

# **Cataloging Manual**

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### **Full MARC Bibliographic Record**

LIS 651

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## Introduction

The item to be cataloged is a publication put out by the University of Wisconsin in 1916. It is entitled: *The University of Wisconsin Catalogue: 1915-1916*, and it reported on many aspects of the University for that year, including courses offered through the various schools and colleges in existence at the time. It was published in Madison, Wisconsin, by the University. It has a fold out map of the University included with the front matter, text that runs for 669 pages, and an index at the back that is numbered with Roman numerals. It is a hardbound volume that measures 19.5 cm high. This publication was part of two differently named series that the University published at the time. These details and features of the book will be addressed in this cataloging manual.

This manual provides instructions on the following cataloging tasks. All of the data generated from these tasks will be entered into a MARC bibliographic record, which will be included in full at the end of the manual.

- Classification of the item
- Subject analysis of the item
- Description of the item

### I. Classification of the Item

For the purposes of this manual, the cataloger will generate a Library of Congress (LC) call number. Use Classification Web to access this resource, and keep this website open while cataloging the item:

<http://classificationweb.net/>

### II. Subject Analysis of the Item

For the purposes of this manual, the cataloger will select three appropriate subject headings using the Library of Congress Subject Heads (LCSH) resource. Use Classification Web to access this resource.

### III. Description of the Item

The cataloging world has long relied on the protocols set by the *Anglo-American Cataloging Rules* (AACR) to ascertain methods of describing bibliographic elements of an item. However, because of the overwhelming increase in electronic and digital formats, and with continued insight into what the user should be able to accomplish when searching for an item, as conveyed in the FRBR and FRAD entity-relationship models, a new descriptive access standard has been developed, building on the various versions of AACR. This new standard is called Resource Description and Access (RDA). Implemented by the Library of Congress in the United States in March 2013 and by the British Library in April of the same year (with Library and Archives Canada and the National Library of Australia poised to make the changeover), RDA is quickly finding its way into national, academic, and public libraries around the country and around the world.

## A. RDA Toolkit

For the purposes of cataloging this item, the RDA Toolkit has been followed throughout. Access the RDA Toolkit, and keep it open while cataloging the item:

<http://www.rdatoolkit.org>

The RDA Toolkit also offers several resources to help the cataloger move back and forth between RDA and MARC: RDA to MARC mappings, examples of MARC bibliographic records displaying RDA data, and comments throughout from the LC-PCC interpreting the RDA rules. The cataloger may need to refer to these often.

## B. RDA Elements Applicable to Item

The table below lists the RDA Core Elements that apply to the item being cataloged, along with other RDA Elements that are applicable:

<b>RDA Core Elements</b>	<b>Other Applicable RDA Elements</b>
Title	Creator
Statement of Responsibility	Earlier Title Proper
Publication Statement	Dimensions
Series Statement	Frequency
Carrier Type	Content Type
Extent	Media Type
	Supplementary Content
	Note on Series Statement
	Summarization of Content

## C. RDA and the MARC 21 Format

For the time being, RDA guidelines are being mapped onto MARC records (the current version of the MARC format, MARC 21, is undergoing a transformation as well, but it is not yet complete). This is not a perfect fit, but these are the cataloging tools that currently exist and they are consequently being used together. In order to fit the RDA data of a resource into a MARC record it is necessary to still comply with the components of the International Standards for Bibliographic Description (ISBD), as this is the standard that informs the MARC record. ISBD provides guidelines on the ordering of data points and accompanying punctuation to be included in a MARC record.

Use the RDA Toolkit to determine the actual data for each descriptive element needed to catalog the item; use MARC Bibliographic to determine how the RDA data will fit into each MARC 21 field and subfield and which punctuation should be used.

Access MARC Bibliographic, and keep it open while cataloging the item:

<http://www.loc.gov/marc/bibliographic/>

#### D. Generating RDA Data for MARC

For each element that will be described, this manual identifies the appropriate section(s) in the RDA Toolkit, defines the element or elements applicable, offers instructions on how to record the data, maps the RDA element to the corresponding MARC field, and offers instructions on how to enter the RDA data into the MARC field. Because RDA is such a new cataloging resource, the language of the RDA Toolkit has been used in order to assist the cataloger in learning the new rules.

## **Part One: Classification and Subject Cataloging**

Library of Congress Classification

Library of Congress Subject Analysis

## Library of Congress Classification

This section contains instructions on assigning a Library of Congress (LC) call number to the item being cataloged and entering the call number into the MARC 050 field. Generating a call number begins with classifying the item. "Classifying and assigning subject headings both begin with the same intellectual process: determining the subject content and identifying the principal concepts in the work under consideration." (Chan 2007, 313)

An LC call number consists of the following parts:

1. class number (the alpha-numeric string associated with the class and subclasses designating an item)
2. item/book number (often a Cutter number to indicate the author)
3. year of publication

### I. Determining the Subject Content and Principal Concepts

The item being cataloged is obviously a "catalog" that lists course options offered at the University for the time period given, along with a multitude of other information about the University: faculty/staff/students, fees and tuition, admission requirements, degrees offered, fellowships and scholarships, examinations within the various schools that existed at the time, etc. (See the Table of Contents and/or index at the back of the item.)

Keep in mind the several characteristics of this item that will have to figure into the call number selected and that will aid in conducting the search in LC Classification Web:

- this is a catalog
- this publication covers information about an institution concerned with *education*
- this is a *university* publication
- this is a *University of Wisconsin* publication (University of Wisconsin as a corporate author/creator)
- this publication covers *curricula* options along with the many other topics given above
- this publication covers information *about* the *University of Wisconsin*, making the University of Wisconsin a *subject* of the item as well (see "Library of Congress Subject Analysis" in this manual)

### II. Searching LC Classification Web

A classification number is derived from searching the LC Classification Web and selecting the alpha-numeric string that most closely matches the subject and principal concepts contained in the content of the item. Log on to Classification Web:

<http://classificationweb.net/>

Select "Search LC Classification." Use the "Keyword" search box to conduct searches. The resulting class number will be located in the "L" class, for "Education."

An initial search should use as specific a term as possible from the list above for a more targeted results list. Searching for “University of Wisconsin” produces the following result near the top of the results list:

**LD6100-6149.5 Wisconsin. University of Wisconsin, Madison.** This looks like a good place to start. Select this and then select the following link that displays: “Wisconsin. University of Wisconsin, Madison Table L6.” This provides additional topics; select “Catalogs, registers, bulletins, etc.”

Because the item being cataloged lists course options along with a multitude of other information about each unit on the campus at the time, it will be necessary to ultimately go with a general designation in order to capture the wide ranging topical coverage. While each of the LC sections do list “General Works,” notice that each instance of “General Works” is subsumed under a particular topic.

The most general option here then, which fits in with the publication frequency of this item as well, is “LD6107,” for “Annual, semiannual, quarterly,” but which also incorporates the entire string generated when conducting the search, and more, as is indicated in the hierarchy string shown above the listed class numbers on the screen. As is clear, this class number includes the fact that the item is a publication of the University of Wisconsin, and it covers the essential information about the item noted earlier:

**Individual institutions—United States—Wisconsin. University of Wisconsin System—Wisconsin. University of Wisconsin, Madison—Catalogs, registers, bulletins, etc., -- Annual, semiannual, quarterly**

LD1-7501	Individual Institutions
LD13-7501	United States
LD6096	Wisconsin. University of Wisconsin System Table L7
LD6100-6149.5	Wisconsin. University of Wisconsin, Madison Table L6
LD6107-6110	Catalogs, registers, bulletins, etc.
LD6107	Annual

### III. Recording the LC Classification Number

Given the LC classification number generated, record: **LD6107**

### IV. Generating the Cutter Number (for Author/Creator)

Each call number will have a Cutter number appended to it; this number corresponds most often to the author/creator. In this case, the author/creator is the institution the University of Wisconsin. So the first three letters of “University” will be used to form the Cutter number: UNI. This Cutter number will “distinguish different works on the same subject that have been given the same class number.” (Chan 2007, 391)

Follow the link below to the LC Cutter Table. Use the LC Cutter Table to generate the Cutter number for this item. Follow the instructions for the second letter after initial vowels and then the section on expansion for the third letter:

<http://www.loc.gov/aba/pcc/053/table.html>

## V. Recording the Cutter Number (for Author/Creator)

Given the Cutter number generated from the Cutter table, record: **.U55**

## VI. Recording the Complete Call Number

Remember the parts of the LC Call Number:

1. class number (the alpha-numeric string associated with the class and subclasses designating an item)
2. item/book number (often a Cutter number to indicate the author)
3. year of publication

Given the parts of the call number generated above, record:

**LD**  
**6107**  
**.U55**  
**1916**

## VII. Entering Recorded Data into MARC

[050]            “Classification or call number that is taken from *Library of Congress Classification* or *LC Classification Additions and Changes*.” In this case the number was taken from LC Classification Web.

### A. Indicators

First Indicator: Item is not in LC; use 1

Second Indicator: Assigned by agency other than LC; use 4

### B. Subfields

\$a: Classification number

\$b: Item number (which in this MARC 050 subfield includes the Cutter number and year of publication)

### C. Punctuation

No punctuation specified; see examples.

050 14	\$a LD6107 \$b .U55 1916
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## Library of Congress Subject Analysis

This section contains instructions for determining subject access for the item being cataloged. This means that appropriate subject headings need to be assigned to the item, which will display in the MARC bibliographic record. Data is pulled from specific fields in the MARC record to display in the online public access catalog (OPAC), which is what the user will interact with when searching for this item, so it is important to be as precise as possible in order to aid discovery. For the purposes of this manual, three subject headings will be generated for this item: two subject headings will be generated for the MARC 650 field, Subject Added Entry—Topical Term (a repeatable field), and a third subject heading, reflecting the University of Wisconsin as subject, will be generated for the MARC 610 field, Subject Added Entry—Corporate Name.

These subject headings should describe as accurately as possible what the item is *about*. Another important consideration is what the item *is*—its form/genre. In this case the item *is* a catalog. Form/genre subdivisions contribute to the granularity of the subject heading.

The reference/resource to search for authoritative subject headings is the Library of Congress Subject Headings (LCSH) resource. Access the LCSH at Classification Web, and keep this resource open while cataloging the item:

<http://classificationweb.net/>

Also access MARC Bibliographic, and keep this resource open while cataloging:

<http://www.loc.gov/marc/bibliographic/>

### I. Determining the Subject Content and Principal Concepts

The subject of the item being cataloged, or what it is *about*, seems fairly straightforward. Revisiting the intellectual process followed to derive an LC Call Number (see above), the item being cataloged *is* obviously a “catalog” that provides information *about* the University of Wisconsin at the time: course options, faculty/staff/students, fees and tuition, admission requirements, degrees offered, fellowships and scholarships, examinations within the various schools, etc.

Keep in mind the several characteristics of this item that will have to figure into the subject headings selected and that will aid in conducting the search in LC Classification Web:

- this *is* a catalog
- this publication covers information *about* an institution concerned with *education*
- this is *university* publication
- this is a *University of Wisconsin* publication (University of Wisconsin as a corporate author/creator)
- this publication covers *curricula* options along with the many other topics given above

Additionally:

- this publication covers information *about* the *University of Wisconsin*, making the University of Wisconsin a *subject* of the item as well

This section will guide the cataloger in choosing subject headings that will capture as much of the full range of subject terms that are possible. See below for instructions on searching for subject headings and entering them into the corresponding MARC fields.

## II. Searching LC Subject Headings (LCSH) for Subject Added Entry—Topical Term

Log on to Classification Web:

<http://classificationweb.net/>

Select “Search LC Subject Headings.” To get started, in the search boxes that appear, conduct a separate search for each of the key terms listed below:

- A. university
- B. curricula
- C. catalog

University: The search term “university” doesn’t lead to anything useful. Try making the term plural: search for “universities.” In the results list, “Universities and colleges” appears at the top of the list, in bold, meaning that it is an authorized subject heading. Select “Universities and colleges.” Note the information about this term in the Table below:

Term(s) Searched	LCSH Result	Details about Term
1. university, universities	<b>Universities and colleges</b>	• May Subd Geog

Curricula: Reset and search for “curricula.” The results for this search indicate that the cataloger should “USE” instead “Education—Curricula.” Select that option, and note the comments in the SA note, which explain that “Curricula” can be used as a subdivision “under names of individual educational institutions, and under types of education and educational institutions, for works on courses offered at those institutions or in those fields,” etc.

Also search to see if “Curricula” is a free-floating subdivision by typing the term into the “Free-floating subdivision” search box. The results repeat the above information that the term can be used as a topical subdivision “under names of individual educational institutions, and under types of education and educational institutions for works on courses offered at those institutions or in those fields.”

Note just below this entry the entry “—Curricula—Catalogs,” a combined term that can also be used “as a form subdivision under names of individual educational institutions and types of educational institutions for listings of courses offered.”

Note the information about “Curricula” in the Table below:

Term(s) Searched	LCSH Results	Details about Term
1. university, universities	<b>Universities and colleges</b>	<ul style="list-style-type: none"> <li>• May Subd Geog</li> </ul>
2. curricula	<b>Education—Curricula</b> <b>—Curricula</b> <b>—Curricula—Catalogs</b>	<ul style="list-style-type: none"> <li>• May Subd Geog</li> <li>• Free-floating topical subdivision under names of individual educational institutions, and under types of education and educational institutions</li> <li>• “—Curricula—Catalogs” as free-floating combined form subdivision under names of individual educational institutions and types of educational institutions</li> </ul>

**Catalog:** Since the item being cataloged is not *about* catalogs but rather is published in the form of a catalog, search for this term in the “Free-floating subdivision” search box to see what instructions there are on using this as a form subdivision. Type in “catalog” or “catalogs.”

Note the following information in the results: This term may be used as a form subdivision under names of individual corporate bodies.

Note the information about these findings in the Table below:

Term(s) Searched	LCSH Results	Details about Term
1. university, universities	<b>Universities and colleges</b>	<ul style="list-style-type: none"> <li>• May Subd Geog</li> </ul>
2. curricula	<b>Education—Curricula</b> <b>—Curricula</b> <b>—Curricula—Catalogs</b>	<ul style="list-style-type: none"> <li>• May Subd Geog</li> <li>• Free-floating topical subdivision under names of individual educational institutions, and under types of education and educational institutions</li> <li>• “—Curricula—Catalogs” as free-floating combined form subdivision under names of individual educational institutions and types of educational institutions</li> </ul>
3. catalog, catalogs	<b>—Catalogs</b>	<ul style="list-style-type: none"> <li>• “—Catalogs” as free-floating form subdivision under names of individual corporate bodies</li> </ul>

### III. Generating LC Subject Headings for Subject Added Entry—Topical Term

Using the Table above, generate subject headings in which one or more term is used, and in which the form and topical subdivisions are used—all in such a way as to capture as fully as possible the *aboutness* of the item being cataloged:

Universities and colleges—Curricula—Wisconsin  
Universities and colleges—Wisconsin—Catalogs

NOTE: Because the University of Wisconsin was only located in Madison, WI, at the time this item was published, this manual will not seek further geographic subdivision within these subject strings.

#### IV. Recording LC Subject Headings for Subject Added Entry—Topical Term

Based on the instructions in LCSH and the subject headings generated, record:

Universities and colleges—Curricula—Wisconsin  
Universities and colleges—Wisconsin—Catalogs

#### V. Entering Recorded Data into MARC

[650] “Subject added entry in which the entry element is a topical term. Topical subject added entries may consist of general subject terms including names of events or objects. Subject added entries are assigned to a bibliographic record to provide access according to generally accepted thesaurus-building rules (e.g., *Library of Congress Subject Headings* (LCSH), *Medical Subject Headings* (MeSH)). Field 650 may be used by any institution assigning subject headings based on the lists and authority files identified in the second indicator position or in subfield \$2 (Source of heading or term).”

##### A. Indicators

First Indicator: Primary (main subject content of the material); use 1

Second Indicator: Library of Congress Subject Headings (includes LC authority files); use 0

##### B. Subfields

\$a: Main topical subject

\$x: Subject subdivision

\$z: Geographic subdivision

\$v: Form subdivision

##### C. Punctuation

“Field 650 ends with a mark of punctuation or a closing parenthesis. If the final subfields are subfield \$2 or \$3, the mark of punctuation precedes those subfields.” See also examples for other instances of field-specific punctuation.

NOTE: When transferring the subject strings to the MARC format, do not include the dashes used when initially generating the strings.

650	10	\$a Universities and colleges \$x Curricula \$z Wisconsin
650	10	\$a Universities and colleges \$z Wisconsin \$v Catalogs

## VI. LC Subject Headings for Subject Added Entry—Corporate Name

“Names of corporate bodies are used as subject headings for works that describe their origin and development and analyze and discuss their organization, function, and activities. Corporate name headings, established and stored in the Name Authority File, are used for this purpose. Thus, a corporate subject heading conforms to the main or added entry heading for the same entity.” (Chan 2007, 222)

To find the authorized name heading for a corporate body, in this case the University of Wisconsin, the cataloger can search either LC Authorities/Name Authority Headings, or the “Search LC Name Headings” on Classification Web.

## VII. Searching for “University of Wisconsin” in LC Name Headings

From the menu on Classification Web, select “Search LC Name Headings.” Type “University of Wisconsin” into the “Heading (left match)” search box. “University of Wisconsin” heads the results list. Select that and note the authorized subject heading that appears next, in bold: University of Wisconsin. (This is the same result obtained when searching in LC Authorities.)

## VIII. Recording LC Name Heading

Based on the LC Name Heading search results, record: [University of Wisconsin](#)

## IX. Searching for LC Form Subdivision

Because LCSH allows the cataloger to attach “—Curricula—Catalogs” as a form subdivision to an individual name of an educational institution (see above), the following string is possible:

University of Wisconsin—Curricula—Catalogs

## X. Recording LC Form Subdivision

Based on the LC free-floating subdivision search results (see above), record: [—Curricula—Catalogs](#)

## XI. Entering Recorded RDA Data into MARC

[610]           “Subject added entry in which the entry element is a corporate name. Subject added entries are assigned to a bibliographic record to provide access according to established subject cataloging principles and guidelines. Field 610 may be used by any institution assigning subject headings based on

lists and authority files identified in the second indicator position or in subfield \$2 (Source of heading or term).”

#### A. Indicators

First Indicator: Name in direct order; use 2

Second indicator: Library of Congress Subject Headings; use 0

NOTE: The “0” used for a second indicator applies to any LC name authority, including the LC Name Headings on Classification Web or LC Authorities/Name Authority Headings—they are all taken from the same authority file.

#### B. Subfields

\$a: Corporate name as entry element

\$v: Form subdivision (repeatable field)

#### C. Punctuation

No punctuation specified. See examples for field ending period when at least two subfields are used.

610 20	\$a University of Wisconsin \$v Curricula \$v Catalogs.
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## **Part Two: Descriptive Cataloging Using RDA**

Cataloging Source

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## Cataloging Source

### I. Generating Cataloging Source

MARC field 040 displays information about which organization(s) created the original bibliographic record. For the purposes of cataloging the item in hand, the only part of field 040 that is pertinent is subfield “e”—description conventions. “Description conventions” refers to which description rules/standard has been used to generate the data that displays in the MARC record—in this case it is RDA.

See MARC 040 Cataloging Source, “Subfield Codes.” Scroll to subfield \$e for “Description Conventions.” Follow the link provided (Description Convention Source Codes) to find a list of codes for standards; scroll to find the code used for RDA:

<http://www.loc.gov/standards/sourcelist/descriptive-conventions.html>

### II. Recording Cataloging Source

Based on the MARC instructions for Cataloging Source, record: **rda**

### III. Entering Recorded Data into MARC

[040]            For the item being cataloged, only subfield \$e, the source of description conventions, will be used. See below.

#### A. Indicators

First Indicator: Undefined; use #

Second Indicator: Undefined; use #

#### B. Subfields

\$e: Description conventions

#### C. Punctuation

No punctuation specified; see examples.

040	##	\$e rda
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## Note on RDA Transcription and Capitalization

Throughout the RDA Toolkit there are numerous instances where instructions on transcribing and rules of capitalization are repeated. This manual will note all of these instructions here as they apply to the item being cataloged, in order to provide the cataloger with a helpful reference. Throughout this manual, where applicable, this reference will be referred to as RDA/TC.

Where RDA does not supply capitalization rules for a particular element, the cataloger should refer to MARC Bibliographic standard practice.

- [1.7.1] “When the instructions in chapters 2-4 specify transcription of an element as it appears on the source of information, apply the general guidelines on capitalization, punctuation, symbols, abbreviations, etc., given under 1.7.2–1.7.9. When the guidelines given under 1.7.2–1.7.9 refer to an appendix, apply the additional instructions given in that appendix as applicable to the element being transcribed.”
- [1.7.2] “Apply the instructions on capitalization given in appendix A.”
- [A.2.1] “In general, capitalize the first word of each name; capitalize other words applying the guidelines given under A.10–A.55, as applicable to the language involved.”
- [A.4.1] Under the General Guidelines for treating Titles of Manifestations, RDA states “Capitalize the first word or the abbreviation of the first word in a title and in a title of a part, section, or supplement (see 2.3.1.7). Capitalize other words within titles applying the guidelines given under A.10-A.55, as applicable to the language involved.”
- [A.10] “The guidelines for English-language capitalization basically follow those of the *Chicago Manual of Style*. Certain guidelines that differ have been modified to conform to the requirements of bibliographic records and long-standing cataloguing practice. Where a guideline prescribes the capitalization of the name of a person, corporate body, or place, or of a title of nobility, term of honour, appellation, epithet, etc., understand this to mean that each separate word or initial is to be capitalized excepting articles, prepositions, and conjunctions. However, in a place name, capitalize an article that forms an accepted part of the name according to gazetteers.”
- [A.16.5] “Capitalize the name of an institution, association, conference, company, religious denomination or order, local church, etc. (see A.17.4 for the names of religions), or of a department or division. Do not capitalize an article preceding the name, even when a part of the official name.”

## **RDA Creator**

NOTE: The RDA instructions for Recording Creators and Name of the Corporate Body instruct the cataloger to identify the “preferred name” of the corporate body. For the corresponding MARC 110 field, however, the cataloger should refer to LC Authorities to get the authorized name for the corporate body. In this case, RDA provides some context to determining the name and LC Authorities provides an exact match with the authorized name. See below.

### **I. Generating RDA Creator (Corporate Body)**

- [19.2.1.1] “A creator is a person, family, or corporate body responsible for the creation of a work.”
- [19.2.1.1.1] “Corporate bodies are considered to be creators when they are responsible for originating, issuing, or causing to be issued, works that fall into one” of several or categories, including “works of an administrative nature dealing with...internal policies, procedures, finances, and/or operations or...its officers, staff, and/or membership (e.g., directories) or...its resources (e.g., catalogues, inventories)” etc.
- [19.1.1] “Take information on persons, families, and corporate bodies associated with a work from statements appearing on the preferred sources of information [see 2.2.2 below] in resources embodying the work. If those statements are ambiguous or insufficient, use the following sources of information, in order of preference:
  - a) other statements appearing prominently in the resources
  - b) information appearing only in the content of the resources (e.g., the text of a book, the sound content of an audio recording)
  - c) other sources.”
- [2.2.2] “Use as the preferred source of information a source forming part of the resource itself...”

### **II. Recording RDA Name of the Corporate Body/LC Authorized Name of the Corporate Body**

#### **A. RDA Preferred Name of the Corporate Body**

- [11.2.1.1] “A name of the corporate body is a word, character, or group of words and/or characters by which a corporate body is known.” Identify the corporate body either by preferred name or variant name.
- [11.2.1.2] “Take the name or names of the corporate body from any source.”
- [11.2.1.3] “When recording a name of a corporate body, apply the general guidelines on recording names at 8.5. When those guidelines refer to an appendix, apply the additional instructions in that appendix, as applicable. Choose a preferred name for the corporate body by applying the instructions at 11.2.2.3 and 11.2.2.5.”
- [8.5.2] “Apply the instructions on the capitalization of names of persons, families, and corporate bodies given in Appendix A (A.2).” (See RDA/TC)

- [11.2.2.3] “When choosing a preferred name for the corporate body, choose the name by which the corporate body is commonly identified.”

## B. Searching LC Authorities for the Authorized Name of the Corporate Body

Access LC Authorities:

<http://authorities.loc.gov/>

Select “Search Authorities.” In the search box type in “University of Wisconsin” and select “Name Authority Heading” from the “Search Type” menu. On the results page, select the “Authorized and References” tab. Then select “Authority Record.” “University of Wisconsin” tops the list as “Heading (1XX).” This is the authorized name of the corporation that will be entered in the MARC 110 field.

NOTE: The search for an authorized name heading for this corporate body has already been conducted in the section on Library of Congress Subject Analysis (see above). Searching in LC Authorities will produce the same results.

Based on the RDA instructions for Name of the Corporate Body, and the authority file retrieved from LC Authorities, record: [University of Wisconsin](#)

## III. Entering Recorded RDA Data into MARC

- [110] “Corporate name used as a main entry in a bibliographic record.  
According to various cataloging rules, main entry under corporate name is assigned to works that represent the collective thought of a body.”

### A. Indicators

First Indicator: Name in direct order; use 2

Second indicator: Undefined; use #

### B. Subfields

\$a: Corporate name or jurisdiction name as entry element

### C. Punctuation

No punctuation specified. But note examples in MARC 110 that indicate a period ending subfield \$a.

110	2#	\$a University of Wisconsin.
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## RDA Title and Statement of Responsibility

### I. Generating RDA Title Proper

- [2.3.2.1] “The title proper is the chief name of a resource (i.e., the title normally used when citing the resource).”
- [2.3.2.1] “The title proper excludes any parallel titles proper (see 2.3.3), other title information (see 2.3.4), and parallel other title information (see 2.3.5).”
- [2.3.2.2] “Take the title proper from the preferred source of information for the identification of the resource as specified under 2.2.2—2.2.3.”
- [2.2.2.2] If the item consists of “one or more pages, leaves, sheets, or cards (e.g., a book, an issue of a periodical, a poster, a series of sheet maps, a set of flashcards)...use the title page, title sheet, or title card (or image thereof) as the preferred source of information.”

### II. Recording RDA Title Proper

- [2.3.2.7] “Record the title proper applying the basic instructions on recording titles given under 2.3.1.”
- [2.3.1.4] “Transcribe a title as it appears on the source of information. Apply the general guidelines on transcription given under 1.7.” (See RDA/TC)

NOTE: Part of the title proper of the item being cataloged contains the place name “University of Wisconsin”; follow the rules above for place names. For the remainder of the title proper—“Catalogue”—follow the instructions and examples given in A.4.1 and A.10.

Based on the RDA instructions for Title Proper, record: [the University of Wisconsin catalogue](#)

### III. Generating Other Title Information

- [2.3.4.1] “Other title information is information that appears in conjunction with, and is subordinate to, the title proper of a resource. Other title information may include any phrase appearing with a title proper that is indicative of the character, contents, etc., of the resource or the motives for, or occasion of, its production, publication, etc.” This includes subtitles.
- [2.3.4.2] “Take other title information from the same source as the title proper.”

### IV. Recording Other Title Information

- [2.3.4.3] “Record other title information appearing on the same source of information as the title proper applying the basic instructions on recording titles given under 2.3.1.”
- [2.3.1.4] “Transcribe a title as it appears on the source of information. Apply the general guidelines on transcription given under 1.7.” (See RDA/TC) The examples in this section indicate that all words in Other Title Information will be lower case, except proper nouns. However, as the Other Title Information in the item being

cataloged only contains years, some of these instructions don't apply. RDA must be consulted for how to treat inclusive numbers.

- [1.8.4] "When recording inclusive dates and other inclusive numbers, record both the first and last number in full."

Based on the RDA instructions for Other Title Information, record: [1915-1916](#)

## **V. Generating RDA Statement of Responsibility**

- [2.4.1.1] "A statement of responsibility is a statement relating to the identification and/or function of any persons, families, or corporate bodies responsible for the creation of, or contributing to the realization of, the intellectual or artistic content of a resource."
- [2.4.1.1] Statements of responsibility may be associated with a title.
- [2.4.2] "A statement of responsibility relating to title proper is a statement associated with the title proper of a resource that relates to the identification and/or function of any persons, families, or corporate bodies responsible for the creation of, or contributing to the realization of, the intellectual or artistic content of the resource."
- [2.4.2.2] "Take statements of responsibility relating to title proper from the following sources (in order of preference):" same source as title proper, another source contained within the item, or one of the sources identified in 2.2.4 (other sources of information).

## **VI. Recording RDA Statement of Responsibility**

- [2.4.1.4] "Transcribe a statement of responsibility in the form in which it appears on the source of information. Apply the general guidelines on transcription given under 1.7." (See RDA/TC)
- [2.4.2.3] "Record statements of responsibility relating to title proper applying the basic instructions on recording statements of responsibility given under 2.4.1."

Based on the RDA instructions for Statement of Responsibility, record: [University of Wisconsin](#)

## **VII. Entering Recorded RDA Data into MARC**

- [245] The title statement field includes the title proper, other title information, and the statement of responsibility.

### **A. Indicators**

First Indicator: Added entry; use 1

Second Indicator: 1-9 number of non-filing characters; use 4

### **B. Subfields**

\$a: Title (title proper)

\$b: Remainder of title (other title information)

\$c: Statement of responsibility

#### C. 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.” Note also the “.” that ends \$a, and the “/” that ends \$b.

245 14	\$a the University of Wisconsin catalogue :\$b 1915-1916 /\$c University of Wisconsin.
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## RDA Earlier Title Proper

NOTE: Throughout this section, the RDA Toolkit refers to “integrating resource,” which according to the RDA Glossary is a resource that is continuously updated, either with print supplements added into an original volume or content on a website. Neither of these definitions applies to the item being cataloged. Nevertheless, because this item is an annual publication, and the title of the publication changed at one point, this manual will instruct the cataloger to make use of the RDA Earlier Title Proper instructions in order to capture this feature of the item.

NOTE: It will be necessary to point to the resource that contains information on an earlier title. In this case, the University of Wisconsin-Madison online catalog has a catalog record for the earlier title. Include this information in a General Note in a MARC 500 field (see below).

### I. Generating RDA Earlier Title Proper

- [2.3.7.1] “An earlier title proper is a title proper appearing on an earlier iteration of an integrating resource that differs from that on the current iteration.”
- [2.3.7.2] “Take earlier titles proper from sources in earlier iterations of an integrating resource from the source specified for the title proper under 2.3.2.2.”
- [2.3.2.2] “Take the title proper from the preferred source of information for the identification of the resource as specified under 2.2.2—2.2.3.”

### II. Recording RDA Earlier Title Proper

- [2.3.7.3] “Record a title proper no longer present on the current iteration of an integrating resource as an earlier title proper if it is considered to be important for identification or access. Apply the basic instructions on recording titles given under 2.3.1.” (See examples.)
- [2.3.1.4] “Transcribe a title as it appears on the source of information. Apply the general guidelines on transcription given under 1.7.” (See RDA/TC)

Based on the RDA instructions for Earlier Title Proper, record: [Catalogue of the University of Wisconsin for the academic year...](#)

### III. Generating Inclusive Numbers (Dates)

- [1.8.4] “When recording inclusive dates and other inclusive numbers, record both the first and last number in full.”

NOTE: The information on inclusive dates for this item comes from reviewing the span of titles kept in the Wendt Commons Library Archives. This information will be included in the General Note.

### IV. Recording Inclusive Numbers (Dates)

Based on the RDA instructions for Inclusive Numbers (Dates), record: [1880-1907](#)

## V. Entering Recorded RDA Data into MARC

[247] Former title proper of the item being cataloged.

### A. Indicators

First Indicator: Title added entry; use 1

Second Indicator: Display note; use 0

### B. Subfields

\$a: Title

\$f: Date or sequential designation

### C. Punctuation

“Field 247 does not end with a mark of punctuation unless the last word in the field is an abbreviation, initial/letter, or data that ends with a mark of punctuation.”

247	10	\$a Catalogue of the University of Wisconsin for the academic year... \$f 1880-1907
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## VI. Generating General Note on Earlier Title Proper

NOTE: RDA does not cover this specifically; therefore instructions for creating this note will be covered here.

Information to be included in the note will be the reference to the catalog record located within the UW-Madison catalog as well as the information obtained from viewing the archival collection at Wendt Commons Library.

## VII. Recording General Note on Earlier Title Proper

Based on the above information, record: **Information on the Earlier Title Proper of this series was obtained from a catalog record for the series accessed through the UW-Madison catalog. Information was also obtained from the archives at Wendt Commons Library (UW-Madison), which has the series dating back to the 1800s.**

## VIII. Entering Recorded Data into MARC

[500] “General information for which a specialized 5XX note field has not been defined.”

### A. Indicators

First Indicator: Undefined; use #

Second Indicator: Undefined; use #

### B. Subfields



\$a: General note

C. Punctuation

“Field 500 ends with a period unless another mark of punctuation is present.”

500 ##	\$a Information on the Earlier Title Proper of this series was obtained from a catalog record for the series accessed through the UW-Madison catalog. Information was also obtained from the archives at Wendt Commons Library (UW-Madison), which has the series dating back to the 1800s.
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## RDA Publication Statement

### I. Generating RDA Place of Publication

- [2.8.2.1] “A place of publication is a place associated with the publication, release, or issuing of a resource.”
- [2.8.2.2] “Take places of publication from the following sources (in order of preference):” the same source used for the publisher’s name (2.8.4.2), a different source within the item itself (2.2.2), or another source listed under 2.2.4 (Other Sources of Information).

### II. Recording RDA Place of Publication

- [2.8.2.3] “Record the place of publication applying the basic instructions on recording publication statements given under 2.8.1. Include both the local place name (city, town, etc.) and the name of the larger jurisdiction or jurisdictions (state, province, etc., and/or country) if present on the source of information.”
- [2.8.1.4] “Transcribe places of publication and publishers' names in the form in which they appear on the source of information. Apply the general guidelines on transcription given under 1.7.” (See RDA/TC)

Based on the RDA instructions for Place of Publication, record: [Madison, Wisconsin](#)

### III. Generating RDA Publisher’s Name

- [2.8.4.1] “A publisher’s name is the name of a person, family, or corporate body responsible for publishing, releasing, or issuing a resource. For early printed resources, printers and booksellers are treated as publishers.”
- [2.8.4.2] “Take publishers' names from the following sources (in order of preference):” the same source used for the title proper, a different source within the item itself, or another source listed under 2.2.4 (Other Sources of Information).

NOTE: Although this item is archival material, it was published in the 20<sup>th</sup> century and therefore will not be considered an “early printed resource.”

### IV. Recording RDA Publisher’s Name

- [2.8.4.3] “Record the publisher's name applying the basic instructions on recording publication statements given under 2.8.1.” See examples here for handling publisher’s name.
- [2.8.1.4] “Transcribe places of publication and publishers' names in the form in which they appear on the source of information. Apply the general guidelines on transcription given under 1.7.” (See RDA/TC)
- [2.8.4.2] “Take publishers' names from the following sources (in order of preference):”

- a) the same source as the title proper (see 2.3.2.2) b) another source within the resource itself (see 2.2.2) c) one of the other sources of information specified under 2.2.4.”

NOTE: The examples in [2.8.4.3] list just the proper noun/name associated with the publisher; the attribution on the item itself, however, reads differently. In this case, follow the instructions given in [2.8.4.2]—the publisher as the “University of Wisconsin” can be determined by ascertaining the full name of the University by looking elsewhere on the title page.

Based on the RDA instructions for Publisher’s Name, record: [University of Wisconsin](#)

## V. Generating RDA Date of Publication

- [2.8.6.1] “A date of publication is a date associated with the publication, release, or issuing of a resource.”
- [2.8.6.2] “Take publishers’ names from the following sources (in order of preference):” the same source used for the title proper (2.3.2.2), a different source within the item itself (2.2.2), or another source listed (2.2.4).

## VI. Recording RDA Date of Publication

- [2.8.6.3] “Record the date of publication applying the basic instructions on recording publication statements given under 2.8.1.”
- [2.8.1.4] “Transcribe places of publication and publishers’ names in the form in which they appear on the source of information. Apply the general guidelines on transcription given under 1.7.” (See RDA/TC)

NOTE: The publication date for this item includes a month and a year, separated by a comma. Because RDA instructs to transcribe the publication date as it appears on the item, both the month and year will be included. Some additional RDA instructions, on punctuation, will be included below.

- [1.7.3] “Transcribe punctuation as it appears on the source, omitting punctuation on the source that separates data to be recorded as one element from data to be recorded as a different element, or as a second or subsequent instance of an element.”

Based on the RDA instructions for Date of Publication (and punctuation), record: [May, 1916](#)

## VII. Entering Recorded RDA Data into MARC

- [264] “Statement relating to the publication, printing, distribution, issue, release, or production of a work.”

### A. Indicators

First Indicator: Used when a resource is first cataloged; use #

Second Indicator: Publication; use 1

## B. Subfields

\$a: Place of publication

\$b: Name of publisher

\$c: Date of publication

## C. Punctuation

No punctuation specified. See examples for punctuation used in each subfield.

264 #1	\$a Madison, Wisconsin :\$b University of Wisconsin, \$c May, 1916.
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## RDA Extent and Dimensions

### I. Generating RDA Extent (for Main Body of Book and Index)

- [3.4.1.1] “Extent” refers to the number of units and subunits that make up an item. RDA defines a unit as “a physical or logical constituent of a resource (e.g., a volume, audiocassette, film reel, a map, a digital file)” and a subunit as “a physical or logical subdivision of a unit (e.g., a page of a volume, a frame of a microfiche, a record in a digital file).”
- [3.4.1.2] “Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the extent of the resource. If desired, take additional evidence from any source.”

### II. Recording RDA Extent (for Main Body of Book and Index)

- [3.4.1.3] “Record the extent of the resource by giving the number of units and an appropriate term for the type of carrier as listed under 3.3.1.3” (the terms referred to here get entered into a different MARC field—see below). “Record the term in the singular or plural, as applicable.” The number of subunits should be specified as well, “if applicable, as instructed under 3.4.1.7-3.4.1.9.”

NOTE: “Text” falls under an exception in this section: “Record the extent of a resource consisting of printed or manuscript text (with or without accompanying illustrations), as instructed under 3.4.5.”

- [3.4.5.2] Here RDA instructs that when describing a single volume, “record the extent in terms of pages” when “the volume is paginated (i.e., if there are page numbers on both sides of the leaves)” etc. “Record the number of pages, leaves, or columns in terms of the numbered or lettered sequences in the resource. Record the last numbered page, leaf, or column in each sequence and follow it with the appropriate term.”

NOTE: See examples under [3.4.5.2] for text numbered with Roman numerals. In the case of this item, these particular pages, which make up the index, come at the back of the book, and will therefore be placed after the extent of numbered pages that make up the main body of the book.

Based on the RDA instructions for Extent (for Main Body of Book and Index), record: **669 pages, xiii**

### III. Generating RDA Dimensions (for Main Body of Book and Index)

- [3.5.1.1] “Dimensions” are defined as “the measurements of the carrier or carriers and/or the container of a resource. Dimensions include measurements of height, width, depth, length, gauge, and diameter.”

- [3.5.1.2] “Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the dimensions of the resource. If desired, take additional evidence from any source.”

#### IV. Recording RDA Dimensions (for Main Body of Book and Index)

- [3.5.1.3] “Unless instructed otherwise, record dimensions in centimetres to the next whole centimetre up, using the metric symbol cm (e.g., if the height measures 17.2 centimetres, record 18 cm).”

Based on the RDA instructions for Dimensions (for Main Body of Book and Index), record: **20 cm**

#### V. Generating Extent (for Fold Out Map)

NOTE: It is the cataloger’s intent to include information on the fold out map, a map of the University of Wisconsin at the time, with a numbered key pointing to places of interest. Given its nature as a separate yet corresponding artifact of the main text, it offers a wonderful accompaniment to the main text and therefore a feature worthy of inclusion in the catalog record. Therefore, the features of this map will be included in this manual and in the resulting MARC record. The RDA Toolkit, however, only covers extent of maps when the entire resource is cartographic; therefore, the instructions that follow for extent of fold out map will rely on examples culled from MARC Bibliographic. The resulting MARC 300 field will be the second 300 field in the catalog record for this item (field 300 is a repeatable field).

NOTE: See the highlighted portions in the examples below from MARC Bibliographic for treatment of each of the map features the cataloger wishes to include in the 300 field: extent, dimensions (when open), and dimensions when folded.

- [300] 300 ##\$a1 map :\$bcol. ;\$c30 x 55 cm  
300 ##\$a1 map :\$bcol. ;\$c200 x 350 cm., folded to 20 x 15 cm., in plastic case  
25 x 20 cm

#### VI. Recording Extent (for Fold Out Map)

Based on the MARC examples for Extent (for Fold Out Map), record: **1 map**

#### VII. Generating RDA Dimensions (for Fold Out Map)

NOTE: Here the RDA Toolkit does offer language that will suffice to treat the dimensions of the fold out map.

- [3.5.2.1] “Apply the instructions given under 3.5.2.2–3.5.2.7 when recording the dimensions of a resource consisting of one or more sheets containing one or more maps, diagrams, views, profiles, sections, etc.”

## VIII. Recording RDA Dimensions (for Fold Out Map)

- [3.5.2.2] “Record the dimensions of each map, etc., by giving the measurements of the face of the map, etc., measured within the neat line. Record the height x width or diameter, as appropriate. When recording diameter, specify it as such.”
- [3.5.2.6] “If the map, etc., is presented with an outer cover within which it is intended to be folded or if the sheet itself contains a panel or section designed to appear on the outside when the sheet is folded, record the dimensions of the map, etc., and add the dimensions of the sheet in folded form, preceded by a comma.”
- [3.5.1.3] “Unless instructed otherwise, record dimensions in centimetres to the next whole centimetre up, using the metric symbol cm (e.g., if the height measures 17.2 centimetres, record 18 cm).”

NOTE: The fold out map included with this item does contain one panel with information contained on the outside of the sheet when it is folded in part (there are three panels to the map that fold up into one panel). This panel begins the numbered key mentioned above.

Based on the RDA instructions for Dimensions of Map, Etc. record: **19 x 35 cm, folded to 12 cm**

## IX. Entering Recorded RDA/MARC Data into MARC

- [300] “Physical description of the described item, including its extent, dimensions, and such other physical details as a description of any accompanying materials and unit type and size.” This is a repeatable field. To capture both the data on the text and the data on the fold out map, this field will be repeated.

### A. Indicators

First Indicator: Undefined; use #

Second Indicator: Undefined, use #

### B. Subfields

\$a: Extent

\$c: Dimensions

### C. Punctuation

Punctuation varies with subfield; see examples (but note no ending period when field ends with measurement in cm).

300 ##	\$a 669 pages, xiii ;\$c 20 cm
300 ##	\$a 1 map ;\$c 19 x 35 cm., folded to 12 cm

## RDA Frequency

### I. Generating RDA Frequency

- [2.14.1.1] “Frequency is the intervals at which the issues or parts of a serial or the updates to an integrating resource are issued.”
- [2.14.1.2] “Take information on frequency from any source.”

### II. Recording RDA Frequency

- [2.14.1.3] “Record the frequency of release of issues or parts of a serial or the frequency of updates to an integrating resource, if known, using an appropriate term from the list below.” (See list; select “annual.”)

Based on the RDA instructions for Frequency, record: **annual**

### III. Entering Recorded RDA Data into MARC

- [310] “Current stated publication frequency of either an item or an update to an item.”  
“When an item has ceased publication, the current frequency date is closed but remains in field 310.”

NOTE: While this publication is no longer being published in this form and at this frequency, it is the cataloger’s intent to capture the frequency of publication when it was an active publication.

#### A. Indicators

First Indicator: Undefined; use #

Second Indicator: Undefined; use #

#### B. Subfields

\$a: Current publication frequency

#### C. Punctuation

No punctuation specified.

NOTE: See MARC 310 subfield \$a for examples of initial uppercase letter.

310 ##	\$a Annual
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## RDA Content Type

### I. Generating RDA Content Type

- [6.9.1.1] “Content type is a categorization reflecting the fundamental form of communication in which the content is expressed and the human sense through which it is intended to be perceived. For content expressed in the form of an image or images, content type also reflects the number of spatial dimensions in which the content is intended to be perceived and the perceived presence or absence of movement.”
- [6.9.1.2] “Take information on content type from any source.”

### II. Recording RDA Content Type

- [6.9.1.3] “Record the type of content contained in the resource using one or more of the terms listed in Table 6.1. Record as many terms as are applicable to the resource being described.” From this table select “text.”

Based on the RDA instructions for Content Type, record: **text**

### III. Entering Recorded RDA Data into MARC

- [336] “The form of communication through which a work is expressed... Field 336 information enables expression of more specific content types and content types from various lists.”

#### A. Indicators

First Indicator: Undefined; use #.

Second Indicator: Undefined; use #.

#### B. Subfields

\$a: Content type term

\$b: Content type code

\$2: Source

NOTE: To find \$b and \$2 codes, see LC Value Lists for Codes and Controlled Vocabularies:

<http://www.loc.gov/standards/valuelist/rdacontent.html>

#### C. Punctuation

No punctuation specified.

336	##	\$a text \$b txt \$2 rdacontent
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## RDA Media Type

### I. Generating RDA Media Type

- [3.2.1.1] “Media type is a categorization reflecting the general type of intermediation device required to view, play, run, etc., the content of a resource.”
- [3.2.1.2] “Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording media type. If desired, take additional evidence from any source.”

### II. Recording RDA Media Type

- [3.2.1.3] “Record the media type using one or more of the terms listed in table 3.1.” From this list select “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.”

Based on the RDA instructions for Media Type, record: **unmediated**

### III. Entering Recorded RDA Data into MARC

- [337] “Media type reflects the general type of intermediation device required to view, play, run, etc., the content of a resource.” “Field 337 information enables indication of more specific media types and media types from various lists.”

#### A. Indicators

First Indicator: Undefined; use #.

Second Indicator: Undefined; use #.

#### B. Subfields

\$a: Content type term

\$b: Content type code

\$2: Source

NOTE: To find \$b and \$2 codes, see LC Value Lists for Codes and Controlled Vocabularies:  
<http://www.loc.gov/standards/valuelist/rdamedia.html>

#### C. Punctuation

No punctuation specified.

337	##	\$a unmediated \$b n \$2 rdamedia
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## RDA Carrier Type

### I. Generating RDA Carrier Type

- [3.3.3.1] “Carrier types is a categorization reflecting the format of the storage medium and housing of a carrier in combination with the type of intermediation device required to view, play, run, etc., the content of a resource.”
- [3.3.1.2] “Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording carrier type. If desired, take additional evidence from any source.”

### II. Recording RDA Carrier Type

- [3.3.1.3] “Record the type of carrier used to convey the content of the resource using one or more of the terms” noted in the RDA list. “Record as many terms as are applicable to the resource being described.” Select “volume” from the list under “unmediated carriers.”

Based on the RDA instructions for Carrier Type, record: **volume**

### III. Entering Recorded RDA Data into MARC

- [338] “Carrier type reflects the format of the storage medium and housing of a carrier in combination with the media type (which indicates the intermediation device required to view, play, run, etc., the content of a resource).... Field 338 information enables indication of more specific carrier types and carrier types from various lists.”

#### A. Indicators

First Indicator: Undefined; use #

Second Indicator: Undefined; use #

#### B. Subfields

\$a: Carrier type term

\$b: Carrier type code

\$2: Source

NOTE: To find \$b and \$2 codes, see LC Value Lists for Codes and Controlled Vocabularies:  
<http://www.loc.gov/standards/valuelist/rdacarrier.html>

#### C. Punctuation

No punctuation specified.

338	##	\$a volume \$b nc \$2 rdacarrier
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## RDA Series Statement

NOTE: The item being cataloged contains a complex series statement at the top of the title page. It reads: "Bulletin of the University of Wisconsin, Serial No. 788; General Series No. 565. At the time of publication of this item, the University of Wisconsin classed all of its publications under the banner of "Bulletin of the University of Wisconsin." So this item is numbered within that broad series of publications. Within this broad series, however, the University also published a subseries called the "General Series," and within this subseries, this particular item was also classed and given a volume number. These two series—a series and a subseries—will be treated below in a MARC 490 field, in an added entry 830 field, and in a MARC 500 note field as well (see RDA Note on Series Statement below).

### I. Generating RDA Title Proper of Series

- [2.12.2.1] "The title proper of a series is the chief name of a series (i.e., the title normally used when citing the series)."
- [2.12.2.2] "Take the title proper of a series from the following sources (in order of preference):" the series title page, a different source within the item itself listed under 2.2.2 (Preferred Source of Information), or another source listed under 2.2.4 (Other Sources of Information).

### II. Recording RDA Title Proper of Series

- [2.12.2.3] "If the resource is issued in a series, record the title proper of the series applying the basic instructions on recording titles given under 2.3.1."
- [2.3.1.4] "Transcribe a title as it appears on the source of information. Apply the general guidelines on transcription given under 1.7." (See RDA/TC)

Based on the RDA instructions for Title Proper of Series, record: [Bulletin of the University of Wisconsin](#)

### III. Generating RDA Numbering Within Series

- [2.12.9.1] "Numbering within series is a designation of the sequencing of a part or parts within a series. Numbering within series may include a numeral, a letter, any other character, or the combination of these, with or without an accompanying caption (volume, number, etc.) and/or a chronological designation."
- [2.12.9.2] "Take the numbering within a series from any source within the resource."

### IV. Recording RDA Numbering Within Series

- [2.12.9.3] "Record the numbering of the resource within the series as it appears on the source of information. Apply the general guidelines on transcription given under 1.7 and the general guidelines on numbers expressed as numerals or as words given under 1.8 (Numbers Expressed as Numerals or as Words)." (See also RDA/TC)

- [1.8.2] “Record numerals in the form in which they appear on the source of information.”

Based on the RDA instructions for Numbering Within Series, record: [no. 788](#)

## **V. Generating RDA Title Proper of Subseries**

- [2.12.10.1] “The title proper of subseries is the chief name of a subseries (i.e., the title normally used when citing the subseries).”
- [2.12.10.2] “Take the title proper of a subseries from the following sources (in order of preference):” the series title page, a different source within the item itself listed under 2.2.2 (Preferred Source of Information), or another source listed under 2.2.4 (Other Sources of Information).

## **VI. Recording RDA Title Proper of Subseries**

- [2.12.10.3] “Record the title proper of the subseries applying the instructions on title proper of the series given under 2.12.2.”
- [2.12.2.3] “If the resource is issued in a series, record the title proper of the series applying the basic instructions on recording titles given under 2.3.1.”
- [2.3.1.4] “Transcribe a title as it appears on the source of information. Apply the general guidelines on transcription given under 1.7.” (See RDA/TC)

Based on the RDA instructions for Title Proper of Subseries, record: [Bulletin of the University of Wisconsin general series](#)

## **VII. Generating RDA Numbering Within Subseries**

- [2.12.17.1] “Numbering within subseries is a designation of the sequencing of a part or parts within a subseries. Numbering within subseries may include a numeral, a letter, any other character, or the combination of these, with or without an accompanying caption (volume, number, etc.) and/or a chronological designation.”
- [2.12.17.2] “Take the numbering within a subseries from any source within the resource.”

## **VIII. Recording RDA Numbering Within Subseries**

- [2.12.17.3] “Record the numbering within a subseries applying the instructions on numbering within series given under 2.12.9.”
- [2.12.9.3] “Record the numbering of the resource within the series as it appears on the source of information. Apply the general guidelines on transcription given under 1.7 and the general guidelines on numbers expressed as numerals or as words given under 1.8.” (See also RDA/TC)
- [1.8.2] “Record numerals in the form in which they appear on the source of information.”

Based on the RDA instructions for Numbering Within Subseries, record: [no. 565](#)

## IX. Entering Recorded RDA Data into MARC

[490] “Series statement for a series title. Field 490 does not serve as a series added entry. When field 490 is used and a series added entry is desired, both the series statement (field 490) and a corresponding series added entry (fields 800-830) are recorded in the bibliographic record.”

### A. Indicators

First Indicator: Series traced; use 1 (This means the 830 field will be used as an added entry.)

Second Indicator: Undefined; use #

### B. Subfields

\$a: Series statement (repeatable field)

\$v: Volume/sequential designation (repeatable field)

NOTE: See the MARC 490 field below, which displays data for both series and subseries in the same field, according to the MARC 490 example for series and subseries—both \$a and \$v need to be repeated in order to capture the full range of data on both the series and subseries.

### C. Punctuation

Punctuation varies with subfield; see the MARC 490/830 examples below for a series and subseries (as well as other examples provided by MARC Bibliographic).

490	1#	\$a Bulletin of the University of Wisconsin ;\$v no. 788. \$a Bulletin of the University of Wisconsin general series ;\$v no. 565
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## X. Generating a Series Added Entry—Uniform Title (MARC 830 field)

NOTE: “In addition to the main entry heading, added entries are assigned to cataloging records in order to provide additional access points through names and titles that are bibliographically significant.” (Chan 2007, 161) In the case of the item being cataloged, a user may initiate a search for this item knowing only the series and/or subseries titles, or may be searching for and hoping to browse the full range of titles that fell within these series. In that case, it is necessary to provide this additional access point.

The cataloger will search LC Authorities for the authorized series’ titles. Select “Title Authority Headings” from the “Search Type” menu, and then type “Bulletin of the University of Wisconsin” into the main search box. The resulting authority record indicates that the title reads: Bulletin of the University of Wisconsin. Conduct the same search for the subseries title: Bulletin of the University of Wisconsin general series.” Note that this result reads: Bulletin of the University Wisconsin. General series.



## XI. Recording a Series Added Entry—Uniform Title (MARC 830 field)

Based on the above results, record: [Bulletin of the University of Wisconsin](#)  
[Bulletin of the University of Wisconsin. General Series](#)

## XII. Entering Recorded Data into MARC

[830]           “Series added entry consisting of a series title alone. An 830 field is usually justified by a series statement (field 490) or a general note (field 500) relating to the series.”

### A. Indicators

First Indicator: Undefined; use #

Second Indicator: 0 non-filing characters; use 0

### B. Subfields

\$a: Uniform title (title of series and subseries as they appear in MARC 490 field)

\$p: Name of part/section of a work

\$v: Volume/sequential designation (as they appear in MARC 490 field)

### C. Punctuation

No punctuation specified; see examples for subfield punctuation.

830	#0	\$a Bulletin of the University of Wisconsin ;\$v no. 788.
830	#0	\$a Bulletin of the University of Wisconsin. \$p General series ;\$v no. 565.

## RDA Supplementary Content

NOTE: The content of the item being cataloged contains supplementary content in the form of an index at the back of the book. While this information is contained in the description of the extent of the book (see RDA Extent and Dimensions above), the cataloger can also choose to record this information in a Note field. See below for an LC (LC-PCC) comment on the necessity of including a Note about indexes.

### I. Generating RDA/MARC General Note (on Supplementary Content)

[7.16.1.1] “Supplementary content is content (e.g., an index, a bibliography, an appendix) designed to supplement the primary content of a resource.”

[LC-PCC PS] This comment clarifies practice in this case: “Record the presence of supplementary content in a note when the resource contains sections of special importance or would assist with identification or selection. Routinely consider the following as being important for selection: bibliographies and bibliographical references, discographies, and filmographies, and indexes,” etc.

[7.16.1.2] “Take information on supplementary content from any source.”

### II. Recording RDA/MARC General Note (on Supplementary Content)

[7.16.1.3] “If the resource contains supplementary content, record the nature of that content (i.e., its type, extent, location within the resource, etc.), if it is considered important for identification or selection.” (See example with “index”; the extent of the index is recorded in RDA Extent. See also examples in LC-PCC link, discussed above.)

Based on the instructions for RDA/MARC General Note (on Supplementary Content), record:  
[Includes index](#)

### III. Entering Recorded RDA Data into MARC

[500] General information for which a specialized 5XX note field has not been defined.

#### A. Indicators

First Indicator: Undefined; use #

Second Indicator: Undefined; use #

#### B. Subfields

\$a: General note

#### C. Punctuation

“Field 500 ends with a period unless another mark of punctuation is present.”

500	##	\$a Includes index.
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## RDA Note on Series Statement

NOTE: See above for an earlier note on the RDA Series Statement. The item being cataloged contains a complex series statement at the top of the title page. It reads: "Bulletin of the University of Wisconsin, Serial No. 788; General Series No. 565. At the time of publication of this item, the University of Wisconsin classed all of its publications under the banner of "Bulletin of the University of Wisconsin." So this item is numbered within that broad series of publications. Within this broad series, however, the University also published a subseries called the "General Series," and within this subseries, this particular item was also classed and given a volume number. These two series—a series and a subseries—have been treated above in a MARC 490 field and in an added entry 830 field (see above). Now a MARC 500 note field will be created as well.

### I. Generating RDA Note on Series Statement

- [2.20.11.1] "A note on series statement is a note providing information on complex series statements, incorrect numbering within series, or changes in series statements."
- [2.20.11.2] "Take information for notes on series statements from any source."
- [2.20.11.3] "Make a note on information relating to series that is too complex to be recorded in a series statement."

### II. Recording RDA Note on Series Statement

RDA does not provide further instructions on recording Note on Series Statement.

Based on the RDA instructions for Note on Series Statement, record: **This item contains a complex series statement at the top of the title page. It reads: "Bulletin of the University of Wisconsin, Serial No. 788; General Series No. 565. At the time of publication of this item, the University of Wisconsin classed all of its publications under the banner of "Bulletin of the University of Wisconsin." So this item is numbered within that broad series of publications. Within this broad series, however, the University also published a subseries called the "General Series," and within this subseries, this particular item was also classed and given a volume number.**

### III. Entering Recorded RDA Data into MARC

- [500] "General information for which a specialized 5XX note field has not been defined."

#### A. Indicators

First Indicator: Undefined; use #

Second Indicator: Undefined; use #

#### B. Subfields

\$a: General note

### C. Punctuation

“Field 500 ends with a period unless another mark of punctuation is present.”

500 ##	\$a This item contains a complex series statement at the top of the title page. It reads: “Bulletin of the University of Wisconsin, Serial No. 788; General Series No. 565. At the time of publication of this item, the University of Wisconsin classed all of its publications under the banner of “Bulletin of the University of Wisconsin.” So this item is numbered within that broad series of publications. Within this broad series, however, the University also published a subseries called the “General Series,” and within this subseries, this particular item was also classed and given a volume number.
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## RDA Summarization of Content

### I. Generating RDA Summarization of Content

- [7.10.1.1] “A summarization of the content is an abstract, summary, synopsis, etc., of the content of a resource.”
- [7.10.1.2] “Take information to be used in summarizing the content from any source.”

### II. Recording RDA Summarization of Content

- [7.10.1.3] “Provide a brief objective summary of the content of the resource if it is considered to be important for identification or selection (e.g., for audiovisual resources or for resources designed for use by persons with disabilities) and sufficient information is not provided in another part of the description.” (See examples.)

Based on the RDA instructions for Summarization of Content, record: **A catalog that lists course options offered in the various schools/colleges at the University of Wisconsin for the time period given, along with information on the faculty/staff/students, fees and tuition, admission requirements, degrees offered, fellowships and scholarships, examinations within the various schools, the Washburn Observatory, the Forest Products Laboratory, the summer session, public lectures, etc.**

### III. Entering Recorded RDA Data into MARC

- [520] “Unformatted information that describes the scope and general contents of the materials. This could be a summary, abstract, annotation, review, or only a phrase describing the material.”

#### A. Indicators

First Indicator: Scope and content; use 2  
Second Indicator: Undefined; use #

#### B. Subfields

\$a: Summary, etc.

#### C. Punctuation

“This field ends with a period unless another mark of punctuation is present.”

520 2#	\$a Catalog that lists course options offered in the various schools/colleges at the University of Wisconsin for the time period given, along with information on the faculty/staff/students, fees and tuition, admission requirements, degrees offered, fellowships and scholarships, examinations within the various schools, the Washburn Observatory, the Forest Products Laboratory, the summer session, public
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	lectures, etc.
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## Full MARC Bibliographic Record

040	##	\$e rda
050	14	\$a LD6107 \$b .U55 1916
110	2#	\$a University of Wisconsin.
245	14	\$a the University of Wisconsin catalogue :\$b 1915-1916 /\$c University of Wisconsin.
247	10	\$a Catalogue of the University Wisconsin for the academic year... \$f 1880-1907
264	#1	\$a Madison, Wisconsin :\$b University of Wisconsin, \$c May, 1916.
300	##	\$a 669 pages, xiii ;\$c 20 cm
300	##	\$a 1 map ;\$c 19 x 35 cm., folded to 12 cm
310	##	\$a Annual
336	##	\$a text \$b txt \$2 rdacontent
337	##	\$a unmediated \$b n \$2 rdamedia
338	##	\$a volume \$b nc \$2 rdacarrier
490	1#	\$a Bulletin of the University of Wisconsin ;\$v no. 788. \$a Bulletin of the University of Wisconsin general series ;\$v no. 565
500	##	\$a Information on the Earlier Title Proper of this series was obtained from a catalog record for the series accessed through the UW-Madison catalog. Information was also obtained from the archives at Wendt Commons Library, which has the series dating back to the 1800s.
500	##	\$a Includes index.
500	##	\$a This item contains a complex series statement at the top of the title page. It reads: "Bulletin of the University of Wisconsin, Serial No. 788; General Series No. 565. At the time of publication of this item, the University of Wisconsin classed all of its publications under the banner of "Bulletin of the University of Wisconsin." So this item is numbered within that broad series of publications. Within this broad series, however, the University also published a subseries called the "General Series," and within this subseries, this particular item was also classed and given a volume number.
520	2#	\$a Catalog that lists course options offered in the various schools/colleges at the University of Wisconsin for the time period given, along with information on the faculty/staff/students, fees and tuition, admission requirements, degrees offered, fellowships and scholarships, examinations within the various schools, the Washburn Observatory, the Forest Products Laboratory, the summer session, public lectures, etc.
610	20	\$a University of Wisconsin \$v Curricula \$v Catalogs.
650	10	\$a Universities and colleges \$x Curricula \$z Wisconsin
650	10	\$a Universities and colleges \$z Wisconsin \$v Catalogs
830	#0	\$a Bulletin of the University of Wisconsin ;\$v no. 788.
830	#0	\$a Bulletin of the University of Wisconsin. \$p General series ;\$v no. 565.



