

Theses

A. Introduction	- 2 -
Published or unpublished?	- 2 -
Which year?	- 2 -
B. Field by field guidelines.....	- 3 -
Format and template.....	- 3 -
Choice of main and added entries (100, 700, 710) and relator terms.....	- 4 -
000/LDR Leader.....	- 5 -
007 Physical Description Fixed Field	- 5 -
008 (and 006) Fixed-Length Data Elements	- 5 -
008/06-14 (Type of date and dates)	- 6 -
008/15-17 (Place)	- 6 -
008/23 or 29 (Form of item)	- 6 -
008/24-27 (Nature of contents).....	- 6 -
008/35-37 (Language).....	- 6 -
006 field	- 6 -
100 Main entry - personal name.....	- 7 -
245 Title and statement of responsibility	- 7 -
020, 041, 246, 250, 490, 546.....	- 7 -
264 Production or publication, copyright.....	- 7 -
300 Physical description	- 7 -
33X Content type, media type, carrier type.....	- 8 -
347 Digital file characteristics.....	- 8 -
500 General note	- 8 -
502 Dissertation note	- 9 -
504 Bibliography note	- 9 -
540 License/permissions.....	- 10 -
6XX LCSH	- 10 -
7XX, 8XX Added entries and controlled series	- 10 -
856 URL	- 10 -
C. Examples	- 11 -
(a) Traditional Oxford thesis, on one side of paper, bound as a volume; also available online in Oxford Research Archive (ORA).....	- 11 -
(b) Traditional non-Oxford thesis, on one side of paper, bound as a volume; with additional photocopy.....	- 12 -
(c) Thesis published as printed monograph some time after original submission.....	- 12 -
(d) Non-Oxford thesis published as commercial monograph and submitted in this form	- 13 -
(e) Oxford thesis consisting primarily of maps, on both sides of paper, bound as a volume; also available online in Oxford Research Archive (ORA)	- 14 -
(f) Non-Oxford thesis as online PDF reproduced from print copy by non-profit academic agency (brief record)	- 15 -
(g) Non-Oxford thesis as microform, supplied on demand by non-profit academic agency (brief record)	- 16 -
(h) Non-Oxford thesis submitted on CD-ROM	- 17 -
(i) Licensed printout of the above (brief record)	- 18 -

A. Introduction

These guidelines replace the two OLIS Cataloguing Updates for Oxford theses and non-Oxford theses and cover all types of work “presented as part of the formal requirements for an academic degree” [RDA 7.9.1.1]. Thesis records are distinguished by a 502 Dissertation note and by the value ‘m’ in 008/24-27,¹ which generate the thesis icon in SOLO.

- Most theses are textual, but these guidelines also apply, for instance, to substantial original cartographical works or musical compositions² submitted as part of the formal requirements for an academic degree.
- They apply to any carrier type (volume, online electronic resource, CD-ROM, flash drive, etc.).
- They apply to one-off reproductions of theses, e.g. photocopies, printouts from the Internet and microforms and to theses made available online.³
- However, they do not apply to publications originally written as theses or based on theses unless the publication was actually submitted for the degree or is just the original thesis mounted online.

You may need to consult other documents for more details of how to deal with non-book carriers, reissues and reproductions.⁴ All the documents mentioned can be accessed from links on the *Cataloguing documentation* webpage,

http://www.bodleian.ox.ac.uk/staff/resources/olissupport/cataloguing/cataldocs#Special_materials

For non-Oxford theses or for one-off reproductions with a different carrier type from the original, full-level records are not always required, but even [brief records](#) for theses require ‘m’ in 008/24-27 and a 502 note.

Published or unpublished?

It is important to distinguish between published and unpublished theses, because this will affect the Type of Record (LDR 06) and the 264 field.

- Treat theses as unpublished if they are either typed or printed out from a private electronic storage medium (e.g. a computer drive or CD-ROM) and are not produced with a view to general distribution.
- If the version submitted is a published version, treat it as such. (In some countries, e.g. Scandinavia and the Netherlands, it is common for theses to be published commercially and submitted in the published form).
- Always treat online theses as published.
- If a thesis is issued in various manifestations, e.g. both as a small number of typescripts or printouts and as an online publication, make a separate record for each manifestation and treat as published only the online or fully published manifestations.

Which year?

- Theses have two important dates:
 - the date when the thesis was produced or published, recorded in subfield 264 \$c

¹ Theses which are not in BK format do not have this code.

² Music cataloguing is a very specialised skill, so non-experts should seek advice from an experienced music cataloguer.

³ Records covering one-off reproductions must always include details of the license or permission under which the reproduction was made, either as a 540 note or, if applicable only to a particular copy, as a holdings note.

⁴ For reissues and reproductions, see RDA/MARC 21 [Module 3](#), 3.3e; for non-book carriers, see [Module 5](#), 5.3.

- the date in which the degree was granted, recorded in subfield 502 \$d.
- For Oxford theses, the date used in 502 \$d should be the year when permission was given to 'apply for leave to supplicate', even though Oxford students do not always choose to receive their degrees formally until some years after leave to supplicate was granted.
- For unpublished theses the year recorded in 008/07-10 used to be that when the degree was granted, as recorded in the 502 Dissertation note, even though this was often different from the year of production recorded in 264 \$c. However, it was agreed in April 2015 that all theses should use the year of production or publication in 008/07-10, bringing theses into line with all other materials.

B. Field by field guidelines

Format and template

- Format depends on the resource's content rather than its carrier, so theses almost always use BK format, even if they are electronic or microform. It may happen occasionally that a thesis consists principally of cartographic or visual material or notated music, in which case the record would use the MP, VM or MU format.
- The Aleph template to use for original full-level item-in-hand cataloguing of theses is thesisrda.mrc (shown below), which is in BK format and supplies some data suitable for unpublished Oxford theses.

Leader	<u>L D R</u>	—	—	~~~~~ntm^a22~~~~~j^4500
Fixed Data	<u>0 0 8</u>	—	—	~~~~~s????~~~~~enk~~~~~mb~~~~~000^0^eng^d
Catal. Source	<u>0 4 0</u>	—	—	a UkOxU
			b eng	
			e rda	
			c UkOxU	
Personal Name	<u>1 0 0</u>	<u>1</u>	a	
Main Title	<u>2 4 5</u>	<u>1 0</u>	a	
Production	<u>2 6 4</u>	<u>0</u>	c	
Physical Des.	<u>3 0 0</u>	—	a	
Content Type	<u>3 3 6</u>	—	a	text
			2	rdacontent
Media Type	<u>3 3 7</u>	—	a	unmediated
			2	rdamedia
Carrier Type	<u>3 3 8</u>	—	a	volume
			2	rdacarrier
General Note	<u>5 0 0</u>	—	a	Supervisor:
Dissert. Note	<u>5 0 2</u>	—	b	?..???.
			c	University of Oxford
			d	????
			g	
			g	
			g	
Bibliog. Note	<u>5 0 4</u>	—	a	Bibliography: leaves
Subject-P.Name	<u>6 0 0</u>	<u>1 0</u>	a	
Subject-Corp.N.	<u>6 1 0</u>	<u>2 0</u>	a	
Subject-Top.Trm	<u>6 5 0</u>	<u>0</u>	a	
Subject-Geo.Trm	<u>6 5 1</u>	<u>0</u>	a	
A.E. Corp. Name	<u>7 1 0</u>	<u>2</u>	a	University of Oxford,
			e	degree granting institution.
Elec.Loc.Acc	8 5 6	<u>4 1</u>	u	

- You may need to change the template's default values in various ways. More details are given in the sections for the relevant fields.
 - For non-book carriers you would need to add an 007 field and change the 008 Form of item, 337 and 338 values. For electronic carriers you would also need a 347 field and you might need to change the 504. You might need an 006 field if the 008 field did not cover all aspects of the resource. You might also need to add these fields to cover accompanying material.
 - For theses not issued in England and theses in foreign languages, you would need to change the 008 values.
 - For non-Oxford theses you would need to change 502 \$c and 710 \$a
- In the rare cases where the thesis does not consist primarily of textual material, it is best to use a template appropriate to the type of material and add to it the various special elements for theses, including the 502 field.
- If you are making a brief record for a thesis (see examples (e), (g), (i) in section E):
 - use the `oxflocalrda.mrc` template and the instructions in the [Brief records](#) document; but also
 - include 'm' in 008/24-27;
 - add a 502 Dissertation note;
 - change LDR 06 and 264 second indicator if the thesis is unpublished;
 - make any changes required for non-text theses, non-book carriers, theses not issued in England and non-book theses.
- If you often catalogue theses of particular types, it would be worth customising one or more templates to have appropriate values.⁵

Choice of main and added entries (100, 700, 710) and relator terms

- The main entry for a thesis will almost invariably be its personal creator, in field 100. The relator term is usually 'author', but you should use a different term, such as 'cartographer' or 'photographer', in the rare cases where this is more appropriate to the primary content.
- *Very rarely*, if a thesis consists primarily of a version of one or more pre-existing works (e.g. a reconstruction of a text from defective manuscripts), and the commentary or explanatory text is presented as subordinate, the choice of main entry will be governed by the pre-existing work(s). In that case the thesis-writer will have a 700 added entry and a relator term such as 'editor'.


```
100 0_ $aPseudomartial,$eauthor.
245 14 $aThe Pseudomartial fragments /$cfully transcribed with conjectural
emendations, English translations and textual and sociocultural commentaries
by Joan Grey.
700 1_ $aGrey, Joan,$d1970-$eeditor,$etranslator.
```
- Always make a 710 added entry for the degree-granting institution, with the relator term 'degree granting institution'. The template includes an entry suitable for Oxford theses, so it must be changed for non-Oxford theses. If a small number of institutions are acting jointly, make entries for them all.

⁵ For instructions, see <http://www.bodleian.ox.ac.uk/staff/resources/olissupport/docs/cat/aleph/CatModuleMARC.pdf>, page 22.

- Do *not* make a 700 entry for the degree supervisor, but name the supervisor, if known in a 500 note.⁶ Otherwise delete the note from the template.
- Fully published theses may need further entries, e.g. for issuing bodies or series.
- For brief records all access points are optional, at the discretion of the owning institution. If used, they must obey the usual rules for the relevant field.

000/LDR Leader

The template supplies the appropriate leader values for full-level records for theses which are unpublished and predominantly textual.

- The *Type of record* (000/06) is 't' for 'Manuscript language material'. This would have to be changed to 'a' for published theses and to other values for non-textual theses. For a full list of values, see the dropdowns or tag information in Aleph or the [MARC Standards](#).
- 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

- You would need to add this field for theses whose primary content is non-textual or whose carrier is not eye-readable without equipment. In some cases, e.g. cartographic materials on CD-ROM, you would need two 007 fields, for Map and Electronic resource.
- If you need to add an 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. This fills in the 007/00 value in the form and makes sure that appropriate values are available for the other positions.
- For full information about the values available for each position, please consult the MARC standards at <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

- 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.
- If you have changed the record's format, the middle positions (18-34) will be ones appropriate to the material, not the standard ones for books. If you are puzzled by any of the positions, you can code

⁶ A supervisor who is given a 700 entry will appear in SOLO's list of authors as if s/he were a co-author, which has given rise to complaints from real authors; and a search on the supervisor's name will put supervised theses on a par with the academic's own work in the results list. SOLO's general search includes 500 fields but values them less highly than 700s, putting the records towards the end of the results list.

them as 'u' (= Unknown) where that option is available, or use the fill character '|' (= No attempt to code); but please fill in as much information as you easily can.⁷

008/06-14 (Type of date and dates)

- In 008/07-10 enter the year of production or publication as recorded in 264 \$c, *not* the date when the degree was granted (or when leave to supplicate was granted) as recorded in 502 \$d.
- For one-off reproductions intended to serve as substitutes for the original,⁸ e.g. any microforms, scans or photocopies which are not fully published, just give the date of the original, not the copy, as a single date (06= 's'). This includes online reproductions.
- For commercially-produced or important reissues (e.g. presentation copies), use 'r' in 008/06, followed by the reproduction's date and the date of the original issue.
- If the thesis is not a commercially-produced or important reissue but has a copyright date which is different from the date of production or publication, 008/06 will be 't' and the copyright date will be entered in 008/11-14.

008/15-17 (Place)

For theses produced outside England, use the appropriate place code, even if the thesis is unpublished and therefore has no corresponding 264 \$a.

008/23 or 29 (Form of item)

For carriers other than ordinary volumes, e.g. microforms, enter the appropriate value.

008/24-27 (Nature of contents)

- The template supplies the values 'mb' (=thesis, bibliography) which are required for BK-format (i.e. textual) theses. These codes are not available for theses in other formats, e.g. music or cartographic materials.
- You may need additional values if, for example, the thesis consists substantially of a catalogue or statistics.

008/35-37 (Language)

- For foreign-language theses, change the language code.
- If the thesis requires more complex language information, e.g. if it includes an abstract or a text in a different language or a translation, make an 041 field and a corresponding 546 note.

006 field

- Because values 18-34 of the 008 field are specific to each format, you might need a separate 006 field if the 008 field does not cover every part or aspect of the resource, e.g. if a text thesis has an accompanying audio CD. This in effect provides an extra set of 008/18-34 options.
- An 006 with 'm' (= computer) in position 00 is always required for computer-dependent materials (e.g. online materials or CD-ROMs) whose records do not have the value 'm' in LDR/06.

⁷ Occasionally when you change a record's format some default values end up in 'undefined' positions where they are meaningless but cannot be edited. If this happens, the simplest thing is to delete the 008 field entirely and add a new 008 field in the usual way.

⁸ Or intended to provide such substitutes on demand as an academic service, e.g. the microfilms held by University Microfilms International.

- 006 fields are added in the same way as 007 fields, and you can find details of the positions and values in the [MARC Standards](#).

100 Main entry - personal name

See under Choice of main and added entries and relators, above.

245 Title and statement of responsibility

- Thesis title pages may have very long other title information or statements of responsibility, going into details of the degree, institution, supervisor, examiners, etc. This kind of information should be omitted.

`/$cInaugural-Dissertation vorgelegt von Lilli Gast.`

`[Resource reads: Inaugural-Dissertation zur Erlangung des akademischen Grades eines Doktors der Philosophie (Dr.Phil.) im Fachbereich Erziehungswissenschaft/Humanwissenschaften der Gesamthochschule Kassel-Universität vorgelegt von Lilli Gast.]`

- The mark of omission (` ... `) is not required when omitting other title information entirely, because this is not a core RDA element, nor when omitting background information from statements of responsibility; but it is required if you omit only *parts* of an other title information element.

020, 041, 246, 250, 490, 546

These follow the usual rules.

264 Production or publication, copyright

- For unpublished theses, use 2nd indicator `0` (= `Production`) and no subfields except \$c. Enter in \$c the date of production from the preferred source of information.
- For commercially published issues and online issues, use 2nd indicator `1` (= `Publication`) and, except in brief records, use all the usual subfields.
- For *one-off* reproductions intended to serve as substitutes for the original or to provide such substitutes, but with a different carrier from the original, e.g. microforms, scans and photocopies produced inhouse or by an on-demand academic service, record the dates, etc. of the original in 264 and give the details of the reproduction as a 500 note.⁹
- If the thesis has a copyright date, record it as usual in 264 _4 \$c.

300 Physical description

- If the carrier is a volume and unpublished, it will probably be printed only on one side of the paper. In that case, use `leaves` rather than `pages` in 300 \$a.
- For thesis carriers other than eye-readable text requiring no special equipment, consult RDA/MARC21 [Module 5](#) and/or other [OLIS documentation for special materials](#).

⁹ One-off reproductions with a similar carrier to the original should be attached to the record for the original. For more on reissues and reproductions, see RDA/MARC 21 [Module 3](#), 3.3e

33X Content type, media type, carrier type

- The template provides the standard 33X fields for books.
- If the thesis does not consist primarily of textual material, change the 336 value. There is a list of values in [Module 5](#) Appendix 2 and you can also find the terms (without definitions) in the Aleph picklist for the field (Ctrl-F8); but to be sure of being absolutely up to date, check RDA 6.9.1.3.
- For non-book carriers, change the 337 and 338 values. There is a list of values in [Module 5](#) Appendix 2;¹⁰ but to be sure of being absolutely up to date, check RDA 3.2.1.3 for media type and 3.3.1.3 for carrier type.
- Repeat the fields as necessary.


```
336 __ $acartographic image$2rdacontent
336 __ $atext$2rdacontent
337 __ $acomputer$2rdamedia
338 __ $acomputer disc$2rdacarrier
[for a thesis consisting primarily of maps but with a fair amount of text, all
on CD-ROM]
```

347 Digital file characteristics

For electronic carriers you also need a 347 field. The only subfield required by OLIS is \$a (File type), and you need not add other subfields unless the information is readily available and reasonably important.¹¹ For more on 347 values, see RDA/MARC21 [Module 5](#), Appendix 3. To be sure of being absolutely up to date, check RDA 3.19.

```
347 __ $atext file$bPDF$2rda
347 __ $aimage file
[if, for example, the primary content is maps or photographs]
347 __ $adata file
[if there is substantial electronic data for computer manipulation]
```

500 General note

- For Oxford theses, make a note giving the supervisor's name, if known. This field is supplied in the template, so you will need to delete it if you do not know the supervisor's name.


```
500 __ $aSupervisor: Professor Hugh Lloyd Jones.
```
- If the record is for a one-off reproduction (or a few such copies), give details in a 500 note; but any details which vary between copies should be given as holdings notes.


```
500 __ $aPrintout from the Internet made 1/4/13.
500 __ $aPhotocopy.
[in holdings record]
PUB __ $aPhotocopy made 1/4/13.
```
- Older British doctoral theses, including Oxford ones, were assigned a number by the British Library Document Supply Centre to facilitate Inter-Library Loan, and this number was recorded in a 500 note. This system is no longer in use, but please do not remove any BLDSC notes from existing records.
- For commercial reissues or adaptations of theses, make a suitable 500 note instead of 502:

¹⁰ You can also find the terms in the Aleph pick-list for the field; click in the field and use Ctrl-F8 or tab.

¹¹ For most types of material you can find suitable values from the Aleph pick-list for field 347 - see previous note.

500 __ \$aOriginally presented as the author's thesis (doctoral)–Sorbonne, Paris, 1969.

502 *Dissertation note*

- Older records have all the dissertation information in subfield \$a, but for RDA separate subfields were introduced, to enable more granular searching: \$b for Degree type; \$c for Name of granting institution; \$d for Year degree granted (or year of 'leave to apply to supplicate'); \$g for Miscellaneous information.
- It is not obligatory to use NACO form of the name for the institution (if there is one) in subfield \$c, but it is a good idea to do so, for the sake of consistency. For Oxford theses, the template supplies the NACO form 'University of Oxford'.
- For RDA records, do not include the word 'Thesis' in the note, nor any ISBD punctuation (which are automatically supplied in SOLO displays); but do include a final full stop unless there is another mark of punctuation. The search term 'thesis' will still find all theses, even those whose records do not include the term, because the coding of thesis records now generates this term in the 'anywhere' index.
- For non-Oxford theses, you will need to change the subfield \$c supplied in the template and delete the \$g subfields.

502 __ \$bPh.D.\$cFreie Universität Berlin\$d2013.

- For Oxford theses only, in order to make it possible to search Aleph or SOLO for theses connected with particular institutions or fields of study we record, in separate \$g subfields:¹²
 - the university bodies with responsibility for the research (e.g. division, faculty, school, institute, department, sub-faculty), in descending hierarchical order, using as many \$g subfields as needed;
 - the relevant subject area, if not part of the name of one of the university bodies;
 - the relevant college, if known.

502 __ \$bD.Phil.\$cUniversity of Oxford\$d2013\$gSocial Sciences Division\$gFaculty of Law\$gDepartment of Criminology\$gLinacre College.

502 __ \$bM.Phil.\$cUniversity of Oxford\$d2010\$gHumanities Division\$gFaculty of Oriental Studies\$gSub-Faculty of Near and Middle Eastern Studies\$gCuneiform Studies\$gSt Anne's College.

504 *Bibliography note*

- All theses require bibliographies, so this note is included in the template, but you usually need to add the leaf-numbers.
- If the thesis is printed double-sided (or a paged PDF) you will need to change 'leaves' in the template to 'pages'.
- For carriers which have neither pagination nor foliation, just record 'Includes bibliography.'

¹² Until Hilary 2014 this data was entered in 710 name-title fields, but this is not standard MARC and so is not ideal in full-level records which are exported to RLUK and OCLC. There are no plans to convert older records to the new practice.

540 License/permissions

- For photocopies, printouts, etc., always record clearly the terms under which the copy was legally made.
 - 540 __ \$aPrintouts provided by the author, 1/4/13. To be held at staff desk and signed out by users.
- If both the original and one-off copies are sharing a record, put this information in a PUB holdings note instead.

6XX LCSH

- Assign subject headings in the usual way. For brief records, these are at the discretion of the owning institution.
- Please bear in mind that some types of material, notably cartographic material, now require LCGFT headings in 655 fields. For details, please see the OLIS documentation for each type of material and the relevant Subject Heading Manuals (on Cataloger's Desktop).

7XX, 8XX Added entries and controlled series

See under Choice of main and added entries and relators, above.

856 URL

- In records for online theses, provide the URL.
 - The 2nd indicator should be '0' (= Resource), since the record is for the online resource itself.
 - 856 40 \$u<http://www.ub.uni-heidelberg.de/archiv/2863>
- In records for Oxford print theses which are also available online through Oxford Research Archive (ORA), provide the URL for the online version.
 - 856 41 \$a<http://ora.ox.ac.uk/objects/uuid:2872abaf-abcc-428e-9bb7-88f9b89206dc>
 - This is an exception to the usual OLIS practice of avoiding URLs for online versions in records for print versions. The intention is to maximise awareness of the online versions and to make sure that access to them is not impeded by any inconsistencies between OLIS and ORA records in, for example, how names are presented.
 - The 2nd indicator should be '1' (= Version of resource), since the record is not for the online resource but for the print version.

C. Examples

(a) Traditional Oxford thesis, on one side of paper, bound as a volume; also available online in Oxford Research Archive (ORA)

```

LDR      ^^^^^ntm^a22^^^^^^i^4500
008      130718s2012^^^^enk^^^^^^mb^^^000^0^eng^d
040  __ $aUkOxU$beng$erda$cUkOxU
100 1_ $aShamma, Yasmine,$d1983-$eauthor.
245 10 $aPoetry of inner space :$bdimensions of the New York Schools
/$cYasmine Shamma.
264 _0 $c2012.
300  __ $aiv, 272, v-xv leaves ;$c31 cm
336  __ $atext$2rdacontent
337  __ $aunmediated$2rdamedia
338  __ $avolume$2rdacarrier
500  __ $aSupervisor: Bernard O'Donoghue.
502  __ $bD.Phil.$cUniversity of Oxford$d2012$gHumanities Division$gFaculty of
English Language and Literature$gLinacre College.
504  __ $aBibliography: leaves v-xv.
600 10 $aBerrigan, Ted$xCriticism and interpretation.
600 10 $aNotley, Alice,$d1945-$xCriticism and interpretation.
600 10 $aO'Hara, Frank,$d1926-1966$xCriticism and interpretation.
600 10 $aPadgett, Ron$d1942-$xCriticism and interpretation.
650 _0 $aAmerican poetry$zNew York (State)$zNew York.
650 _0 $aCities and towns in literature.
710 2_ $aUniversity of Oxford,$edegree granting institution.
856 41 $ahttp://ora.ox.ac.uk/objects/uuid:2872abaf-abcc-428e-9bb7-88f9b89206dc

```

(b) Traditional non-Oxford thesis, on one side of paper, bound as a volume; with additional photocopy

The photocopy can share the record for the original, since it is a one-off reproduction and is of a similar carrier-type to the original. Its holdings note makes clear that the photocopy is legal and stipulates its terms of use.

```
LDR      ^^^^^ntm^a22^^^^^^i^4500
008      130401s1972^^^^nyua^^^mb^^^000^0^eng^d
040 __ $aUk0xU$beng$erda$cUk0xU
100 1_ $aFishman, J. S.,$eauthor.
245 14 $aThe London Conference of 1830 and the development of conference
diplomacy /$cJ.S. Fishman.
264 _0 $c1972.
300 __ $a401 leaves :$billustrations ;$c28 cm
336 __ $atext$2rdacontent
337 __ $aunmediated$2rdamedia
338 __ $avolume$2rdacarrier
502 __ $bPh.D.$cColumbia University$d1972.
504 __ $aBibliography: leaves 387-398.
611 20 $aLondon Conference of 1830$d(1830-1832)
651 _0 $aBelgium$xForeign relations$zNetherlands.
651 _0 $aNetherlands$xForeign relations$zBelgium.
710 2_ $aColumbia University,$edegree granting institution.
```

Holdings note for photocopy:

```
PUB __ $aPhotocopy made 1/4/13 with written permission of author; not
available for loan.
```

(c) The same text published as a printed monograph some time later, so not treated as a thesis

```
LDR      ^^^^^nam^a22^^^^^^i^4500
008      130401r19881972ne^a^^^b^^^000^0^eng^d
020 __ $a9050680038
040 __ $aUk0xU$beng$erda$cUk0xU
100 1_ $aFishman, J. S.,$eauthor.
240 10 $aLondon Conference of 1830 and the development of conference diplomacy
245 10 $aDiplomacy and revolution :$bthe London Conference of 1830 and the
Belgian revolt /$cJ.S. Fishman.
264 _1 $aAmsterdam :$bCHEB,$c1988.
300 __ $a240 pages :$billustrations ;$c24 cm
336 __ $atext$2rdacontent
337 __ $aunmediated$2rdamedia
338 __ $avolume$2rdacarrier
500 __ $aOriginally presented as the author's thesis (Ph.D.)--Columbia
University, 1972.
504 __ $aIncludes bibliographical references (pages 227-238).
611 20 $aLondon Conference of 1830$d(1830-1832)
651 _0 $aBelgium$xForeign relations$zNetherlands.
651 _0 $aNetherlands$xForeign relations$zBelgium.
```

(d) Non-Oxford thesis published as commercial monograph and submitted in this form

LDR ^^^^nam^a22^^^^^^i^4500
 008 130401s1990^^^^ne^^^^^^mb^^^000^0^eng^d
 020 __ \$a9001432786
 040 __ \$aUkOxU\$beng\$erda\$cUkOxU
 041 __ \$aeng\$bdut
 100 1_ \$aJanssen, Maarten C. W.,\$eauthor.
 240 10 \$aMicro and macro in economics :\$ban enquiry into their relation
 /\$cproefschrift te verdedigen door Maarten Christiaan Wilhelmus Janssen.
 264 _1 \$aGroningen :\$bWolters-Noordhoff,\$c1990.
 300 __ \$ai, 182 pages ;\$c24 cm
 336 __ \$atext\$2rdacontent
 337 __ \$aunmediated\$2rdamedia
 338 __ \$avolume\$2rdacarrier
 490 1_ \$aGroningen theses in economics, management & organisation
 500 __ \$aAt head of title: Rijksuniversiteit Groningen.
 502 __ \$bPhD\$cRijksuniversiteit te Groningen\$d1990.
 504 __ \$aIncludes bibliographical references.
 546 __ \$aEnglish text, with abstract in Dutch.
 650 _0 \$aMicroeconomics.
 650 _0 \$aMacroeconomics.
 710 2_ \$aRijksuniversiteit te Groningen,\$edegree granting institution.
 830 _0 \$aGroningen theses in economics, management & organisation.

(e) Oxford thesis consisting primarily of maps, on both sides of paper, bound as a volume; also available online in Oxford Research Archive (ORA)

- Because of its content, this record is in MP format, using the maprda.mrc template.
- Note the use of 'f' (= Manuscript cartographic material) in LDR/06 and the use of the special cartographic fields 034, 043 and 255, and 655, as well as appropriate 007, 008, 33X and 655.
- For details of all the elements which might be required for atlases, please see the OLIS guidelines for [Atlases](#).

```
LDR      ^^^^nfm^a22^^^^^i^4500
007      ad^can||
008      130731s2012^^^^enk^^^^^^e^^^^^1^^^^eng^d
034 0_   $a$dE0462900$eE1081400$fN0552600$gN0350700$2bound
040 __   $aUkOxU$beng$erda$cUkOxU
043 __   $aac
100 1_   $aSilver, Jenny,$d1980-$ecartographer,$eauthor.
245 13  $aAn atlas of trafficking in Central Asia :$bthe illegal trade in arms,
drugs, people, organs and cultural property /$cJenny Silver.
255 __   $aScales differ$c(E 46°29'00"--E 108°14'00"/N 55°26'00"--N 35°07'00")
264 _0   $c2012.
300 __   $avi, 180 pages :$bmaps ;$c31 cm
336 __   $acartographic image$2rdacontent
336 __   $atext$2rdacontent
337 __   $aunmediated$2rdamedia
338 __   $avolume$2rdacarrier
500 __   $aSupervisor: Dr. Joan Lavender.
502 __   $bD.Phil.$cUniversity of Oxford$d2012$gSocial Sciences Division
$gDepartment of International Development$gSt Jude's College.
504 __   $aBibliography: pages 153-180.
650 _0   $aIllegal arms transfers$zAsia, Central$vMaps.
650 _0   $aDrug traffic$zAsia, Central$vMaps.
650 _0   $aHuman smuggling$zAsia, Central$vMaps.
650 _0   $aOrgan trafficking$zAsia, Central$vMaps.
650 _0   $aCultural property$zAsia, Central$vMaps.
650 _0   $aSmuggling$zAsia, Central$vMaps.
651 _0   $aAsia, Central$vMaps.
655 _7   $aThematic maps.$2lcgft
655 _7   $aAtlases.$2lcgft
710 2_   $aUniversity of Oxford,$edegree granting institution.
856 41   $ahttp://ora.ox.ac.uk/objects/uuid:2872abaf-abcc-428e-9bb7-88f9b12345dc
```

(f) *Non-Oxford thesis as online PDF reproduced from print copy by non-profit academic agency (brief record)*

- Because the reproduction is in a different medium from the original, it needs a record of its own, but a brief local record is sufficient. The template is `oxflocalrda.mrc`, with thesis elements added. This is a BK template and is appropriate because the thesis content is textual. The encoding level is '3'.
- The PDF includes a sort of title page which gives the producer and date of the reproduction, but, because the reproduction is just a substitute for the original and of no intrinsic interest, the record uses the imprint details, etc., of the original and just has a 500 note for the reproduction details. For more on reissues and reproductions, see RDA/MARC 21 [Module 3](#), 3.3e.
- Because the resource is online, it is considered to be published, so LDR/06 is 'a' (= Language material [not manuscript]) and the first 264 has 2nd indicator '1' (= publication); but because the record is brief, place and publisher information is not required.
- Because the resource is computer-dependent but LDR/06 is not 'm' (= Computer file), an 006 field with 'm' in its 00 position is required. The field also includes 'o' (= Online) in position 06 and 'e' (= Document) in position 09.
- Since the carrier is non-book, an 007 is required, but all positions except the first two may be set as 'u' (= Unknown) or 'n' (= Not applicable) or '|' (= No attempt to code; note that this is a 'pipe' character).
- 008/23 is 'o' (= 'Online')
- For more on non-book carriers, see [Module 5](#), 5.3.
- Although AAPs and LCSH are not required for brief records, the cataloguing institution has chosen to make an AAP for the author and assign subject headings, both formed according to the usual rules. These elements are, of course, very valuable for theses.
- An 856 field for the URL is, of course, essential, with 2nd indicator '0' since the record is for the online resource itself. Institutions which decide to make records for online resources are responsible for making sure that they are likely to be available longterm and for checking the links periodically.

```

LDR    ^^^^^nam^a22^^^^^3i^4500
RTP    __ $aOxford Local Record
006    m^^^^^o^^e^^^^^^^^^
007    cr|||||||||
008    130401s2004^^^^^cau^^^^^om^^^^^^^^^^^^eng^d
040    __ $aUkOxU$beng$erda$cUkOxU
100    1_ $aGuikema, Janice Wynn,$eauthor.
245    14 $aScanning Hall probe microscopy of magnetic vortices in very
underdoped yttrium-barium-copper-oxide /$cJanice Wynn Guikema.
264    _1 $c2004.
300    __ $a1 online resource
336    __ $atext$2rdacontent
337    __ $acomputer$2rdamedia
338    __ $aonline resource$2rdacarrier
502    __ $bPh.D.$cStanford University$d1972.
500    __ $aScan produced by Euphoria Academic Services, 1/4/12.
650    _0 $aMagnetic resonance microscopy$xMethodology.
650    _0 $aSpheromaks.
856    40 $ahttp://www.stanford.edu/group/molier/theses/JWGThesis.pdf

```

(g) Non-Oxford thesis as microform, supplied on demand by non-profit academic agency (brief record)

- As in the previous example, a brief record is usually the best option for a reproduction in a different medium from the original, but it is still worth including an AAP for the author and some LCSH if resources allow.¹³
- As before, the template is the brief permanent BK template, oxflocalrda.mrc, with thesis elements added; but one-off microforms produced by academic nonprofit agencies are not considered as publications, so LDR/06 is 't' (= Manuscript language material) and 264 2nd indicator is '0'.

```
LDR    ^^^^^ntm^a22^^^^^3i^4500
RTP   __ $aOxford Local Record
007   hd^bfb---buuu
008   110614s1999^^^^enk^^^^am^^^^000^0^eng^d
040   __ $aUkOxU$beng$erda$cUkOxU
100  1_ $a McGrattan, Alexander,$eauthor.
245  14 $aThe trumpet in Scotland from 1488 to 1800 /$cAlexander McGrattan.
264  _0 $c1999.
300   __ $a1 microfilm reel
336   __ $atext$2rdacontent
337   __ $amicroform$2rdamedia
338   __ $amicrofilm reel$2rdacarrier
502   __ $bPh.D.$cOpen University$d1999.
500   __ $aMicrofilm copy supplied by the British Library's British Thesis
Service, 2002. British Thesis Service reference DX206410.
650  _0 $aTrumpet$zScotland$xHistory.
650  _0 $aMusic$zScotland$xHistory and Criticism.
```

¹³ OLIS has a large number of older records for microform reproductions which are essentially full-level records for the original print thesis, with a 533 field to give details of the reproduction. This strategy is technically correct, but it is complicated and makes for unsatisfactory filtering in SOLO, since the carrier is coded as a print book rather than as a microform, so this practice is no longer recommended.

(h) Non-Oxford thesis submitted on CD-ROM

- This differs from example (b) mainly in the elements required for the electronic carrier, including an 006 field because LDR/06 is not `m'; but there are also some extra elements to reflect the fact that the content includes a substantial appendix of spreadsheets as well as the main text.
- Unlike online resources, CD-ROMs are not automatically treated as published.
- Note that in this case the date from the PDF title page, which is recorded in 264 \$c and 008/07-10, is not the same as the date when the degree was granted, which is recorded in 502 \$d.
- Because this is a full-level record and CD-ROMs are digital media, this record requires two 347 (Digital File Characteristics) fields, one for the text and another for the spreadsheets. For more on 347 fields, see RDA/MARC 21 [Module 5](#), 5.2 and Appendix 3.
- There is a holdings note about the availability of the item.

```

LDR      ^^^^^ntm^a22^^^^^^i^4500
006      m^^^^^q^^m^^^^^^^
007      cm^cg^nnnm|||
008      130401s2005^^^^caua^^^^qmb^000^0^eng^d
040  __ $aUkOxU$beng$erda$cUkOxU
100  1_ $aWhite, James,$d1975-$eauthor.
245  14 $aLove's young dream :$ba statistical analysis of male characteristics
      presented as desirable in Mills & Boon romances, 1950-1999 /$cJames White.
264  _0 $c2005.
300  __ $a1 CD-ROM :$billustrations (some colour)
336  __ $atext$2rdacontent
336  __ $acomputer dataset$2rdacontent
337  __ $acomputer$2rdamedia
338  __ $acomputer disc$2rdacarrier
347  __ $atext file$bPDF$2rdamedia
347  __ $adata file$bExcel$2rdamedia
502  __ $bPh.D.$cEuphoric State University$d2006.
500  __ $aCD-ROM contains 1 PDF file (xviii, 180 pages) and 3 Excel
      spreadsheets.
504  __ $aBibliography: pages 145-180.
650  _0 $aMate selection$zGreat Britain$xHistory$y20th century.
650  _0 $aMasculinity in literature$xHistory$y20th century.
650  _0 $aInterpersonal attraction in literature$xHistory$y20th century.
650  _0 $aSexual attraction$zGreat Britain$xHistory$y20th century.
650  _0 $aLove stories, English$xHistory$y20th century.
651  _0 $aGreat Britain$xSocial life and customs$y20th century.
610  20 $aMills & Boon (Firm)
710  2_ $aEuphoric State University,$edegree granting institution.
      In holdings record:
PUB  __ $aDonated by author, 1/9/2010.
PUB  __ $aUsers are required to sign and date an issue sheet for this item.

```

(i) Licensed printout of the above (brief record)

- This is a very brief record, with no optional extras, such as might be made for a resource wanted only for a limited purpose.
- Please note the important 540 (Terms governing use and reproduction) note.

```
LDR    ^^^^^ntm^a22^^^^^3i^4500
RTP   __ $aOxford Local Record
008   130601s2006^^^^cau^^^^^^m^^^^^000^0^eng^d
040   __ $aUkOxU$beng$erda$cUkOxU
245 14 $aLove's young dream :$ba statistical analysis of male characteristics
      presented as desirable in Mills & Boon romances, 1950-1999 /$cJames White.
264 _0 $c2005.
300   __ $a1 volume
336   __ $atext$2rdacontent
337   __ $aunmediated$2rdamedia
338   __ $avolume$2rdacarrier
502   __ $bPh.D.$cEuphoric State University$d2006.
540   __ $a15 printouts made 1/10/2010, on author's instructions, for loan only
      to students taking the '20th century life and literature' paper (History &
      English Moderations). Photocopying and scanning strictly forbidden. All
      quotations must be acknowledged.
```

© The Bodleian Libraries, March 2014

css@bodleian.ox.ac.uk

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