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.
This is what the process looks like. Starting on the left: the main objective is to create a unique bibliographic description of, in our case a book; the 8 areas of description and ISBD which we will cover in more detail later; and the creation of a bibliographic record which will be covered in Session 3.

The second part of the process, providing access to the item is covered in session 5.

A 3rd part of the process—classification by word & number—are discussed in sessions 9-11.

May want to reintroduce this slide as we progress thru process
### Catalog Card Format

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Author</th>
<th>Title</th>
<th>Publisher</th>
<th>Date</th>
</tr>
</thead>
</table>

- 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.


Remember the card catalog? The information within the circle is the end result of the first part of the descriptive cataloging process.
Here are the same results as seen in a MARC record.

Hilite or box info, to get more exact area

Need to add “by” in SOR.
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 – prepared by the working group on the International Standard Bibliographic Description by the IFLA Committee on Cataloguing in 1974

Add example of Chinese, etc., record to show what punct. shows.
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

Adopted by and incorporated into AACR2 seconded edition in 1978

ISBD provides a uniform outline for describing all materials in any format
  8 elements of description
  The order that elements should appear in the catalog
  System of punctuation used to separate the elements
In the United States, Great Britain, Australia, & Canada, descriptive cataloging is governed by *Anglo-American Cataloguing Rules, 2nd ed. (AACR2).*

And again, Anglo-American Cataloging Rules is used when performing the first step in cataloging process (descriptive cataloging) We are currently using the 2002 Revision, in loose-leaf format.

http://www.ala.org/ala/ProductsandPublications/Products_and_Publications.htm
This guidebook, now in its fourth edition, has been fully revised and is now in concordance with AACR2, 2002 Revision 2004 Update. Michael Gorman, co-editor of the original AACR2, explains the more generally applicable AACR2 rules for cataloging library materials in simplified terms that make the rules more accessible and practical for practitioners and students who are in less complex library and bibliographic environments.

http://www.ala.org/ala/ProductsandPublications/Products_and_Publications.htm
This diagram indicates the chapters used in the descriptive cataloging process. BUT THE PRINTED SLIDES ARE WRONG!
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
While the parts are important and in some cases may be included in the description, the part we will focus most our attention on later is the title page.

http://cgi.ebay.ie (19 December 2005)
AACR2 recognizes that not all libraries may want the same amount of detail in its bibliographic records. 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

This will be illustrated in the next three slides.
First-level: the minimum elements required to meet the standard e.g., subtitle, place of publication, dimensions not required often used by small libraries. Allows adequate matching.

1st level -- rule 1.0D1 includes:

Title proper/first statement of responsibility, if different from main entry heading
Edition statement
Material (or type of publication specific details)
First publisher, etc., date of publication, etc.
Extent of item
Note(s)
Standard number

Add explanatory slides for each level
Rule 1.0D2

Second-level:

used by LC for most cataloging

2nd level – rule 1.0D2 includes:

Title proper [general material designation] = Parallel title ; other title information / first statement of responsibility ; each subsequent statement of responsibility

Edition statement / 1st statement of edition

Material (or type of publication specific details)

First place of publication, etc. : 1st publisher, etc., date of publication, etc.

Extent of item : other physical details ; dimensions

Title proper of series / statement of responsibility relating to series, ISSN of series ; numbering within series

Note(s)

Standard number
Third-level: includes every possible element and is typically used for rare items

The mystery of Edwin Drood [text] /  

3rd level – rule 1.0D3 includes:  
All elements of the second level plus other information that is important for the library user—printing date
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

Imp’t for creating record, but also for comparing with possible copy cataloging/matching.
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 in this order is…
The chief source of information for books (AACR2 2.0B1) cont'd

- Facing title page

Unlocking the Mysteries of Cataloging: A Workbook of Examples
by Elizabeth Haynes and Joanna Fountain
http://lu.com/workbook/ex29.cfm
The chief source of information for books (AACR2 2.0B1) cont'd

- Caption - title at beginning of text


http://dig.lib.lehigh.edu/projects/exhibits/images/3/3_06.jpg
The chief source of information for books (AACR2 2.0B1) cont’d

- Colophon - information provided by the publisher at the end of the book

Wer is Victor Hammer, Rudolph Koch (1996)

http://www.uky.edu/Libraries/KLP/gallery/koch1996/6-colophon.jpeg
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

http://special.lib.gla.ac.uk/exhibns/month/may2003.html
Each area of the description has a prescribed source from which information should be taken. These are the prescribed sources for books.

Add column headings: 8 areas – Sources + number areas
• 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!

Remember…
What about a facing title page?

Treat facing t.p. as one chief source

What should you do if the item has a facing title page?
What if one book has multiple title pages and no main title page to pull them together?

Don’t want staff to make up answers! That’s what supervisors are for, when situations are too complicated 😊
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

Chief name of an item, including a 2-part title connected by the word “or” or its foreign language equivalent.

Transcribe the title proper exactly as it is from the chief source of information in your material, except for punctuation and capitalization, which are prescribed in AACR2.

Don’t *necessarily* transcribe punctuation as it appears.
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

Sic = Latin for "thus"
Mostly require 246s, too

C# books are good example of problem that requires 246

Rule 1.0F1  Inaccuracies general rule
Other title information
(AAACR2 2.1E)

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

Hollywood and the culture elite: how the movies became American

Other title information

Words or phrases (e.g., subtitle) that appear in conjunction with the title

Rule 1.1E1 Other title information--Subtitle
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.*

Statement of responsibility

Persons responsible for the intellectual or artistic content of the item.

Rule 1.1F5  Single statement of responsibility names more than3 persons or corporate bodies performing the same function, omit all but the first of each group of such persons or bodies.
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.

Statement of responsibility

Persons responsible for the intellectual or artistic content of the item.

Rule 1.1F5  Single statement of responsibility names more than 3 persons or corporate bodies performing the same function, omit all but the first of each group of such persons or bodies.
Let’s review how to technically read a book
Our book

The joys of cataloging / by Jane Blank.
LET'S TAKE A BREAK
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.

Rule 1.2B1  Edition statement ; Rule C.8A  Ordinal numbers for English language items ; Rule B.9 Abbreviation

Edition vs. Printing
According to bibliophile Rebecca Hanneman, an edition refers to all copies of a book printed from the same typeset. A printing, or impression, refers to all copies of the book printed at one specific time within an edition. Thus, the same edition could have multiple printings that span several years.
Our book

The joys of cataloging / by Jane Blank.
1st ed.
Area 3 - Material (or type of publication) Specific Details

• NOT FOR BOOKS
• Cartographic materials: used for scale

Scale [ca. 1:32,000].

Area 3 is not used for books, but it is required for:
Maps & other cartographic materials
  Printed music
  Computer files
  Serials publications
  Microforms (in some circumstances)

Change slide to show it’s getting more irrelevant & it’s NOT for books!
Mostly—entirely?—in 2xx fields: 255, 256, etc.
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.]

Latin phrase for “without place”

[ ] for probable information

Incl info about adding state abbrev. in [ ] if not on piece
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.]

Latin phrase for “without name”

Rule 1.4D5d Work with 2 publishers described in terms of both—the 1st named publisher is not the country of the cataloging agency and a subsequently named publisher is

Rule 1.4D6 Optionally, Name of the distributor when the 1st named entity is a publisher
Date of publication, distribution, etc. (AACR2 2.4F1)

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


Copyright – The year in which a work was first published.

Rule 1.4D5d Work with 2 publishers described in terms of both—the 1st named publisher is not the country of the cataloging agency and a subsequently named publisher is

Rule 1.4D6 Optionally, Name of the distributor when the 1st named entity is a publisher
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.

Roman and Arabic numbers

2.5B15 groups of pages numbered in opposite directions (book with text in two languages)

2.5B3 disregard unnumbered sequences of inessential matter (advertising, blank pages, etc.)
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 |

Last example, If only some of the illustrations are of types considered to be important, give ill. Followed by the appropriate term(s) or abbreviation(s) in alphabetical order. 2.5C2

Rule 2.5C5 Work consists wholly of illustrations
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

89 p. : ill. ; 26 cm.
1 v. (unpaged) : all ill. (some col.) ; 30 x 14 cm.
64 p. : port. ; 21 x 26 cm.
[22] p. : chiefly col. ill. ; 90 mm.

Height x width
Usually ht. is in cm.

Rule 2.5D2 Width of the item is greater than its height

If the item measures less than 10 centimeters, give the height in millimeters.
Accompanying material (AACR2 2.5E1)

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

89 p. : ill. ; 26 cm. + 1 sound disc (4 3/4 in.).
64 p. : port. ; 21 x 26 cm. + 1 teacher's guide
(10 p. ; 24 cm.)

1.5E1 give the number of physical units in arabic numerals and the name of the accompanying material

Printed c. of this slide is funny
Our book

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

http://lu.com/odlis/odlis_m.cfm
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.

http://lu.com/odlis/odlis_m.cfm
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

Rule 1.6B1  Title proper of series
Rule 1.6J1  More than one series statement ; Rule 1.6G1  Numbering within series

As of May 1, 2006, LC will create a separate bibliographic record for all resources with distinctive titles published as parts of series (monographic series and multipart monographs).

The Cataloging Policy and Support Office is revising affected documentation to be reissued to reflect this and other decisions.
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

Systems vary as to display of notes, so that might influence how you input them—local practice.
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

If not from chief source

Titles borne by the item other than the title proper

Notes are roughly in order of areas of description, to help folks remember the proper order.
Location of accompanying material if appropriate.

Series data that cannot be given in the series area

Numbers other than ISBNs
Our book

The joys of cataloging / by Jane Blank.
1st ed.
iv, 10 p. : ill. ; 22 cm.
Includes bibliographical references (p. 9) and index.
Most libraries include price in item record


Existing ISBNs will be prefixed with "978" (and the check digit recalculated); as the "978" ISBNs are exhausted, the

"979" prefix will be introduced.

The new 13-digit ISBNs will be identical to the EAN barcoded format of any existing 10-digit ISBNs.

http://www.barcode-us.com/info_center/bookeanbreakdownFINAL.gif
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 |

Assigned by the ISBN Agency in Berlin, 0 or 1 for English speaking countries

Assigned by national ISBN agency

Assigned by the publisher

The check digit allows computer systems to validate ISBNs
Our book

The joys of cataloging / by Jane Blank.
1st ed.
iv, 10 p. : ill. ; 22 cm.
Includes bibliographical references (p. 9) and index.
04440217229 (pbk.)
Questions??