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INFO 248  
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## **Review of Descriptive Cataloging**

Welcome to INFO 248. In this lecture together we are reviewing what we have learned or talked so far about descriptive cataloging.

## What is the Connection Between FRBR & FRAD?

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- Creating a description of a resource using a shared descriptive standard
- Creating a bibliographic record for a shared database
- Creating a record that will allow a user to find a known item and will bring together works with the same author or the same title.
- Aggregation, discrimination, disambiguation

Descriptive cataloging is the heart of the cataloging process. It uses the “elements of description,” or “bibliographic elements” that are prescribed by ISBD: The International Standard Bibliographic Description that is a product of IFLA, the international library association. The purpose of descriptive cataloging is to create a description for a resource, using a standard that is shared and used by the library community, and to contribute that description to a shared database such as OCLC. That’s where and when a bibliographic record is created to be used in a library catalog so that users can find that resource. We want them to be able to find a work that is known by its title or by its author; we want to bring together all the works by the same author or all the works with the same title. We want the users to be able to distinguish manifestations and expressions of a work when they are searching a library catalog; is this the book or the movie of *Pride and Prejudice*? If it’s the movie, which version of the movie is it? Is it a DVD, streaming video, etc.? Those are aggregation, discrimination, and disambiguation.

## MARC & OCLC

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- MARC is a communications format that is used to create, store, and exchange bibliographic records (and other related kinds of records also, such as name and subject authority records)
- OCLC is the largest repository of MARC records
- MARC records can be created in OCLC, loaded in batches into OCLC, and downloaded or exported into library catalogs

We create descriptions using MARC format. MARC is “Machine-Readable Cataloging.” It is a format for creating, storing, and exchanging cataloging records. The largest repository of MARC records is OCLC. The OCLC database has been used by increasing numbers of libraries since the mid-1970s. You can use OCLC to create records, and you can also load records into OCLC in a batch, as well as downloading or exporting them individually or in a batch into your own local catalog. Library catalogs use MARC and are compatible and interoperable with OCLC.

## MARC Bibliographic Record

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- **MARC records have numeric tags that identify fields**
  - Field 001 is the Leader, which contains automatically-generated information
  - Field 008 is the “fixed field,” meaning that its length is fixed
  - The variable fields are three numbers starting with 0-9.
  - Variable fields may have subfields
    - Subfields are “delimited” with a symbol most often represented as \$ or #
    - Subfields represent parts of a bibliographic element: city of publication, publisher name, and date, for example.
    - A few fields are mandatory, but most are optional
      - The only mandatory variable field is 245 (title)
      - The 008 and 001 always appear
      - They are automatically present in the record, but some of their content can be edited

MARC records use numeric tags: 3-digit numbers that identify cataloging elements, which are called “fields.”

Field 001 is used by a computer to load, store, and display records, and only a small part of that field is visible to us when we are using OCLC. Field 008 is called the “fixed field,” because its length is fixed. It has a lot of different information about the thing being cataloged, including publication date, place of publication, and many other things. It uses alphabetic and numeric codes to convey that information. The variable fields are numbered 1-9. They are variable in length and most are not mandatory. They contain information that a human can read; that is, they contain text. Fields can be divided into subfields, which use a “delimiter” and a letter or number. Subfields represent parts of a bibliographic element. The title element, for example, field 245, includes subfield a (title “proper”), b (subtitle) and c (statement of responsibility: the authorship statement), among others. Most variable fields are optional. The only one that is truly required is 245, title. The 001 and 008 appear automatically, and some of their data can be edited.

## Using OCLC

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- Institutions subscribe the OCLC cataloging system, and can use the Connexion software to find and create records
- They can search the OCLC database and find MARC records to match the item they want to catalog
- They can create an original record in OCLC for items not found in the database

Libraries can become members of OCLC. They can subscribe to the cataloging system (there are other parts of OCLC, including the ILL system), and then they can use Connexion to find and create records. They can search OCLC and find MARC records that match the thing they want to catalog. If they don't find a matching record, they can create an original record. They can also edit the records they find in OCLC before downloading them into their own local catalogs.

## RDA

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- RDA is “Resource Description and Access
- It is the current set of cataloging rules, an international standard implemented in 2013
- Its purpose is to simplify descriptive cataloging rules and pave the way for more radical changes in the future

MARC format does not require the use of any particular set of cataloging rules. You can create a MARC record following any set of rules that the library community agrees on. The newest set of rules is RDA. RDA is “Resource Description and Access.” It is a product of the international cataloging community and was implemented in 2013. This new set of rules is used for descriptive cataloging. It is meant to simplify and streamline them and make way for more radical changes in the future, including the transition from MARC format to a more modern and flexible way of storing and exchanging records.

## Bibliographic Elements

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Bibliographic Elements are the attributes of information that are used to create bibliographic records (MARC records that are created in OCLC.)

Core elements are:

Title: MARC field 245

Edition: 250

Publisher information: 264

Physical description: 300

Series: 490

Notes: 5xx

RDA specifies the “bibliographic elements” that are used to create a description. These elements are the attributes of information that are transcribed and recorded using the RDA guidelines. They are used when we create bibliographic records, the MARC records that are found in OCLC. The core elements of description are title, edition, publisher, physical description, series, and notes.

## New RDA 33x Fields

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- RDA uses three new MARC fields to further describe the Content, Media, and Carrier of information:
- For printed/physical books:
- The content of a book is “text”
- The medium of a book is “unmediated” (you read it without equipment)
- The carrier of a book is a “volume”

336 \$a text \$b txt \$2 rdacontent

337 \$a unmediated \$b n \$2 rdamedia

338 \$a volume \$b nc \$2 rdacarrier

Other types of material have other values for these fields

RDA uses three brand new MARC fields. They are used to further describe the Content, Media, and Carrier of information. Although we are using printed books as our examples this semester, these fields, and RDA in general, provide for better description and access to non-book material. The values for the three new fields for printed books are content: text, media: unmediated, and carrier: volume. Other formats have other content (e.g., audio recordings), other media (e.g., a DVD that requires a DVD player, and other carriers (e.g., a disk.)



## Transcribing & Recording Information

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- The title page is the **preferred** source of information for a book
  - BUT: you can take information from anywhere in the book, if it 's not available on the title page (for example from cover, spine, etc.)
- Record information just as it appears:
  - BUT: Applying CAPITALIZATION exactly as it appears is not a rule of RDA but a Local Practice depending on each library
- Use ISBD punctuation:
  - 245 10 Title : \$b Subtitle / \$c Statement of responsibility.
  - Etc.

When we transcribe and record information, there are standard places that we find the information. The title page remains the preferred source of information for a printed book, but you can take information from other places as well. With RDA, we record information exactly as it appears, and that may include capitalization, depending on each library's local practices. We use ISBD punctuation, which has been used since 1978. It is a way of identifying bibliographic elements and normally uses the characteristic "space [punctuation] space delimiter, except a few instances.

## What Is Next?

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- After creating a description, we will add access points:
  - Fields for the author and other contributors
- Description uses information from the piece, just as it appears
- Access points are *authorized form*
  - That is, the names of authors appear in just one authorized form (created by the Library of Congress) so that library users can search for the works of an author and find them in just one place and under one authorized form of the name.

So after we have learned some things about creating a description, the next step we will take is to add access points. Those access points are fields for the author and other contributors. While descriptive information is taken just as it appears on the piece, access points are authorized. That means that the name of an author or other contributor is established in just one authorized form, and that form is used for any work associated with that person or organization.