

Cataloging Fundamentals

AACR2 Basics: Part 1

Definitions and Acronyms

AACR2 — Anglo-American Cataloguing Rules, 2nd ed.: a code for the descriptive cataloging of book and non-book materials. Published in 1978, adopted in 1981. Revised in 1988 and again in 1998 (**AACR2R**).

Access point — A term under which a cataloging record may be searched and located.

Added entry — An entry other than the main entry by which an item is represented in the catalog.

Bibliographic record — A unit describing a work in a bibliographic file, e.g., a catalog card.

Chief source of information — The preferred source of cataloging data, usually the equivalent of the title page.

CIP — Cataloging-In-Publication, a joint project of the publishing industry and the Library of Congress, providing preliminary cataloging information printed in the published work.

Corporate body — An organization or group of persons that may act as an entity, e.g., associations, institutions, government agencies, firms.

Descriptive cataloging — The phase of cataloging concerned with the identification and description of an item and the proper recording of that information.

Item — A document or set of documents in any physical form, treated as an entity, and forming the basis of a single bibliographic description.

ISBD — International Standard Bibliographic Description: a format for representing the descriptive information in a cataloging record.

ISBN — International Standard Bibliographic Number.

LC — Library of Congress.

LCCN — Library of Congress Control Number (was Library of Congress Card Number).

LCSH — Library of Congress Subject Headings.

MARC — Machine Readable Cataloging: a standard format for the encoding and transmission of cataloging information in machine-readable form.

Main entry — The complete cataloging record of an item, presented in the form by which that item will be uniformly identified and cited; The primary access point.

Series — A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered.

Statement of responsibility — A statement, transcribed from the item being described, relating to persons or bodies responsible for the intellectual or artistic content of the item.

Tracings — The list of subject headings and added entries under which a bibliographic record has been filed.

Uniform title — The standardized title by which a work is to be identified for cataloging purposes.

MARC Terminology

Record — All the cataloging information for an item, containing description, main and added entries, subject headings, and classification or call numbers.

Field — The bibliographic record is divided into fields of information, corresponding to the areas and elements on a catalog card.

Tag — Each field is preceded by a 3-digit number called a tag, which identifies the function of the field.

Subfield — Most fields are divided into smaller units, called subfields. Subfields are identified by codes, usually lower-case alphabetic characters, and normally correspond to ISBD punctuation.

Delimiter — Subfield codes are preceded by delimiters, represented variously by a dollar sign, double dagger, underscore or carat. Delimiters identify the code as code rather than a normal character.

Indicator — Each tag is followed by two spaces which may be used for indicators. Indicators are digits from one to nine or blank. Their functions vary from field to field and are often related to print constants, indexing, or display functions.

Functions of a Catalog

A catalog record is a surrogate (substitute) for the item itself.

Description (Identification)

- Identify a specific item
Is this the work I'm looking for?
- Evaluate an item
Will this item meet my information need?
Is this the same work as that?

Access (Location and Collocation)

- Locate a specific item
Do you have _____?
- Gather the works of an author
What do you have by _____?
- Gather works on a subject
What do you have on _____?
- Gather all editions of a work

Steps in Cataloging and Classification

1. Describe the item in hand.
2. Choose the access points.
3. Choose the form of headings.
4. Assign subject headings.
5. Classify and assign call number.
6. MARC tag for data entry.

Structure of AACR2

Part 1 – Description

Chapter 1 – General Rules for Description

Lays out general principles across formats.

Subsequent chapters devoted to specific physical formats, elaborating on general rules and providing specific examples of application.

Chapter 2 – Books, Pamphlets, and Printed Sheets

Chapter 3 – Cartographic Materials (Maps)

Chapter 4 – Manuscripts (not always used - archival rules usually followed)

Chapter 5 – Music (Printed scores)

Chapter 6 – Sound Recordings

Chapter 7 – Motion Pictures and Videorecordings

Chapter 8 – Graphic Materials (Filmstrips, Art, Photographs)

Chapter 9 – Electronic Resources (including CD-ROMS, Internet resources)

Chapter 10 – Three Dimensional Artefacts and Realia

Chapter 11 – Microforms (LC does not follow)

Chapter 12 – Continuing Resources (including Serials and Integrating Resources)

Chapter 13 – Analysis (LC does not do “In” analytics)

Part 2 – Headings, Uniform Titles, and References

Chapter 21 – Choice of Access Points

Rules for selecting main and added entries.

Subsequent chapters deal with the form of the headings selected as access points.

Chapter 22 – Headings for Persons

Chapter 23 – Geographic Names

Chapter 24 – Headings for Corporate Bodies

Chapter 25 – Uniform Titles

Chapter 26 – References

Appendices

Library of Congress Rule Interpretations (LCRIs)

Used in conjunction with AACR2. LC’s explanations, examples, interpretations, implementation of the rules. Includes decisions about options, and instructions to LC catalogers about application of options. OCLC requires use of LCRIs when creating original records.

Levels of Description

AACR2 defines 3 levels of description:

- Level I (minimal)
- Level II (full) – most catalog at this level
- Level III (detailed)

These correspond (mostly) to the Encoding Level (Elvl) standards of OCLC:

- I = Full
- K = Less-Than-Full
- 4 = Core

Libraries may choose to catalog some materials at full level and others at minimal, based on staffing, expertise (subject, language, format), cost, or any other criteria.

→ For most libraries, it is not economically feasible to catalog everything at full level. Catalogers are constantly balancing the need to meet the goals of Description and Access with the cost of cataloging.

Areas of Description and ISBD Punctuation

The description is divided into the following areas:

Area 1	Title and statement of responsibility
Area 2	Edition
Area 3	Material (or Type of Publication) Specific Details
Area 4	Publication, distribution, etc.
Area 5	Physical description
Area 6	Series
Area 7	Notes
Area 8	Standard number and terms of availability

Rule numbers correspond to Areas. For example, the rule for Area 7 in Chapter 2 is 2.7.

In the card format, each area is separated by a full stop, space, dash, space, unless it begins a new paragraph. In the MARC format, field tags identify areas.

Title and statement of responsibility. — Edition. — Publication, distribution, etc.
Physical description. — Series
Notes (each note occupies a separate paragraph)
Standard number

Within each area, elements are introduced by special punctuation (ISBD). In the MARC format, ISBD punctuation *precedes* subfield codes.

Title proper = Parallel title : other title information / statement of responsibility ;
other statements of responsibility. — Edition statement. — Place of publication :
Publisher, date of publication.

Extent : other physical details ; size + accompanying material. — (Series title ;
series numbering)

Notes.
Standard number.

Structure of MARC – Variable Fields

Divided by hundreds

0xx	Control, identification, and classification numbers, etc.
1xx	Main entries
2xx	Titles and title paragraph (title, edition, imprint)
3xx	Physical description, etc.
4xx	Series statements
5xx	Notes
6xx	Subject access fields
7xx	Added entries other than subject or series; linking fields
8xx	Series added entries, etc.
9xx	Reserved for local implementation

MARC Bibliographic Record with Explanation of Tags

- 010 **a** LCCN (Library of Congress Control Number)
- 020 **a** ISBN (International Standard Book Number)
- 040 **a** Original source of cataloging **c** Inputting library
- 050 **a** Library of Congress call number
- 082 **a** Dewey Decimal Classification number
- 1xx **x** **a** Author main entry - personal (100), corporate (110), or conference name (111).
- 245 **1x** **a** Title proper : **b** remainder of title / **c** statement of responsibility.
- 250 **a** Edition.
- 260 **a** Place : **b** Publisher, **c** Date.
- 300 **a** Pagination, etc. : **b** other physical details (illustrative matter) ; **c** dimensions.
- 440 **x** **a** Series, title traced ; **v** volume number
- 490 **1** **a** Series traced differently, see 8xx fields ; **v** volume number
- 490 **0** **a** Series not traced ; **v** volume number
- 500 **a** General notes.
- 504 **a** Bibliography note.
- 505 **a** Contents note.
- 600 **10** **a** Subject added entry - personal name **v** Form subdivision **x** Topical subdivision **y** Chronological subdivision **z** Geographic subdivision.
- 650 **0** **a** Subject added entry - topical **v** Form subdivision **x** Topical subdivision **y** Chronological subdivision **z** Geographic subdivision.
- 651 **0** **a** Subject added entry - geographic **v** Form subdivision **x** Topical subdivision **y** Chronological subdivision **z** Geographic subdivision.
- 700 **1** **a** Added entry - personal name. **t** Title (omit initial articles).
- 710 **2** **a** Added entry - corporate name. **t** Title (omit initial articles).
- 711 **2** **a** Added entry - conference name. **t** Title (omit initial articles).
- 740 **0x** **a** Analytic or related title entry, uncontrolled (omit initial articles).
- 800 **1** **a** Series added entry - personal name. **t** Title (omit initial articles).
- 810 **2** **a** Series added entry - corporate name. **t** Title (omit initial articles).
- 811 **2** **a** Series added entry - conference name. **t** Title (omit initial articles).
- 830 **0** **a** Series added entry - uniform title (omit initial articles).

Sources of Description

Chief Sources of Information (for Area 1):

Type of Material	Chief Source of Information
Books, pamphlets, printed texts	Title page or title page substitute
Serials	Title page of first issue or title page substitute, which may be cover, caption, masthead, etc.
Electronic resources	Resource itself, source with most complete information (must have Source of title note)
Sound recordings	Item itself and permanent labels
Videorecordings	Title frames; integral container and labels
Graphic materials	Item itself and permanent labels
Kits	Unifying element (usually container)

- ➔ When title does not come from the primary chief source, the description must include a source of title note, e.g.:
“Title from cover.”

Sources of Description

Prescribed Sources of Information for Printed Monographs (Books)

Area	Prescribed Sources of Information
Title and statement of responsibility	Title page
Edition	Title page, other preliminaries, colophon
Publication, distribution, etc.	Title page, other preliminaries, colophon
Physical description	The whole publication
Series	Series title page, monograph title page, cover, rest of publication
Note	Any source
Standard number	Any source

➔ When an element of description comes from outside the prescribed sources, the cataloger must enclose the element in square brackets [].