

Rare Books, Manuscripts, and Archives



**RESOURCE DESCRIPTION AND ACCESS:
A COBEC WORKSHOP
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Rare Materials and Manuscripts



- DCRM – *Descriptive Cataloging of Rare Materials* - Guides available to assist
- Definition: Rare does not mean “scarce”
 - Three published so far:
 - ✦ Books (DCRM(B)) – To be used for general transcription in place of RDA 1.72-1.79 (punctuation, numerals, symbols, abbreviations, etc.) (PCC Core requirement)
 - ✦ Serials (DCRM(S)) – Follow same procedure as above
 - ✦ Graphics (DCRM(G)) – Follow same procedures as above
 - Forthcoming DCRM
 - ✦ Cartographic Materials (DCRM(C))
 - ✦ Manuscripts (DCRM(MSS))
 - ✦ Music (DCRM(M))

040 – Additions



If cataloging resources using any of the DCRM standards along with RDA, an additional \$e is used

040;__; \$a ... \$b eng \$e rda \$e dcrmb \$c ...

If DCRM only, omit the \$e rda

040;__; \$a ... \$b eng \$e dcrmb \$c ...

If not using DCRM, just use RDA

040;__; \$a ... \$b eng \$e rda \$c ...

General Guidelines



- **Sources of Information in order of preference (RDA 2.2.2.2) – Note, this order is different than new resources**
 - Title page
 - Title sheet
 - Title card
 - Colophon
 - Cover or Jacket
 - Caption
 - Masthead
- **Numerals (RDA 1.8.1-1.8.2) – “transcribe numbers expressed as numerals or as words in the form in which they appear on the source of information in the following elements” (PCC Core - follow alternatives)**
 - Serials
 - Dates of production/publication/distribution/manufacture

008 Type: for Manuscripts



Manuscript language material – t

Manuscript cartographic material – f

Manuscript music – d

Retrieve the appropriate workform for the published version of the resource and change the code in Type: to the manuscript code

245 – Titles, etc.



- Do not abridge titles (PCC core)
- Transcribe all Parallel titles (RDA 2.3.3) (PCC Core)
- Transcribe all other title information (RDA 2.3.4) (PCC Core)
- Transcribe all variant titles (246) (RDA 2.3.5) (PCC Core)
- Transcribe all statements of responsibility (RDA 2.4.2) (PCC Core)

250 – Edition Statement



- No change from regular print resources
- Designation of Edition (RDA 2.5.2)
- Statement of Responsibility Relating to the Edition (RDA 2.5.4) (PCC Core)
- Designation of Names Revision of Edition (2.5.6)

264 – Publication Statement



- Record all places of publication (RDA 2.8.2.4)
 - See also DCRM(B) 4B6.1-2 for additional guidance
 - If place is known to be fictitious, follow DCRM(B) and supply the correct place in square brackets (DCRM(B) 4B9)
- RDA 2.8.4.1 – “For early printed resources, printers and booksellers are treated as publishers”
 - Transcribe all DCRM(B) 4C6.1-2
 - If Fictitious, follow DCRM(B) and supply correct name in square brackets (DCRM 4C5)
- RDA 2.8.6 – Transcribe as found on Resource DCRM(B) 4D1.2
 - If Fictitious, follow DCRM(B) and supply correct name in square brackets (DCRM 4D2.4)

264 Distribution/Manufacture



- Follow same procedure as for Publication Statements

264;_2; \$a DCRM(B) 4C6.1-2/DCRM(B) 4C5 : \$b
DCRM(B) 4C6.1-2/DCRM(B) 4C5), \$c DCRM(B)
4D1.2/DCRM(B) 4C5.

264;_3; \$a DCRM(B) 4E6.1-2/DCRM(B) 4A4 : \$b
DCRM(B) 4F6.1-2/DCRM(B) 4A4, \$c DCRM(B)
4G1.2/DCRM(B) 4A4.

Copyright (264;_4; \$c)

- always supply copyright if on the resource

300 – Extent



- Follow DCRM conventions when recordings extent, however, follow RDA on abbreviations
- RDA 3.4.5.2 - "record each sequence of leaves, pages, or columns in the terms and form presented. If the resource is printed in pages but numbered as leaves, record the numbering as leaves."
- Record page numbers "inessential matter"
(RDA 3.4.5.3.1-3.4.5.3.2)
 - Includes advertisements, blank pages, etc.,
 - ✦ If, included in the same pagination sequence of the text
 - ✦ If, printed on the initial or final gathering also containing text
 - ✦ If, printed on a separate gathering, but continuous
 - Record also, in preliminary pages (RDA 3.4.5.4)
300;___; \$a xii pages, 1 unnumbered leaf, 14-176 pages

300 – Extent of Sheets (RDA 3.4.5.14)



- Whether folded or not, record the number of printed pages, but not blank pages

300;__; \$a 1 sheet (1 page)

- “If a single sheet is folded into multiple panels and designed to be used folded”
 - Include count of physical panels on one side when unfolded; include any panels with text, images, or blank

300;__; \$a 1 folded sheet (12 pages)

300 – Other Physical Details



- Rare books and scores are treated the same as their regular counterparts
- Graphic resources
300;__; \$a ... : \$b pastel on paper ; \$c

300 - Dimensions



- Notes (RDA 3.22.2.9)

- Make a note about details of the extent of the manifestation (pagination, aspects of collation, the layout of sheets, etc.)

300;__; \$a ... : \$b ... ; \$c 26 cm (4to)

or

500;__; \$a Signatures: a-r⁴.

- Make notes on “number of columns or lines, type measurements, frame measurements, etc.” if considered important

500;__; \$a Within single border (23.0 x 16.3 cm); text in 11 vertical lines.

- Rare Graphic Materials – Always specify what was measured (RDA 3.5-3.5.3 as appropriate)

300;__; \$a ... : \$b ... ; \$c 7 × 5 cm oval.

340 – Physical Medium



If applicable, record the Base Material, applied materials, mounts, etc. for a resource (RDA 3.6)

340;__; \$3 self-portrait \$a rice paper \$b 7" x 9" \$c colored inks \$e none \$h between entry for April 7 and April 19, 1843.

PCC Recommend if it can be determined (RDA 3.12)

340;__; \$m 4to \$2 rda

490 Series Statement



- Title proper of series, other title information of series, and Statement of Responsibility to series, and ISSN (RDA 2.12.2 – 2-12-17)
 - PCC core

500 – Note on Title and Statement of Responsibility



- Supply a 500 note if the title and/or statement of responsibility has been transposed from it's original presentation (PCC Core (RDA 2.20.3))

100;1_; \$a Clarke, Jeremiah, \$d 1669?-1707.

240;10; \$a Trumpet tune, \$m keyboard instrument

245;10; \$a Two trumpet tunes and Ayre / \$c Henry Purcell.

500;__; \$a Formerly attributed to Henry Purcell.

Item-Specific Carrier Characteristic of Early Printed Resource (RDA 3.21.3)



- Characteristics of the item that would not be found in other items (e.g., signed by author)

500;___; \$a Signed: Alex. Pope. \$5 GVaS

500;___: \$a Marginalia by Robert Graves. \$5 GVaS

But,

563;___; \$a On vellum. Illustrations and part of borders hand colored. With illuminated initials. Rubricated in red and blue. \$5 GVaS

502 – Dissertation and Thesis Note



- LC practice is to record information in subfields (LC-PCC PS 7.9.1.3)

502;__; \$b Ed. S. \$c Valdosta State University \$d 1998.

Optionally, add a descriptive term in the \$g

502;__; \$g Thesis \$b Ed. S. \$c Valdosta State University \$d 1998.

Note: Print dissertations and theses are unpublished; digital versions now considered published

510 – References/Citations



- Established forms of citations for bibliographies and catalogs used in cataloging rare materials are found in *Standard Citation Forms for Published Bibliographies and Catalogs Used in Rare Book Cataloging*.
 - Indicators 0-3; 0-1 used for serials (coverage unknown-coverage complete); 3 used when location not given
 - First Indicator 4 used when \$c present (page numbers, etc.)

510;4_; \$a Baudrier, H.L. Bib. lyonnaise, \$c VIII, p. 230.

Production Method for a Manuscript



- RDA 3.9.2.3 - Holographs, Autographs, Typescripts, and other manuscripts
 - 245 \$k Form

245;10; \$a Four years at Yale : \$k diaries, \$f 1903 Sept. 16-1907 Oct. 5.
 - 300 \$b Other physical details

300;__; \$a ... : \$b parchment ; \$c
 - 340 \$d Information recording technique

340;__; \$d handwritten \$d typed.
 - 500 \$a General note

500;__; \$a Holograph.

Authorize Access Points for Manuscripts



- Preferred Titles (RDA 6.2.2.7) and (RDA 11.13.1)
 - Individual manuscripts:
 - ✦ begin with AAP for repository
 - ✦ Followed by Manuscript
 - ✦ Designation for the manuscript or manuscript group
 - ✦ If a single item, also provide folio if known

710;2_ ; \$a Valdosta State University. \$b Library. \$k Manuscript. \$n
UA 2-1-1.

ARCHIVES



- Unique set of issues when cataloging
 - Titles are usually devised by the cataloger (or archivist)
 - Can consist of a variety of types of material (published and unpublished)
 - Almost always has restrictions on access, regardless, that is noted
 - Historical information on its origin (e.g., who created it) or who has owned it (provenance)
 - Subject headings applied more liberally

Useful Resources



- *BIBCO Standard Record (BSR) for Archival Collections Metadata Application Profiles (MAP)*
http://www.loc.gov/aba/pcc/bibco/documents/BSR_Archives_20110916.pdf (2011)
 - *provides guidelines for a “floor” record*
 - *some information has been superseded by the next resource*
- *PCC RDA BIBO Standard Record (BSR) Metadata Application Profile (January 1, 2013)*
<http://www.loc.gov/aba/pcc/scs/documents/PCC-RDA-BSR.pdf>
- Society of American Archivists. *Describing Archives: A Content Standard (DACS)* Chicago : Society of American Archivists, 2004. ISBN: 1931666083

008 – Fixed Field



- Type: p (Collections of Mixed Material)
- BLvl: c (collection (multipart group of items)), d (subunit (component of archival collection, which is described elsewhere), or m (monograph))
- Ctrl: a (type of control (archival))
- Desc: i (Descriptive cataloging form)

040 – Cataloging Source



- If cataloging the resource strictly from RDA the 040 remains the same as that for all other resources

040;____; \$a ... \$b eng \$e rda \$c ...

- If using DACS in addition to RDA, an additional \$e is recorded

040;____; \$a ... \$b eng \$e rda \$e dacs \$c ...

Note: \$e rda always comes directly after \$b eng

245 - Titles



- RDA 2.3.2.11 - Devise a title using “the language and script appropriate to the content of the resource being described”
 - Alternative: “Devise a title in a language and script preferred by the agency preparing the description.”
 - RDA 2.3.2.11.4: “In a devised title for an archival resource or a collection, include the name of the creator, collector, or source, if appropriate.”
- **245;10; \$a Richard Holmes Powell papers.**
- Make a note indicating the title was devised by cataloger

500;__; \$a Title devised by cataloger.

See also DACS 2.3 for additional guidance

264;_0; – Production Dates (RDA 2.7.6.7)



- If resource occurs within a single year: record the year
- If resource occurs on a single day, Record the full date
- When the collection spans a period of time, record the inclusive dates
- If the majority of the dates of the items in the collection differ significantly, add *bulk* followed by the majority of the dates

264;_0; \$c 2014 January 4.

264;_0; \$c 1785–1960, bulk 1916–1958.

264;_0; - Dates of Production, cont.



- If no date on resource or cannot be determined from other resources, estimate a probable date

264;_0; \$c before 1921.

264;_0; \$c probably 1921.

- Last resort, use:

264;_0; \$c [date of production cannot be identified]

270 Contact Information (RDA 4.3.1.4)



- Record the name and location of the repository that holds the resource.

270;__; \$h University Archivist \$a Valdosta State University, Odum Library \$a 1500 North Patterson Street \$b Valdosta \$c GA \$d U.S. \$e 31698 \$k 1-229-333-7150 \$l 1-229-259-5055

300 - Extent



- Record the total number of items, containers or carriers, or the amount of storage space (Extent) in inches, cubic inches, feet, or cubic feet (RDA 3.4.1.11.2)

300;___; \$a 20 cubic feet

300;___; \$a 0.5 linear feet

351 – System of Organization



- PCC Core (RDA 7.8) additional guidance found in DACS 3.2

352;___; \$3 Diaries and notebooks \$a Organized into four series: I. Youth, 1846-1852. II Early Career, 1853-1865. III. Political Life, 1866-1895. IV. Retirement, 1896-1903; \$b Chronological arrangement.

520 – Scope and Contents



- PCC Core (RDA 7.10) – Provide a summary of the archival collection. See also DACS 3.1
 - “This element provides information about the nature of the materials and activities reflected in the unit being described to enable users to judge its potential relevance”—DACs
 - ✦ Function(s), activity(ies), transaction(s), and process(es)
 - ✦ Documentary form(s) or intellectual characteristics of the records being described (e.g., minutes, diaries, reports, watercolors, documentaries)
 - ✦ Time period(s) covered
 - ✦ Geographic area(s) and places to which the records pertain
 - ✦ Subject matter to which the records pertain, such as topics, events, people, and organizations
 - ✦ Any other information that assists the user in evaluating the relevance of the materials, such as completeness, changes in location, ownership and custody while still in the possession of the creator, and so on (in direct support of FISO of FRBR)

5XX - Notes



- 524 – Preferred Citation (PCC Core (RDA 2.16))
- 561 – Custodial History of item (PCC Core (RDA 2.17))
- 541 – Immediate Source of Acquisition (PCC Core (RDA 2.18))
- 540 – Restriction of use (PCC Core (RDA 4.5))

856 – Finding Aids

