Session 2: Description

- Definition of descriptive cataloging
- Descriptive cataloging within the cataloging process
- Definition of a monograph/book
- 3 levels of descriptive cataloging
- Description of a book

Descriptive Cataloging
The part of the cataloging process where catalogers take information from the item in hand, notate it in a way that the item can be completely identified and distinguished from other items, then determine the name(s) and title(s) to be used as access points. The information is recorded into a bibliographic record.
The Cataloging Process

I. Descriptive Cataloging

Create Unique Bibliographic Description (of Book)

Provide Access to Bibliographic Record (for Work)

Choice of access points:
- i. main entry
- ii. added entry

Form of entries

Create Bibliographic Record (card or MARC)

Authority control

8 areas of description:
- i. elements
- ii. order
- iii. punctuation

Catalog Card Format

Freedman, Russell.

973.7  Lincoln : a photobiography / Russell Freedman. -
Includes bibliographical references (p. 142-143)
and index.
Photographs and text trace the life of the Civil War
President.
The mysterious Mr. Lincoln - A backwoods boy --
Law and politics - Half slave and half free -
Emancipation -- This dreadful war -- Who is dead in
the White House? -- A Lincoln sampler - In
Lincoln's footsteps.

1. Lincoln, Abraham, 1809-1865. I. Alfred Whital
Stern Collection of Lincolniana (Library of Congress)
Bibliographic Record

The bibliographic record information is compiled in accordance with:

- International Standard for Bibliographic Description (ISBD)
  - Acts as a standard for bibliographic record formats
- AACR2
ISBD

- International Standard Bibliographic Description
- Adopted by and incorporated into AACR2
- Uniform outline for describing all materials:
  - 8 elements of description
  - The order that elements should appear in the catalog
  - System of punctuation for the elements

AACR2R 2nd ed.

In the United States, Great Britain, Australia, & Canada, descriptive cataloging is governed by Anglo-American Cataloguing Rules, 2nd ed. (AACR2).
AACR2R 2nd ed.

Published jointly by the American Library Association (ALA), the Canadian Library Association (CLA), and the Chartered Institute of Library and Information Professionals (CILIP)

The Cataloging Process

- Description (Creation of bibliographic record)
  - Descriptive Cataloging
    - Choice of entry
    - Form of entry
  - AACR2 -- chap. 1-13
  - AACR2 -- chap. 21
  - AACR2 -- chap. 22-26
What is a book?

• Complete bibliographic unit
• Not to be continued indefinitely
• Sometimes referred to as a monograph
• Examples also include:
  - Single 1 volume
  - Encyclopedias
  - Books issued in parts

Parts of a Book

http://cgi.ebay.ie
3 levels of description

• AACR2 - Rule 1.0D specifies three levels of detail for describing a book
  - Ranges from minimum elements to including every possible element
  - This gives individual libraries flexibility

1st description level

xi, 278 p.

Rule 1.0D1
<table>
<thead>
<tr>
<th>Rule 1.0D2</th>
<th>2nd description level</th>
</tr>
</thead>
</table>

xi, 278 p. : ill. ; 19 cm. -- (The Oxford illustrated Dickens)

Prior to 1966 the series had the title: The illustrated Dickens. ISBN 0-19-254516-7 | 16 |

<table>
<thead>
<tr>
<th>Rule 1.0D3</th>
<th>3rd description level</th>
</tr>
</thead>
</table>

xi, 278 p. : ill. ; 19 cm. -- (The Oxford illustrated Dickens)

Prior to 1966 the series had the title: The illustrated Dickens. ISBN 0-19-254516-7 | 17 |
Areas included in describing an item

Area 1  Title and statement of responsibility
Area 2  Edition
Area 3  Material specific details
Area 4  Publication, distribution, etc.
Area 5  Physical description
Area 6  Series
Area 7  Notes
Area 8  Standard numbers and terms of availability

Concept of Chief Source of Information

A term used by catalogers to determine which part of the [item] has the most correct information to go into the catalog record. AACR2 rules specify a chief source which applies to all areas of the description. For each area, the rules also specify a number of other sources which may be used as substitutes for, or as supplements to, the chief source.
The chief source of information for books (AACR2 2.0B1)

• Title page (t.p.)
• Facing title page, or
• If there is no t.p., then the substitute that supplies the most complete information, e.g.
  - Other preliminaries (t.p. verso, any pages preceding the t.p., and cover)
  - Caption
  - Colophon (a statement at the end of the item)
  - Running title
  - Other part
• If you use a t.p. substitute, you must include a note

The chief source of information for books (AACR2 2.0B1) cont’d

• Facing title page
The chief source of information for books (AACR2 2.0B1) cont’d

• Caption - title at beginning of text

The chief source of information for books (AACR2 2.0B1) cont’d

• Colophon - information provided by the publisher at the end of the book
The chief source of information for books (AACR2 2.0B1) cont’d

- Running title -
  The title or an abbreviated title of a book, or section of a book, repeated in uniform style at the head or foot of each page or verso

Prescribed Sources of Information

<table>
<thead>
<tr>
<th>8 Areas</th>
<th>Prescribed Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and statement of responsibility</td>
<td>Title page or t.p. substitute</td>
</tr>
<tr>
<td>Edition</td>
<td>Title page, other preliminaries and colophon</td>
</tr>
<tr>
<td>Publication, distribution, etc.</td>
<td>Title page, other preliminaries and colophon</td>
</tr>
<tr>
<td>Physical description</td>
<td>The whole publication</td>
</tr>
<tr>
<td>Series</td>
<td>Series title page, monograph</td>
</tr>
<tr>
<td>Note</td>
<td>title page, cover, rest of the publication</td>
</tr>
<tr>
<td>Standard Number and terms of availability</td>
<td>Any source</td>
</tr>
<tr>
<td></td>
<td>Any source</td>
</tr>
</tbody>
</table>
• Information taken from a source other than the prescribed source must be in square brackets [ ]
• This indicates that you know where the information didn’t come from!

What about a facing title page?

Treat facing t.p. as one chief source
What about multiple title pages with no collective title?

Area 1 - Title and statement of responsibility

- Contains information about the title and those who are primarily responsible for the intellectual or artistic content

Title proper: other title information / statement of responsibility.
Title proper (AACR2 2.1B)

- Capitalize the 1st word and proper nouns
  The mystery of Edwin Drood

- Don’t transcribe capitalization & punctuation as it appears (so as not to confuse with ISBD punctuation)
  ... And so to bed
  should be transcribed as
  --And so to bed

Title proper (AACR2 2.1B)

Transcribe an inaccuracy or a misspelled word as it appears on the item. Follow the inaccuracy either by [sic]

Decimal classification and relativ [sic] index

OR by i.e. and the correction within square brackets

Decimal classification and relativ [i.e. relative] index

OR supply a missing letter or letters in square brackets

Decimal classification and relativ[e] index
Other title information (AACR2 2.1E)

• Appears in conjunction with, & is subordinate to, title

Hollywood and the culture elite: how the movies became American

Statements of responsibility (AACR2 2.1F)

• Transcribe names of authors, other people or groups responsible for overall content

Lincoln: a photobiography / Russell Freedman.

• “Rule of 3”: If there are more than three people performing the same function, omit all but the first and add [et al.]

The problems of earth: readings in ecology / Adam Smith ... [et al.] ; illustrated by Tom Brown.
Statements of responsibility (AACR2 1.1F3)

- **Names Grammatically connected** to the title proper is not listed again in the statement of responsibility

Martha Stewart’s baby special issue: a supplement to Martha Stewart living.

Our book

Get out your book and descriptive cataloging worksheet, and fill in the title and statement of responsibility for our book.

The Joys of Cataloging
by Jane Blank
Our book

Area 2 - Edition
Edition statement
• Statement that refers to all the impressions of a work printed at any time or times from one setting of type

Prescribed source of information
• Title page or formal publisher statement found elsewhere
Edition statement  
(AACR2  2.2B1)

Replace wording with abbreviations from AACR2 Appendix B & numerals from Appendix C

Second Edition, Revised and Enlarged is entered as

2nd ed., rev. and enl.

Bilingual edition is entered as

Bilingual ed.

First Simon & Schuster edition is entered as

1st Simon & Schuster ed.

Our book

The joys of cataloging / by Jane Blank.
Area 3 - Material (or type of publication) Specific Details

• NOT FOR BOOKS
• Cartographic materials: used for scale

Scale [ca. 1:32,000].

Area 4 - Place of publication, distribution, etc.

• Contains information about the location and name of the publisher or distributor and the date
• Prescribed source of information: title page, other preliminaries, colophon

Name of publisher, distributor, etc., date of publication, distribution, etc.
Place of publication, distributor, etc. (AACR2 2.4C1)

- Copy the 1st named place. If place is not in the cataloger’s home country, then add the 1st place given that is London; New York

- Probable place is given in brackets with a question mark when the place is uncertain [Singapore?]

- Sine loco (S.l.) for unknown place of publication [S.l.]

Name of publisher, distributor, etc. (AACR2 2.4D1)

- Omit generic terms that aren’t integral parts of the publisher name (e.g., Inc.)

  New York: A.A. Knopf: Distributed by Random House

- Sine nomine (s.n.) for unknown publisher [S.l.: s.n.]
Date of publication, distribution, etc. (AACR2 2.4F1)

- Give the date of publication, distribution, or, lacking that, copyright date


Our book

The joys of cataloging / by Jane Blank. 1st ed.
Area 5 - Physical Description

- Contains information about the physical characteristics of the item
  - extent - number and kind of pieces
  - other physical details - illustrations
  - dimensions
  - accompanying material, if any

Extent: other physical details; dimensions + accompanying material.

Physical description

Prescribed source of information
  - Whole publication
Number of volumes and/or pagination (AACR2 2.5B1)

- Copy number on the last page or leaf (pages with text on one side) of each sequence

  83 p.
  49 leaves

- Note preliminary pages if necessary

  (i-xiii, 1-259) entered as xiii, 259 p.
  (i-xiii, 14-259) entered as 259 p.

  ix, 155, 127, x p.

Illustrative matter (AACR2 2.5C1)

- Note illustrations considered to be important, in alphabetical order (after ill.), using the appropriate abbreviations.

  89 p. : ill.
  64 p. : port.
  1 v. (unpaged) : all ill. (some col.)
  2 v. (922 p.) : ill., coats of arms, maps
Dimensions (AACR2 2.5D1)

- Height in centimeters. Always round up. Include width only when it is less than half of or greater than the height

<table>
<thead>
<tr>
<th>Description</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>89 p. : ill. ; 26 cm.</td>
<td></td>
</tr>
<tr>
<td>1 v. (unpaged) : all ill. (some col.)</td>
<td>30 x 14 cm.</td>
</tr>
<tr>
<td>64 p. : port. ; 21 x 26 cm.</td>
<td></td>
</tr>
<tr>
<td>[22] p. : chiefly col. ill. ; 90 mm.</td>
<td></td>
</tr>
</tbody>
</table>

Accompanying material (AACR2 2.5E1)

- List any separate pieces that are meant to be used with the book

<table>
<thead>
<tr>
<th>Description</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>89 p. : ill. ; 26 cm. + 1 sound disc (4 3/4 in.)</td>
<td></td>
</tr>
<tr>
<td>64 p. : port. ; 21 x 26 cm. + 1 teacher's guide (10 p. ; 24 cm.)</td>
<td></td>
</tr>
</tbody>
</table>
Our book

The joys of cataloging / by Jane Blank. 1st ed.

Area 6 - Series

- A group of items related to each other by a common title
- Prescribed source of information: series title page; monograph title page; cover, rest of publication

Title proper of series; numbering within series
Series (AACR2 2.6B1)

- Series may take the form of:
  - Monographic series - A series of monographs, usually issued under a collective title by a university press or scholarly society. Each volume in the series may contain more than one monograph, each with its own title in addition to the series title.
  - Intended to be issued indefinitely. Generally items in a monographic series are single part monographs issued on an irregular basis.

Series (AACR2 2.6B1)

- Series may also take the form of:
  - Multipart monograph - A monograph complete, or intended to be complete, in a finite number of physically separate parts that may or may not be numbered (AACR2). A library may decide to bind the parts together.
Series (AACR2 2.6B1)

- Series may be:
  - Classed-together - all items have the same call number; call numbers are distinguished by the volume number
  - Classed separately - each item in the series has a different call number
  - Analyzed - separate bibliographic records created for each distinct item in the series or not.
  - A classed separately series should be analyzed.

Series (AACR2 2.6B1)

- Characteristics of series
  - Group of separate items
  - Each with its own title
  - Each item also bears a collective title which applies to the group

X-Men, evolution
Sweet Valley Jr. High; $v #25
Tikal report; no. 31
University Museum monograph; 57
Series (AACR2 2.6B1)

- Series cont’d

Scooby-Doo readers ; $v #16
Hello reader! $n Level 2

Our book

The joys of cataloging / by Jane Blank.
1st ed.
iv, 10 p. : ill. ; 22 cm.
Area 7 - Notes

- Contains information about anything that is important to your users or is required
- Prescribed source of information: any source

Notes (AACR2 2.7B)

- Some required notes
  - Explanation for source of title if it was taken from other than the chief source (title page)
  
  Title from cover.
  
  - Index and/or bibliography
  
  Includes bibliographical references (p. 279) and index.

- Follow AACR2 note order - but, remember, your most important note can always go first
Note order
(AACR2 2.7B1 - 2.7B10)

• Nature, scope or artistic form
• Language of the item and/or translation or adaptation
• Source of the title proper
• Variations in title
• Statements of responsibility
• Edition and history
• Publication, distribution, etc.
• Physical description

Note order
(AACR2 2.7B11 - 2.7B21)

• Accompanying material
• Series
• Dissertations
• Audience
• Reference to published descriptions
• Other formats
• Summary
• Contents
• Numbers
• Copy being described (local note)
• “With” notes
Our book

The joys of cataloging / by Jane Blank.
1st ed.
iv, 10 p. : ill. ; 22 cm.

Area 8 - International Standard Book Number

ISBN
13-digit ISBNs

Prescribed source of information: any source
International Standard Book Number (ISBN) (AACR2 2.8B1)

- ISBN breakdown
  - Identifies country area or language area
  - Publisher number
  - Item number
  - Check-digit

0-73-772929-5 a $12.99 paperback is entered as

0737729295 (pbk.) : $12.99

Our book

The joys of cataloging / by Jane Blank. 1st ed.


iv, 10 p. : ill. ; 22 cm.

Includes bibliographical references (p. 9) and index.