken from the list at RDA 3.3.1.3, but we also use some 'terms in common usage' [RDA 3.4.1.5], e.g. 'DVD-video', 'flash drive' or 'CD ROM'.

- In some cases we add further details of extent in brackets, e.g. running time for video and audio resources. Use the abbreviations 'hr.', 'min.' and 'sec.' if applicable.

300 __ \$a2 DVDs (135 min.)

- You may add details of subunits in parentheses if the information is readily available.

300 __ \$a2 microfiches (48 frames)

300 __ \$a1 electronic resource (123 pages)

300 \$b: Other physical characteristics

- This holds information about physical aspects of the content such as illustrations, colour and, for moving image material, whether sound is present. In AACR2 records and early RDA records it holds information about sound, video and digital characteristics, but four new fields, 344, 345, 346 and 347, have been developed to give this information in a more granular way.

300 \$c: Dimensions

- This holds information about the size of the units recorded in 300\$a, usually in cm. For books of unusual sizes and non-book materials you may need to give 2 or 3 dimensions.
- We do not record dimensions for standard-sized carriers such as CD-ROMs, audio CDs and microfiches.

306: Playing time

- Used for sound recordings, in the format *hhmmss*.

PRACTICAL 5F

310: Current publication history

- Required in serials cataloguing.

321: Former publication history

- May be used in serials cataloguing.

336: Content Type; 337: Media Type; 338: Carrier Type

- These fields are designed to be read by machines rather than humans. In principle they can generate icons, filters or facets in user-facing systems. They are not currently exported to SOLO, because SOLO cannot yet make good use of them, but new or improved systems may depend on them heavily in the near future.
- Subfield \$a contains simple terms from set vocabulary lists indicating whether the content is written word, pictorial, audio, for computer manipulation, etc. (336), whether any equipment is needed to use the resource (337), and the carrier type (338).
- 338 often uses the same carrier term as 300 \$a, but 300 \$a may give pagination or use a 'term in common usage' (e.g. CD-ROM), while 338 must use a term from a standard list.
- For the authoritative lists and definitions of available terms, please see RDA 6.9.1.3 (for 336), RDA 3.2.1.3 (for 337) and RDA 3.3.1.3 (for 338). Appendix 2 contains the lists and definitions as at 1/6/13, but the lists are subject to change.
- All 33X fields may be repeated as necessarily to reflect different aspects or parts of the resource.

- Downloaded records may have subfield \$b as well or instead of \$a. Subfield \$b holds a code from a set list rather than a word or words, but it does the same job as \$a.
- Subfield \$2 specifies the list used in \$a or \$b.
- Aleph templates supply typical 33X values for the materials for which the template was designed, but you will sometimes need to change values for non-typical cases, and you may also have to add extra 33X for accompanying material (see [Module 6: Bibliographic records for multiparts](#), 6.4b). Aleph has helpful picklists (Ctrl+F8).

Examples:*For a DVD-video:*

```
336 __ $atwo-dimensional moving image$2rdacontent
337 __ $avideo$2rdamedia
338 __ $avideodisc$2rdacarrier
```

For a videocassette:

```
336 __ $atwo-dimensional moving image$2rdacontent
337 __ $avideo$2rdamedia
338 __ $avideocassette$2rdacarrier
```

For a music audio CD:

```
336 __ $aperformed music$2rdacontent
337 __ $aaudio$2rdamedia
338 __ $aaudio disc$2rdacarrier
```

For an audiobook on CD:

```
336 __ $aspoken word$2rdacontent
337 __ $aaudio$2rdamedia
338 __ $aaudio disc$2rdacarrier
```

For books/documents on microfiche:

```
336 __ $atext$2rdacontent
337 __ $amicro-Form$2rdamedia
338 __ $amicro-Fiche$2rdacarrier
```

For sheet maps:

```
336 __ $acartographic image$2rdacontent
337 __ $aunmediated$2rdamedia
338 __ $asheet$2rdacarrier
```

For maps on microfilm reel:

```
336 __ $acartographic image$2rdacontent
337 __ $amicro-Form$2rdamedia
338 __ $amicro-Film reel$2rdacarrier
```

For books/documents on CD-ROM:

```
336 __ $atext$2rdacontent
337 __ $acomputer$2rdamedia
338 __ $acomputer disc$2rdacarrier
```

For a CD-ROM containing text documents, data for computer manipulation, videos and maps:

```
336 __ $atext$2rdacontent
336 __ $acomputer dataset$2rdacontent
336 __ $atwo-dimensional moving image$2rdacontent
336 __ $acartographic image$2rdacontent
337 __ $acomputer$2rdamedia
338 __ $acomputer disc$2rdacarrier
```

For a 3-D videogame with accompanying instruction book:

336 __ \$athree-dimensional moving image\$2rdacontent
 336 __ \$acomputer program\$2rdacontent
 336 __ \$atext\$2rdacontent
 337 __ \$acomputer\$2rdamedia
 337 __ \$aunmediated\$2rdamedia
 338 __ \$acomputer disc\$2rdacarrier
 338 __ \$avolume\$2rdacarrier

PRACTICAL 5G

340: Physical medium

- 340 \$n (Font size) is used to identify large-print materials, if this is considered important. The exact font size may be added in brackets, if readily available. Large-print materials are also coded 'f' in 008/23.

340 __ \$nlarge print (24 point)\$2rda

- 340 \$o (Polarity) may be used to indicate that a photo-reproduction, e.g. a microform, is negative, if this is considered important.

340 __ \$onegative\$2rda

344: Sound Characteristics; 345: Projection Characteristics of Moving Image; 346: Video Characteristics; 347: Digital File Characteristics

- Like 33X, these fields are designed to be read mainly by machines rather than humans and to generate icons, filters or facets in user-facing systems. However, some elements could be displayed in the 'Format' (i.e., physical description) line in SOLO. They overlap considerably with field 007, but unfortunately we need to enter the data in both places because SOLO cannot make full use of 34X data, while post-MARC systems will not be able to use 007 data.
- The subfields and elements are as follows. The greyed out elements are implied by the carrier type or other data, so are not required in OLIS, but should be retained if found in downloaded records.
 - **344** __ **\$\$a**Type of recording**\$\$b**Recording medium**\$\$c**Playing speed**\$\$d**Groove characteristic**\$\$e**Track configuration (for sound-track films)**\$\$f**Tape configuration (= number of tracks**\$\$g**Configuration of playback channels**\$\$h**Special playback characteristics**\$\$2**rda
 - **344** __ **\$\$a**Type of recording**\$\$b**Recording medium
 - **346** __ **\$\$a**Video format (analog only)**\$\$b**Broadcast standard**\$\$2**rda
 - **347** __ **\$\$a**File type**\$\$b**Encoding format**\$\$e**Regional encoding**\$\$2**rda
- Subfield \$2 specifies the source of the vocabulary used in the other elements.
- For the authoritative lists of available terms, please see RDA 3.16 (for 344), RDA 3.17 (for 345), RDA 3.18 (for 346) and RDA 3.19 (for 347). Appendix 3 contains the lists as at 1/6/13, but the lists are subject to change.
- If you cannot get the information for an element from label, case, accompanying material or similar, just omit the element. Do not play a resource just to determine 34X values.
- Aleph templates supply typical 34X values for the materials for which the template was designed, but you will sometimes need to change values for non-typical cases, and you may also have to add extra 34X for mixed or accompanying material (see [Module 6: Bibliographic records for multipart](#)s, 6.4).

- Aleph has helpful picklists (Ctrl+F8) for the more common types of material, e.g. audio discs and CD-ROMs. But because these are multi-element fields, with a large number of possible permutations, it is not practical to create exhaustive picklists.
- All 34X fields may be repeated as necessary to reflect different aspects or components of the resource. All subfields are also repeatable, but it tends to be simpler to make separate fields than to have several instances of a subfield in a single field, especially given the availability of Aleph's picklists. If you wish to repeat any subfield, you will need to add the subfield and its data manually.

Examples:

For a stereo DVD-video, PAL region 2:

```
344 __ $adigital$boptical$gstereo$2rda
346 __ $bPAL$2rda
347 __ $avideo file$bDVD video$eregion 2$2rda
```

For a mono VHS videocassette:

```
344 __ $aanalog$bmagnetic$gmono$2rda
346 __ $aVHS$bPAL$2rda
```

For a stereo audio CD:

```
344 __ $adigital$boptical$gstereo$2rda
347 __ $aaudio file$bCD audio$2rda
```

For a stereo Dolby-B audiocassette:

```
344 __ $aanalog$bmagnetic$gstereo$hDolby-B encoded$2rda
```

For a 78 rpm LP:

```
344 __ $aanalog$c78 rpm$gmono$2rda
```

For a CD-ROM containing an electronic version of a book and Excel spreadsheets for users to practice on:

```
347 __ $atext file$2rda
347 __ $adata file$bExcel$2rda
```

For a videogame with quadraphonic sound, for sale in Europe and Oceania:

```
344 __ $adigital$boptical$gquadraphonic$2rda
346 __ $bPAL$2rda
347 __ $aprogram file$ePAL$2rda4
347 __ $aaudio file$2rda
347 __ $avideo file$2rda
```

or

```
344 __ $adigital$boptical$gquadraphonic$2rda
346 __ $bPAL$2rda
347 __ $aprogram file$avideo file$aaudio file$ePAL$2rda
```

PRACTICAL 5H

362: Dates of Publication and/or Sequential Designation

- Required in serials cataloguing.

⁴ As well as being a broadcast standard, 'PAL' is a regional code for some Nintendo systems.

380: Form of work

- May hold terms such as 'Television program', 'Choreographic work', 'Play'. Such information, if not clear from the title or LCSH, is usually given in 500 notes, but it is possible that international practice will move towards regular use of 380.

382: Medium of performance

- A field introduced for music cataloguing in the context of RDA. It roughly corresponds to the codes in 048.⁵ Used mainly in NACO records, but may occur in bibliographic records.

383: Numeric designation of musical work

- For opus numbers and thematic index numbers such as BWV. Used mainly in NACO records, but may occur in bibliographic records.

384: Key

- For music cataloguing. Used mainly in NACO records, but may occur in bibliographic records.

500: General note

- If you are dealing with complex or multimedia material, please:
 - make adequate notes about physical aspects, e.g. listing the physical contents of containers or stating the whereabouts of accompanying material;
 - and record any information about the nature and purpose of accompanying material which is readily available and useful for selection, e.g. whether a CD-ROM contains PDF worksheets, PowerPoint slides, interactive quizzes or illustrations.

502: Dissertation note

- A formal note required for thesis cataloguing.

Example:

502 __ \$bPh.D\$cUniversity of Louisville\$d1997.

508: Creation/production credits note

- Used mainly for credits for technical, organisational or background contributions to an audio or video resource. In principle generates the caption 'Credits:' Used in OLIS only for important contributions.

511: Participant or performer note

- Used for important performers in audio or video resources. For dramatic performances the first indicator should be '1', which in principle generates the caption: 'Cast'; otherwise use '0'.

515: Numbering peculiarities note

- Used in serials cataloguing.

522: Geographic coverage note

- Used for cartographic materials if the 245 data does not make the coverage explicit.

⁵ The immediate reason for the introduction of this field was the phasing out of the old LCSH genre terms, which often included medium of performance, in favour of the new LCGFT thesaurus.

533: Reproduction note

- It used to be normal for one-off or informal reproductions (scans, printouts, photocopies, etc.) to be attached to the record for the original rather than getting a record of their own. The details of the reproduction were recorded in a 533 note, with normal ISBD punctuation, in subfields \$b (place), \$c (publisher), \$d (date), \$e (physical description), \$f (series statement), \$n (note), etc. This practice was largely discontinued in 2013, because it was complicated and created difficulties for filtering by carrier type; but it may still be used occasionally for some special cases and special projects.

Example:

```
533 __ $aMicrofiche.$b[New York :$cNew York Public Library,$d197-?]$e4  
microfiches : negative.$f(NYSPL FSN 14,023)$nReproduced under license.
```

538: System requirements note

- Gives details of hardware and software requirements.

Example (for a videogame):

```
538 __ $a System requirements: Windows XP (SP3), Windows Vista (SP1 or Windows  
7; 2 GHz Intel Core 2 Duo or 2 GHz AMD Athlon 64 X2 or better; 2 GB or more  
RAM (2 GB for Windows Vista (SP1)); 8x DVD drive or faster; at least 9 GB of  
free hard disc space; DirectX 9.0c compatible video card (512 MB, details of  
supported video cards on container); DirectX 9.0c compatible sound card; may  
be controlled by keyboard, mouse, or Microsoft Xbox 360 Controller for  
Windows.
```

546: Language note

- Subfield \$a is used for resources in more than one language. See [Module 4: Foreign-language materials](#).
- Subfield \$b may be used to record alphabet, script or notation system, e.g. 'Staff notation' for printed music.

550: Issuing body note

- Used in serials cataloguing.

580: Linking entry complexity note

- Used in serials cataloguing when 76X/ 77X/ 78X is not enough.

76X, 77X, 78X: Linking entry fields

- These are formal notes fields, used mainly in serials cataloguing, which give bibliographic details of earlier or later versions, components, supplements, etc., and in principle can link to the records for those resources, although in Aleph we use a LKR field to provide a dynamic link.

LKR: Dynamic link

- This is a local field which provides dynamic links between records for related resources. It is used particularly for serials, analytical cataloguing (when records are made both for the whole of a resource and for particular parts) and for separate resources which have their own bibliographical records but are bound together.

5.3. Types of special and non-book materials

Special types of BK materials

Please note that atlases and volumes of printed music do not use BK format.

Antiquarian materials

Materials issued before 1820 are usually catalogued to the Antiquarian standard, based on *Descriptive Cataloguing of Rare Materials (Books)*, available through Cataloger's Desktop; but post-1800 materials may be catalogued to the ordinary OLIS Standard if they are not particularly valuable or interesting. Antiquarian cataloguers have to have special training, which is worthwhile only for people who catalogue antiquarian materials very regularly, so it is common to outsource antiquarian cataloguing to specialists. For advice about training and outsourcing, please contact [Sarah Wheale](#). Antiquarian records in OLIS have the RTP 'Antiquarian' and the OWN 'ANTI'.

Art-related materials, exhibitions and catalogues

See *Art-related materials, exhibitions and catalogues* (forthcoming) and [Auction catalogues, British](#). Non-British auction catalogues seldom get individual full-level records.

Braille, etc.

Braille is coded as 'f' in 008/23 and recorded as 'tactile text' in 336. (Other 336 values available for resources intended to be 'read' through touch are 'tactile image', 'tactile notated music' and 'tactile notated movement'.)

E-books

All e-book records should have the RTP field 'Eresource', so that SOLO can identify them as online resources.

Most of the e-book records in OLIS come from vendors as large packages and are processed centrally. Some simple automated improvements are made, but there is no point in improving them individually, because they will be overwritten each time the package is updated by the vendor. They have the OWN field 'ERES'.

Institutions may decide to add individual records for e-resources which are freely available and reliable, but must be careful to check and record any license conditions and to guard against broken links. In most respects the records should follow the [Provider-Neutral E-Monograph MARC Record Guide](#). See [E-books](#).

E-resources on portable storage devices

There is a wide range of e-storage devices available now (e.g. USB flash drives, cards, portable hard drives, CD-ROMs), and these can have a wide range of content. The record's format and many of its elements must reflect the content; but a few elements (007, 300, 338, etc.) must reflect the carrier. See [E-resources on portable storage devices](#).

Foreign-language materials

See Module 4: Foreign-language materials.

Grey material (pamphlets, exam papers, informal photocopies, boxes of papers, etc.)

Make Oxford Local Records. See [Brief records](#).

Large print

Large print is coded as 'd' in 008/23 and also recorded in 340 \$n. The exact size may be added in brackets, if readily available.

340 __ \$nlarge print (24 point)\$2rda

Manuscripts, typescripts and similar

Manuscript and typescript material has the LDR/06 value 't' (for ordinary text), 'd' (for notated music) or 'f' (for cartographic material). 264 has the second indicator '0' (production) and no place or publisher is required in 264, although an appropriate country code should be given in 008/15-17 if known.

Microforms

The choice of template depends on the content, not the carrier. Usually one of the ordinary BK templates will be appropriate, but microforms which contain mainly cartographic material or music should use templates in MP or MU format.

The carrier is reflected only in: Form of Item, 008/23 or 008/29 ('a' for microfilm or 'b' for microfiche); an 007 (007/00 is 'h'); the unit used in 300 \$a (usually 'microfiche' or 'microfilm reel'); 337 \$a ('microform'); and 338 \$a (usually 'microfiche' or 'microfilm reel'; for less common microforms, see the list of carrier types in Appendix 2).

The width of microfilms is recorded in 300 \$c (usually 16 mm or 35 mm); but standard-sized microfiches (10.5 x 14.8 cm) do not require a 300 \$c.

If the microform is a negative reproduction of an original, this is recorded in 340 \$o.

340 __ \$onegative\$2rda

Microforms which are not fully published but are merely one-off reproductions for the use of a particular person or institution do not require full-level records. See [Module 3: Complex and difficult cases](#), section 3.3e. Before 2013 it was normal to add such reproductions to the record for the original (see 5.2 above, under 533: Reproduction note).

Official papers

Great care is needed in entering the series numberings and other numberings of government publications and similar (e.g. EU and U.N. publications) and in the choice of main entry. They also need appropriate codes in 008/28 (Government publication). See [Official papers](#).

Offprints (including eprints)

Substantial offprints may be catalogued at full level, but most offprints, whether provided by the publisher, photocopied or printed out from an online resource, just require a special type of Oxford Local Record which includes a 740 field for the parent publication. See [Offprints](#).

On-demand printing

See [Module 3: Complex and difficult cases](#), section 3.3e.

Printouts from the Internet

For printouts of journal articles or sections of monographs, see [Offprints](#).

The treatment of other printouts depends on whether they are interesting in their own right or mere substitutes for the original and on whether OLIS already has a record for a print version of

the resource. It is essential to establish that the printout does not breach copyright and to record any licensing or reproduction information. See [Module 3: Complex and difficult cases](#), section 3.3e.

Theses

Theses and dissertations are considered to be unpublished material unless they are online or are formally published as books, so most have LDR/06 't' (manuscript language material and do not require 264 \$a or \$b. They require a special thesis code in 008/24-27 (Nature of contents) and a special formal note, 502, for thesis details. There is a template in Aleph, 'thesisrda.mrc', for Oxford theses, but these are usually catalogued by specialists. For full instructions for both Oxford and other theses, see [Theses](#).

Non-BK materials

Computer datasets

Media which hold electronic spreadsheets, databases or similar (e.g. Excel or Access) should be catalogued in CF format. They need 'computer dataset' in 336 \$a and 'data file' in 347 \$b. However, *printouts* of spreadsheets, etc., should be catalogued in BK format, because the data cannot be manipulated by a computer.

E-journals

E-journal cataloguing is handled centrally. Please contact Elena Estraiikh.

Equipment and other realia

We seldom need to make bibliographic records for realia, but some institutions like to be able to circulate equipment such as ethernet cables or plastic skulls. For the recommended procedures, which use the 'on-the-fly' facility in the Circulation module, see [Quick Reference Guide - Equipment records](#).

Maps and atlases

Cartographic materials require special fields for scale and for geographical and chronological coverage and period, as well as appropriate 007, 008 and 33X data. See [Atlases](#) and [Maps](#).

Multimedia

The multimedia format supplies an 008 which is almost vacuous, so it is important to include 006, 007, 33X and 34X for all the important types of materials in the resource. See [Module 6: Bibliographic records for multipart](#).

Printed music

Full cataloguing of printed music is very specialised work. For advice on outsourcing, please contact [Martin Holmes](#).

For some materials brief Oxford Local Records might be adequate, but it would be essential to customise an appropriate template. Please consult [CSS](#).

Serials and integrating resources

Serials cataloguers require special training, but it is sometimes possible to arrange free outsourcing for institutions which do not do enough serials cataloguing to justify training. Please contact [Elena Estraiikh](#).

See also [Special issues of periodicals](#) and [Updating looseleafs](#).

Sound recordings

All sound recordings, even spoken word, use MU format. They may be catalogued either at full level or using a special local level-3 workflow. See [Sound recordings](#).

Videos

Institutions may opt to make full-level records for videos, including notes and access points for all the entities which have significant involvement in the production; but there is also a local standard, including only the most important notes and access points, which is suitable for most mainstream videos and leisure collections. It is a type of Oxford Local Record, but fuller than ordinary brief records, and has a special template (dvdlocalrda.mrc) with the encoding level '7' rather than '3', and a special set of instructions, [Videorecordings](#). (Please note that the dvdlocalrda.mrc template may be used only in conjunction with these instructions.)

Remember that some DVDs are not videos. They may hold, for example, text files or computer datasets, and should be catalogued in the format appropriate to their content.

QUIZ 5

Appendix 1: Navigating the MARC standards for bibliographic records

- 1) Follow the link in the RH pane of the Cataloguing, Cataloguing FAQs or Cataloguing documentation pages or go to <http://www.loc.gov/marc>⁶
- 2) In the MARC homepage, choose 'Bibliographic' from the LH pane. (You will also see links to the MARC code lists for languages and countries, which you may occasionally need in order to get up to date values for 008/15-17 or 008/35-37.)

The Library of Congress >> Librarians, Archivists >> Standards

MARC 21

MARC STANDARDS
Library of Congress - Network Development and MARC Standards Office

The MARC formats are standards for the representation and communication of bibliographic and related information in machine-readable form.

NEW! [Bibliographic Framework Transition Initiative](#)
[MARC Code Lists as Linked Data](#)

UPDATED! [RDA in MARC -- Summary of Additions](#)
[\[MARC en ESPANOL\]](#)

[Understanding MARC Bibliographic](#) -- a brief description and tutorial
[Understanding MARC Authority](#) -- a brief description and tutorial
[Understanding MARC Holdings Records](#) -- a brief description and tutorial

MARC Formats
[Bibliographic](#)
[Authority](#)
[Holdings](#)
[Classification](#)
[Community](#)
[Translations](#)

MARC LITE
[Bibliographic](#)

MARC Code Lists
[Countries](#)
[GACs](#)
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[Organizations](#)
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MARC Development
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[MARC Proposals](#)
[MARC Discussion Papers](#)

General Information
[Introductory MARC Information](#)
[News & Announcements](#)
[MARC FAQ](#)
[MARC Forum \(listserv\)](#)
[Unicode-MARC Forum](#)
[Recommended Reading](#)

MARC Formats
[Formats and Code Lists](#)
[Format Overview](#)
[Ordering Information](#)
[National Level](#)
[Requirements](#)
[MARC Mappings](#)
[MARC User Notes](#)

MARC in XML
[MARXML](#)
[MODS](#)
[MADS](#)

MARC and FRBR
[FRBR Display Tool](#)

MARC Records, Systems and Tools
[MARC Record Services](#)
[MARC Systems](#)
[MARC Specialized Tools](#)

- 3) This takes you to a broad table of contents. Open the link you need, e.g. open '00X: Control fields' in order to find field 007.
- 4) In the 00X table of contents, click on the Full link for 007. (The Concise link will give you 'lite' information).

MARC 21 Bibliographic	October 2003
"Full" documentation refers to the <i>MARC 21 Format for Bibliographic Data</i> that contains detailed descriptions of every data element, along with examples, input conventions and history sections.	
"Concise" documentation refers to the <i>MARC 21 Concise Format for Bibliographic Data</i> that contains abridged descriptions of every data element, along with examples.	
001 - Control Number Full Concise	
003 - Control Number Identifier Full Concise	
005 - Date and Time of Latest Transaction Full Concise	
006 - Fixed-Length Data Elements - Additional Material Characteristics Full Concise	
007 - Physical Description Fixed Field Full Concise	
008 - Fixed-Length Data Elements Full Concise	

⁶ You can also access the MARC Standards through Cataloger's Desktop, <http://desktop.loc.gov>. If you are being trained as a cataloguer, an account will be set up for you before you take the LCSH course. Otherwise, please contact CSS to request an account.

- 5) Choose the type of resource you are dealing with, e.g. 'Sound recording'.

Tactile material (007/00=f)

00 - Category of material
 01 - Specific material designation
 02 - Undefined
 03-04 - Class of braille writing
 05 - Level of contraction
 06-08 - Braille music format
 09 - Special physical characteristics

02 - Undefined
 03 - Altitude of sensor
 04 - Altitude of sensor
 05 - Cloud cover
 06 - Platform construction type
 07 - Platform use category
 08 - Sensor type
 09-10 - Data type

Projected graphic (007/00=g)

00 - Category of material
 01 - Specific material designation
 02 - Undefined
 03 - Color
 04 - Base of emulsion
 05 - Sound on medium or separate
 06 - Medium for sound
 07 - Dimensions

Sound recording (007/00=s)

00 - Category of material
 01 - Specific material designation
 02 - Undefined
 03 - Speed
 04 - Configuration of playback channels
 05 - Groove width/groove pitch
 06 - Dimensions
 07 - Tape width
 08 - Tape configuration

- 6) You will see a list of 007 positions and available values for them. Notice that they usually include 'Unspecified', 'Unknown' and/or 'No attempt to code'. If you scroll down further you will find definitions and advice for each value for each position.

01 - Specific material designation

Special class of sound recording to which the item belongs (e.g., a cylinder).

d - Sound disc

Sound discs are thin circular objects that vary in diameter (e.g., 7 in., 10 in., 12 in.), on which sound waves, recorded as modulations or pulses, are incised or indented. Compact audio discs are typically 4 3/4 in. in diameter.

e - Cylinder

Cylinders are cylindrical objects on which sound waves are incised or indented in a continuous circular groove. Mass-produced cylinders are made of plastic. Early cylinders were made of tinfoil or wax.

g - Sound cartridge

Sound cartridges are containers holding a single sound tape, run as an endless loop.

- 7) If instead of going into a coded field you go into an ordinary field such as 245, you will see

- lists of indicators and subfields (sometimes including very obscure ones)
- Field Definition and Scope - introductory material
- Guidelines for Applying Content Designators - the rules for using the various indicators and subfields, usually with useful examples

\$b - Remainder of title

Data includes parallel titles, titles subsequent to the first (in items lacking a collective title), and other title information.

In records formulated according to ISBD principles, subfield \$b contains all the data following the first mark of ISBD punctuation and up to and including the mark of ISBD punctuation that introduces the first author statement (i.e., the first slash (/)) or precedes either the number (subfield \$n) or the name (subfield \$p) of a part/section of a work. Note that subfield \$b is not repeated when more than one parallel title, subsequent title, and/or other title information are given in the field.

- 245 10\$aPrivate eyeballs :\$b golden treasury of bad taste.
 245 10\$aConference on Industrial Development in the Arab Countries :\$b [proceedings].
 245 00\$aLord Macaulay's essays ;\$band, Lays of ancient Rome.
 245 10\$aDistribution of the principal kinds of soil :\$borders, suborders, and great groups : National Soil Survey Classification of 1967.
 245 00\$aColorado heritage :\$b the journal of the Colorado Historical Society.

- Input Conventions - mainly about punctuation.

Punctuation - Field 245 ends with a period, even when another mark of punctuation is present, unless the last word in the field is an abbreviation, initial/letter, or data that ends with final punctuation.

- 245 10\$aCosmic search.
 245 00\$aMarcel Marceau, ou, l'art du mime.
 245 10\$aWelcome aboard! :\$b your career as a flight attendant /\$c Becky S. Bock, Cheryl A. Cage.

Appendix 2: 33X field values for subfield \$a (as at 1 June 2014)**336: Content types**

If none of the terms in this list applies to the resource being described, record *other*.

If the carrier type applicable to the resource being described cannot be readily ascertained, record *unspecified*.

All 336 fields also require a subfield \$2 with the value `rdacontent`.

Repeat the field as necessary.

cartographic dataset	Cartographic content expressed through a digitally encoded dataset intended to be processed by a computer. For cartographic data intended to be perceived in the form of an image or three-dimensional form, see <i>cartographic image</i> , <i>cartographic moving image</i> , <i>cartographic tactile image</i> , <i>cartographic tactile three-dimensional form</i> , and <i>cartographic three-dimensional form</i> .
cartographic image	Cartographic content expressed through line, shape, shading, etc., intended to be perceived visually as a still image or images in two dimensions. Includes maps, views, atlases, remote-sensing images, etc.
cartographic moving image	Cartographic content expressed through images intended to be perceived as moving, in two dimensions. Includes satellite images of the Earth or other celestial bodies in motion.
cartographic tactile image	Cartographic content expressed through line, shape, and/or other forms, intended to be perceived through touch as a still image in two dimensions.
cartographic tactile three-dimensional form	Cartographic content expressed through a form or forms intended to be perceived through touch as a three-dimensional form or forms.
cartographic three-dimensional form	Cartographic content expressed through a form or forms intended to be perceived visually in three-dimensions. Includes globes, relief models, etc.
computer dataset	Content expressed through a digitally encoded dataset intended to be processed by a computer. Includes numeric data, environmental data, etc., used by applications software to calculate averages, correlations, etc., or to produce models, etc., but not normally displayed in its raw form. For data intended to be perceived visually in the form of notation, image, or three-dimensional form, see <i>notated movement</i> , <i>notated music</i> , <i>still image</i> , <i>text</i> , <i>three-dimensional form</i> , <i>three-dimensional moving image</i> , and <i>two-dimensional moving image</i> . For data intended to be perceived in an audible form, see <i>performed music</i> , <i>sounds</i> , and <i>spoken word</i> . For cartographic data see <i>cartographic dataset</i> .

computer program	Content expressed through digitally encoded instructions intended to be processed and performed by a computer. Includes operating systems, applications software, etc.
notated movement	Content expressed through a form of notation for movement intended to be perceived visually. Includes all forms of movement notation other than those intended to be perceived through touch (see <i>tactile notated movement</i>).
notated music	Content expressed through a form of musical notation intended to be perceived visually. Includes all forms of musical notation other than those intended to be perceived through touch (see <i>tactile notated music</i>).
performed music	Content expressed through music in an audible form. Includes recorded performances of music, computer-generated music, etc.
sounds	Content other than language or music, expressed in an audible form. Includes natural sounds, artificially produced sounds, etc.
spoken word	Content expressed through language in an audible form. Includes recorded readings, recitations, speeches, interviews, oral histories, etc., computer-generated speech, etc.
still image	Content expressed through line, shape, shading, etc., intended to be perceived visually as a still image or images in two dimensions. Includes drawings, paintings, diagrams, photographic images (stills), etc. For cartographic content intended to be perceived as a two-dimensional image, see <i>cartographic image</i> . For images intended to be perceived through touch, see <i>tactile image</i> .
tactile image	Content expressed through line, shape, and/or other forms, intended to be perceived through touch as a still image in two dimensions.
tactile notated movement	Content expressed through a form of notation for movement intended to be perceived through touch.
tactile notated music	Content expressed through a form of musical notation intended to be perceived through touch. Includes braille music and other tactile forms of musical notation.
tactile text	Content expressed through a form of notation for language intended to be perceived through touch. Includes braille text and other tactile forms of language notation.
tactile three-dimensional form	Content expressed through a form or forms intended to be perceived through touch as a three-dimensional form or forms.
text	Content expressed through a form of notation for language intended to be perceived visually. Includes all forms of language notation other than those intended to be perceived through touch (see <i>tactile text</i>).
three-dimensional form	Content expressed through a form or forms intended to be perceived visually in three-dimensions. Includes sculptures, models, naturally occurring objects and specimens, holograms, etc. For cartographic content intended to be perceived as a three-dimensional form, see <i>cartographic three-dimensional form</i> . For three-dimensional forms intended to be perceived through touch, see <i>tactile three-dimensional form</i> .

three-dimensional moving image	Content expressed through images intended to be perceived as moving, in three dimensions. Includes 3-D motion pictures (using live action and/or animation), 3-D video games, etc. Three-dimensional moving images may or may not be accompanied by sound.
two-dimensional moving image	Content expressed through images intended to be perceived as moving, in two dimensions. Includes motion pictures (using live action and/or animation), film and video recordings of performances, events, etc., video games, etc., other than those intended to be perceived in three dimensions (see <i>three-dimensional moving image</i>). Moving images may or may not be accompanied by sound. For cartographic content intended to be perceived as a two-dimensional moving image, see <i>cartographic moving image</i> .

337: Media types

If none of the terms in this list applies to the resource being described, record *other*.

If the media type applicable to the resource being described cannot be readily ascertained, record *unspecified*.

All 337 fields also require a subfield \$2 with the value 'rdamedia'.

Repeat the field as necessary.

audio	Media used to store recorded sound, designed for use with a playback device such as a turntable, audiocassette player, CD player, or MP3 player. Includes media used to store digitally encoded as well as analog sound.
computer	Media used to store electronic files, designed for use with a computer. Includes media that are accessed remotely through file servers as well as direct-access media such as computer tapes and discs.
microform	Media used to store reduced-size images not readable to the human eye, designed for use with a device such as a microfilm or microfiche reader. Includes both transparent and opaque micrographic media.
microscopic	Media used to store minute objects, designed for use with a device such as a microscope to reveal details invisible to the naked eye.
projected	Media used to store moving or still images, designed for use with a projection device such as a motion picture film projector, slide projector, or overhead projector. Includes media designed to project both two-dimensional and three-dimensional images.
stereographic	Media used to store pairs of still images, designed for use with a device such as a stereoscope or stereograph viewer to give the effect of three dimensions.
unmediated	Media used to store content designed to be perceived directly through one or more of the human senses without the aid of an intermediating device. Includes media containing visual and/or tactile content produced using processes such as printing, engraving, lithography, etc., embossing, texturing, etc., or by means of handwriting, drawing, painting, etc. Also includes media used to convey three-

dimensional forms such as sculptures, models, etc.

video

Media used to store moving or still images, designed for use with a playback device such as a videocassette player or DVD player. Includes media used to store digitally encoded as well as analog images.

338: Carrier types

If none of the terms in this list applies to the resource being described, record *other*.

If the carrier type applicable to the resource being described cannot be readily ascertained, record *unspecified*.

All 338 fields also require a subfield \$2 with the value `rdacarrier`.

Repeat the field as necessary.

Audio carriers

audio cartridge

audio cylinder

audio disc

audio roll

audiocassette

audiotape reel

sound-track reel

Computer carriers

computer card

computer chip cartridge

computer disc

computer disc cartridge

computer tape cartridge

computer tape cassette

computer tape reel

online resource

Microform carriers

aperture card

microfiche

microfiche cassette

microfilm cartridge

microfilm cassette

microfilm reel

microfilm roll

microfilm slip

microopaque

Microscopic carriers

microscope slide

Projected image carriers

film cartridge

film cassette

film reel

film roll

filmslip

filmstrip

filmstrip cartridge

overhead transparency

slide

Stereographic carriers

stereograph card

stereograph disc

Unmediated carriers

card

flipchart

object

roll

sheet

volume

Video carriers

video cartridge

videocassette

videodisc

videotape reel

Appendix 3: 34X subfields and values (as at 1 June 2014)

All 34X fields also require a subfield \$2 with the value `rda`.

Use the subfields and values listed below if they are relevant and if you can get the information from labels, cases, accompanying material or suchlike, without playing the resource.

Subfields and values which are greyed out are not generally required in OLIS records, but they should be retained if found in downloaded records.

Some elements are free-text, in which case the values listed are introduced by `e.g.`

Repeat the fields as necessary.

344: Sound Characteristics

\$a (R) Type of recording	\$b (R) Recording medium	\$c (R) Playing speed	\$d (R) Groove characteristic	\$e (R) Track configuration (for sound-track films)	\$f (R) Tape configuration (= number of tracks)	\$g (R) Configuration of playback channels	\$h (R) Special playback characteristics
analog digital	magnetic magneto-optical optical	<i>analog disc - revolutions per minute, e.g.</i> 33 1/3 rpm 45 rpm 78 rpm <i>digital disc - metres per second, e.g.</i> 1.4 m/s <i>analog tape - inches per second, e.g.</i> 1 7/8 ips <i>sound-track film - frames per second, e.g.</i> 24 fps	<i>analog disc</i> coarse groove microgroove <i>analog cylinder</i> fine standard	centre track edge track	<i>e.g.</i> 4 track	mono stereo quadraphonic surround	CCIR standard CX encoded dbx encoded Dolby Dolby-A encoded Dolby-B encoded Dolby-C encoded LPCM NAB standard

345: Projection Characteristics of Moving Image

\$a (R) Presentation format			\$b (R) Projection speed in frames per
Cinerama	multiprojector	standard sound aperture	e.g. 20 fps
Cinemiracle	multiscreen	stereoscopic	
Circarama	Panavision	techniscope	
IMAX	standard silent aperture		

346: Video Characteristics

\$a (R) Video format (analog videos)		\$b (R) Broadcast standard
Beta	Laser optical	HDTV
Betacam	M-II	NTSC
Betacam SP	Quadruplex	PAL
CED	Super-VHS	SECAM
D-2	Type C	
EIAJ	U-matic	
8 mm	VHS	
Hi-8 mm		

347: Digital File Characteristics

\$a (R) File type	\$b (R) Encoding format			\$c (R) File size	\$d (R) Resolution	\$e (R) Regional encoding	\$f (R) Transmission speed (streaming files)
audio file	<i>Audio</i>	<i>Spatial data</i>	<i>Video</i>	<i>e.g.</i>	<i>e.g.</i>	<i>eg.:</i>	<i>e.g.</i>
data file	CD audio	ArcInfo	Blu-ray	182 KB	2048x1536 pixels	<i>DVDs</i>	32 kbps
image file	DAISY	CAD	DVD video	2.1 MB	3.1 megapixels	region 1	
program file	DVD audio	DEM	HD-DVD	6.6 GB		region 2	
text file	MP3	E00 MID/MIF	MPEG-4			region 3	
video file	RealAudio		QuickTime			region 4	
	SACD	<i>Text</i>	RealVideo			region 5	
	WAV	ASCII	S VCD			region 6	
		HTML	VCD			region 7	
	<i>Image</i>	Megadots	Windows media			region 8	
	BMP	MS Word				all regions	
	GIF	PDF					
	JPEG	RTF	<i>Data</i>			<i>Blu-ray</i>	
	JPEG2000	SGML	Access			region A	
	PNG	TeX	Excel			region B	
	TIFF	Word Perfect	Lotus XML			region C	
	BIL	XHTML				all regions	
	BSQ	XML				<i>Games</i> ⁷	
						PAL	
						NTSC-U	

⁷ Regional coding for computer games depends on the manufacturer and is constantly changing.

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