Beyond Books 2: Cataloging Archival Materials

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Beyond Books 2: Cataloging Archival Materials

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Technical Services Archivist
Brigham Young University
Schedule

1:30    Introduction to Archival Cataloging
1:35    Manuscripts
2:00    Photographs
2:25    Questions
2:30    Break
2:45    Audio/Oral Histories
3:10    Video
3:35    Multi-Format
3:40    Final Questions & Wrap-Up
Slideshow:  
Introduction to Archival Cataloging

Allison McCormack
What is archival cataloging?

- Cataloging tells us **what** something is and **where** we can find it.
- Unlike a finding aid, a catalog record doesn’t have a complete listing of all the contents of the collection.
- Finding aids often live in their own databases, but creating a bibliographical record for archival materials allows them to be cross-referenced with other library materials.
- Archival cataloging makes use of specialized standards like DACS (Describing Archives: A Content Standard), DCRM(MSS), DCRM(G), etc., though records can also be created in AACR2, RDA, or a combination of standards.
Cataloging Single Manuscripts

Rebecca A. Wiederhold
Describing Archives: a Content Standard

DACS
Second edition
https://saa-ts-dacs.github.io/

Used for:
- unpublished manuscripts
- archival collections
- finding aids
- collection-level MARC records
- series-level MARC records
Single manuscript vs. archival collection
Descriptive Cataloging of Ancient, Medieval, Renaissance, and Early Modern Manuscripts

AMREMM
https://rbms.info/dcrm/amremm/

Used for:
- item-level description
- pre-1600 manuscripts, including photographic or digital reproductions
- bibliographic control (as opposed to archival control)
- especially literary manuscripts
Descriptive Cataloging of Rare Materials (Manuscripts)

DCRM(MSS)
https://rbms.info/dcrm/dcrmmss/

Used for:
- item-level description
- post-1600 manuscripts, including photographic or digital reproductions
- bibliographic control (as opposed to archival control)
## Description Convention Source Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>040</td>
<td><strong>dacs</strong> Describing Archives: a Content Standard (DACS)</td>
</tr>
<tr>
<td></td>
<td><strong>amremm</strong> Descriptive Cataloging of Ancient, Medieval, Renaissance, and Early Modern Manuscripts (AMREMM)</td>
</tr>
<tr>
<td></td>
<td><strong>dcrmmss</strong> Descriptive Cataloging of Rare Materials, Manuscripts (DCRM(MSS))</td>
</tr>
<tr>
<td></td>
<td><strong>appm</strong> Archives, Personal Papers and Manuscripts (APPM)</td>
</tr>
</tbody>
</table>
Search WorldCat by 040$e

Enter the Description Convention Source Code (codes are found here: http://www.loc.gov/standards/sourcelist/descriptive-conventions.html)

Narrow the search to more recently cataloged results by putting in the current year (or last year) followed by ?’s
### General Rules

<table>
<thead>
<tr>
<th>Standard</th>
<th>AMREMM</th>
<th>DCRM(MSS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Source of information</strong></td>
<td>Primarily the manuscript itself. Instruction for which areas of the item to refer to first. May require analysis of contemporary handwriting vs. not. In cases where info is not present in the manuscript, reference sources can sometimes be consulted.</td>
<td>Primarily the manuscript itself. Allows use of information from:  - manuscript’s housing  - accompanying materials  - reference sources  - Some external sources such as a contemporary newspaper article.</td>
</tr>
<tr>
<td><strong>Use of square brackets</strong></td>
<td>Absence of square brackets = info is present in the original manuscript. Use square brackets for cataloger additions, non-contemporary additions to the manuscript, or from sources outside the manuscript.</td>
<td>Does not use square brackets for supplied or derived information.</td>
</tr>
<tr>
<td>Standard</td>
<td>AMREMM</td>
<td>DCRM(MSS)</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Transcription</td>
<td>Transcribe formal title, statement of responsibility, edition statement, place of production, and some notes</td>
<td>Transcription only required for formal titles and statements of responsibility</td>
</tr>
<tr>
<td></td>
<td>Detailed instruction for handling irregular spellings, punctuation, capitalization and abbreviations</td>
<td></td>
</tr>
<tr>
<td>Other editorial considerations</td>
<td>● pre-modern letter forms &lt;br&gt;● Latin text letter forms &lt;br&gt;● line fillers &lt;br&gt;● variations and errors in spelling &lt;br&gt;● missing letters and illegible text (within square brackets: hyphens for known missing letters, ellipses for unknown omissions) &lt;br&gt;● manuscript corrections</td>
<td>● diacritics &lt;br&gt;● symbols &lt;br&gt;● line endings &lt;br&gt;● variant spellings &lt;br&gt;● initials &lt;br&gt;● missing and illegible text (ellipses within square brackets)</td>
</tr>
</tbody>
</table>
Fixed Field Data

**Type: Type of Record**

*t* - Used for manuscript language material. This category is applied to items for language material in handwriting, typescript, or computer printout including printed materials completed by hand or by keyboard. At the time it is created, this material is usually intended, either implicitly or explicitly, to exist as a single instance.

**BLvl: Bibliographic Level**

*m* - monograph/item (use when manuscript is not part of a larger collection)

*d* - subunit: A component of an archival unit described collectively elsewhere. A subunit may be folders, boxes, series, subgroups, or subcollections. Identify the archival unit in field 773 so that the component may be located.
Formal Titles

**DCRM(MSS):** “The title of the work as assigned at the point of creation or production, or historically associated with the work, typically appearing on a manuscript’s title page, colophon, or caption but occasionally appearing elsewhere in the manuscript or in reference sources.”

**AMREMM:** mainly applicable to literary manuscripts. Abbreviations should be expanded.

**Both standards:**
- Transcribe exactly in terms of wording, order, and spelling, but not necessarily punctuation and capitalization.
- Record in a note the location within the item where the title was obtained. e.g., “Title from cover.”
- Option to reject formal title: if it is illegible, inaccurate, or misleading, devise a title instead.
Devised Titles

**DCRM(MSS):**

Required components:

- Form or genre (e.g. diary, sermon, account book, play)
- Creator, if known
  - Diary of John Ward (alternatively, John Ward diary)

**AMREMM:**

“If a title possesses no title peculiar to itself, supply a brief descriptive title ... that reflects the genre and nature of the material.”
## Devised Titles: Correspondence

<table>
<thead>
<tr>
<th>Standard</th>
<th>AMREMM</th>
<th>DCRM(MSS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required elements (if known)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● Form: Letter(s)</td>
<td>● Form (letter, postcard, petition, etc.)</td>
<td></td>
</tr>
<tr>
<td>● Date of writing (year, month, day)</td>
<td>● Creator or petitioner</td>
<td></td>
</tr>
<tr>
<td>● Place of writing</td>
<td>● Recipient</td>
<td></td>
</tr>
<tr>
<td>● Name of addressee</td>
<td>● Date of intellectual creation</td>
<td></td>
</tr>
<tr>
<td>● Place to which letter is addressed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Creator is only listed in 100 field)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Optional elements</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Creator’s address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Recipient’s address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Subject or other distinguishing features</td>
<td></td>
</tr>
</tbody>
</table>
Devised Titles: Legal, administrative documents

<table>
<thead>
<tr>
<th>Standard</th>
<th>AMREMM</th>
<th>DCRM(MSS)</th>
</tr>
</thead>
</table>
| **Required elements (if known)** | ● Form (will, deed, charter, mortgage, lease, commission, writ, oath, etc.)  
● Date of execution (year, month, day)  
● Name of principal party or parties involved  
● Occasion for the document (expressed concisely) | ● Form (will, deed, charter, mortgage, lease, oath, etc.)  
● Creator or petitioner  
● Recipient  
● Date of intellectual creation |
| **Optional elements** | | ● Occasion  
● Place of intellectual creation |
| **Examples** | [Marriage settlement, 1665 April 20, between Alice Meredith Croft and John Maende] | Arrest warrant for Enoch Greenleaf, 1717 December 18 |
Devised Titles: Sermons, speeches, lectures, etc.

<table>
<thead>
<tr>
<th>Standard</th>
<th>AMREMM</th>
<th>DCRM(MSS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required elements (if known)</td>
<td>Not specifically addressed</td>
<td>● Form (sermon, speech, lecture, etc.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Creator(s)</td>
</tr>
<tr>
<td>Optional elements</td>
<td></td>
<td>● Subject</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Place of delivery</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Date of delivery</td>
</tr>
<tr>
<td>Examples</td>
<td></td>
<td>James Holt sermon delivered at Wilson, Tennessee, 1844 June 27</td>
</tr>
</tbody>
</table>
Devised Titles: Verse (poem, song, hymn, etc.)

<table>
<thead>
<tr>
<th>Standard</th>
<th>AMREMM</th>
<th>DCRM(MSS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required elements (if known)</td>
<td>Not specifically addressed</td>
<td>First line of the text (Make a note on the source of the title)</td>
</tr>
<tr>
<td>Optional elements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examples</td>
<td></td>
<td>We’ll move the glorious cause along</td>
</tr>
</tbody>
</table>
### All titles: Material type

<table>
<thead>
<tr>
<th>Standard</th>
<th>AMREMM</th>
<th>DCRM(MSS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required elements (if known)</strong></td>
<td>Not specifically addressed</td>
<td>• method of production = manuscript, typescript, printout</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• method of reproduction = copy, photocopy, facsimile, microfilm, digital reproduction</td>
</tr>
<tr>
<td><strong>Optional elements</strong></td>
<td></td>
<td>• autograph status = autograph, signed, initialed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• status of manuscript within creative process = draft, revised draft, fair copy, galley proof, synopsis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• indication of the state of completeness or intactness = fragment, unfinished, incomplete</td>
</tr>
<tr>
<td><strong>Example</strong></td>
<td></td>
<td>Swinburne’s poems &amp; ballads : a criticism : autograph manuscript signed, fragment</td>
</tr>
</tbody>
</table>
## Place and Date of Production

<table>
<thead>
<tr>
<th>Standard</th>
<th>AMREMM</th>
<th>DCRM(MSS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of info</td>
<td>Chief source of information</td>
<td>Any source</td>
</tr>
<tr>
<td>Instruction</td>
<td>Use this area for “literary manuscripts only”</td>
<td>Record place and date of production, if known, even if a place and/or date is also recorded in the title</td>
</tr>
<tr>
<td>Date conversion</td>
<td>Convert to New Style of Gregorian calendar</td>
<td>Normalize to YEAR MONTH DAY form</td>
</tr>
<tr>
<td>Supplied info</td>
<td>Use brackets unless transcribed from item. Supply probable or approximate date if exact is unknown</td>
<td>Do not use brackets. Record in a note the source of the supplied info</td>
</tr>
</tbody>
</table>

*Colophon: Richart de Montbaston, libraire, a fait escrire ceste legende des sains en françois Ian de grace 1348*

*Letter reads “On safari, Nairobi, July 4 MDCCLX”*
## Physical Description: extent, support

<table>
<thead>
<tr>
<th>Standard</th>
<th>AMREMM</th>
<th>DCRM(MSS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instruction: Extent</strong></td>
<td>Use terminology according to format: manuscript = leaves (even if paginated) unbound legal documents = sheets parchment roll = roll (# membranes) paper rolls = roll (# sheets) Count all leaves or sheets (regardless of pagination, which goes in a note)</td>
<td>Record in terms of the number of physical units: item(s), volume(s), roll(s), microfilm reel(s), microfiche(s) Optional fuller extent: Record in parentheses the exact total # of leaves, pages, etc., including blanks</td>
</tr>
<tr>
<td><strong>Instruction: Support</strong></td>
<td>choose from: parchment, paper, papyrus</td>
<td>no preset list: parchment, paper, birch bark, silk, etc.</td>
</tr>
<tr>
<td><strong>Example</strong></td>
<td>64 leaves : parchment</td>
<td>1 item (375 pages) : paper</td>
</tr>
</tbody>
</table>
### Physical Description: illustration, dimensions

<table>
<thead>
<tr>
<th>Standard</th>
<th>AMREMM</th>
<th>DCRM(MSS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instruction:</strong> Illustrations</td>
<td>Choose from: illustration(s) or map(s) Pen-flourished initials, line fillers, etc. are not considered illustrations</td>
<td>May use term “illustration(s)” or add the graphic process or technique in parentheses e.g., “illustrations (drawings)”</td>
</tr>
<tr>
<td><strong>Instruction:</strong> Dimensions</td>
<td>height x width in millimeters (if folded, measure laid open)</td>
<td>Optionally specify type of illustration: coats of arms, diagrams, facsimiles, forms, genealogical tables, maps, music, plans, portraits, samples</td>
</tr>
<tr>
<td><strong>Example</strong></td>
<td>: paper, illustrations, map ; 200 x 150 mm</td>
<td>: paper, color illustrations (watercolor), 2 maps ; 18 x 12 cm</td>
</tr>
</tbody>
</table>
Notes: required for AMREMM

- Format, nature, and scope
- Language
- Source of title proper and statement of responsibility
- Contents
- Layout (# of columns, lines of text)
- Script
- Decoration
- Music
- Binding
- Accompanying materials

- Origin (i.e. colophon)
- Former and related shelfmarks
- Bynames
- Current shelfmark
- Reference to published descriptions or citations
- Reference to published editions, facsimiles, or treatments
- Form of reproduction
- Cataloging history
Notes: required for DCRM(MSS)

- Ambiguous statements of responsibility
- Byname not used as title
- Conditions governing access
- Conditions governing use
- Copyright date in MSS copy of printed work
- Creator information
- Fictitious or incorrect dates
- Fictitious or incorrect place of production
- Forgeries or incorrect attributions
- Formal title supplied from other sources
- Language
- MSS containing 2 or more works described separately
- Nonroman writing system
- Scope or content
- Source of formal title
- Transcribed title
- Uncertain place of production
Subjects for Manuscripts - SHM

H 1855  Manuscripts
H 1230  Archives and Archival Resources
H 1330  Biography
H 1412  Classical and Ancient Works
H 1480  Correspondence of Individual Persons
H 1538  Diaries
H 1595  Facsimiles
H 1928  Personal Narratives

https://www.loc.gov/aba/publications/FreeSHM/freeshm.html
Cataloging Photographs

Allie McCormack
### Projected vs Nonprojected Graphics

#### Projected
- Filmstrips
- Filmslips
- Slides
- Transparencies (incl. X-rays)

#### Nonprojected
- Photonegatives
- Photoprints
- Postcards

If your collection has both projected and nonprojected graphics, catalog it on a Mixed Materials workform.
Cataloging Nonprojected Graphics: Fixed Field

**Type: Type of Record**

- k - Two-dimensional nonprojected graphic

**BLvl: Bibliographic Level**

- c - Collection
- m - Monograph/Item

**TMat: Type of Visual Material**

- i - Picture

**Tech: Technique**

- n - Not applicable (item is not a motion picture or videorecording)
Cataloging Nonprojected Graphics: 007

$a Category of Material

k - Nonprojected graphic

$b Specific Material Designation

g - Photonegative

h - Photoprint

i - Picture

p - Postcard
Cataloging Nonprojected Graphics: 007

$\text{d Color}$

- b - Black and white
- c - Multicolored
- h - Hand colored
- m - Mixed
- z - Other (incl. tinted, toned, stained, etc.)
Cataloging Nonprojected Graphics: 007

$e Primary Support Material

d - Glass
h - Metal
m - Mixed collection
o - Paper
u - Unknown

$f Secondary Support Material

Use only if the mount/mat is of historical, aesthetic, etc. importance.
Cataloging Nonprojected Graphics: 33X Fields

336 Content Type
still image $b sti $2 rdacontent

337 Media Type
unmediated $b n $2 rdamedia

338 Carrier Type
card $b no $2 rdacarrier
sheet $b nb $2 rdacarrier
volume $b nr $2 rdacarrier
other $b nz $2 rdacarrier
Cataloging Projected Graphics: Fixed Field

**Type: Type of Record**
- g - Projected medium

**BLvl: Bibliographic Level**
- c - Collection
- m - Monograph/Item

**TMat: Type of Visual Material**
- f - Filmstrip
- s - Slide
- t - Transparency (inc. X-rays)

**Tech: Technique**
- n - Not applicable (item is not a motion picture or videorecording)
Cataloging Projected Graphics: 007

$a Category of Material

g - Projected graphic

$b Specific Material Designation

c - Filmstrip cartridge
d - Filmslip
f - Filmstrip, type unspecified
o - Filmstrip roll
s - Slide
t - Transparency
Cataloging Projected Graphics: 007

$\text{d Color}$

- b - Black and white
- c - Multicolored
- m - Mixed
- z - Other (incl. tinted, toned, stained, etc.)

$\text{e Base of emulsion}$

- d - Glass
- e - Synthetic (plastics, vinyl, etc.)
- j - Safety film (i.e., not nitrate)
- k - Film base, other than safety film
- m - Mixed collection
- u - Unknown
Cataloging Projected Graphics: 007

$\textit{f} \textit{Sound on Medium or Separate and }$g \textit{Medium for Sound}

Do not use if the item is silent.

$\textit{h Dimensions}$

Specific to each material type (https://www.oclc.org/bibformats/en/0xx/007proj.html)

$\textit{i Secondary Support Material}$

c - Cardboard
e - Synthetic (plastics, vinyl, etc.)
m - Mixed collection
u - Unknown
Cataloging Projected Graphics: 33X Fields

336 Content Type
still image $b sti $2 rdacarrier

337 Media Type
projected $b g $2 rdamedia

338 Carrier Type
filmslip $b gd $2 rdacarrier
filmstrip $b gf $2 rdacarrier
filmstrip cartridge $b gc $2 rdacarrier
overhead transparency $b gt $2 rdacarrier
slide $b gs $2 rdacarrier
other $b mz $2 rdacarrier
Cataloging Photographs: Titles

- Most photographic collections and albums won’t have formal titles
- Cataloger-supplied titles should be as descriptive as possible
  - DACS 2.3.3 requires a name segment, nature of materials segment, and an optional topical segment
- Examples:
  - Shipler Commercial Photographers photograph collection, $f 1902-1938
  - George Green family photograph album, $f circa 1960s
  - Cynthia Lopez photographs of Utah pictographs, $f 1980-1999 $g (bulk 1985-1990)
  - Sara and Yui Yamamoto portrait, $f 1892
Cataloging Photographs: Creators

- Some collections, especially in the backlog, may truly be anonymous
- Collectors/compilers are considered creators
- Examples:
  - 245 10 $a Shipler Commercial Photographers photograph collection, $f 1902-1938.
    110 2_ $a Shipler Commercial Photographers, $e creator.
    700 1_ $a Shipler, James William, $d 1849-1937, $e photographer.
    700 1_ $a Shipler, George William, $d 1906-1956, $e photographer.
  - 245 10 $a George Green family photograph album, $f circa 1960s.
    100 1_ $a Green, George, $d 1938- $e compiler.
  - 245 00 $a Sara and Yui Yamamoto portrait, $f 1892.
Cataloging Photographs: 26X

- MARC records converted from EAD files will likely lack the 26X field
- Date of production is the only RDA core element (RDA 2.7)
- If known, record information in other subfields
- RDA examples:
  - 245 10 $a Shipler Commercial Photographers photograph collection. 264 _0 $a [Salt Lake City, Utah] : $b Shipler Commercial Photographers, $c 1902-1938.
  - 245 00 $a Sara and Yui Yamamoto portrait. 264 _0 $c 1892.
Cataloging Photographs: Extent

- DACS 2.5.4: record number of linear feet, number of items, and/or number of containers or carriers
- RDA 3.4.1.11: record number of items/containers/volumes, amount of storage space required, and/or number and type of units in collection
- Examples:
  - 300 __ $a 6 boxes (3 linear feet)
  - 300 __ $a approximately 250 photographs.
  - 300 __ $a 1 photograph album (73 photographs) : $b some color ; $c 24 x 14 cm
Cataloging Photographs: Subject Headings

- Especially important since the box/folder list is not replicated.
- Can ignore “20% rule” to highlight important or significant components.
- Key $v$ headings:
  - $v$ Photographs (photographic prints or digital photographs)
  - $v$ Slides
  - $v$ Pictorial works
  - Do not use $v$ Negatives!
- Examples:
  - 600 30 $a$ McCormick family $v$ Photographs.
  - 600 10 $a$ Twain, Mark, $d$ 1835-1910 $v$ Photographs.
  - 650 _0 $a$ Dogs $x$ Anatomy $v$ Slides.
  - 651 _0 $a$ Salt Lake City (Utah) $x$ Buildings $v$ Photographs.
  - 651 _0 $a$ Temple Square (Salt Lake City, Utah) $v$ Photographs.
Cataloging Photographs: Genre/Form Terms

**LCGFT ($2 lcgft)**

- Photographs
  - Documentary photographs
  - Negatives (Photographs)
  - Selfies
- Postcards
- Albums (Books)
Cataloging Photographs: Genre/Form Terms

 Getty Art & Architecture Thesaurus ($2 aat)

- Black-and-white photographs
- Cartes-de-visite (card photographs)
- Color photographs
- Daguerreotypes (photographs)
- Diffusion transfer prints → i.e., Polaroids
- Digital photographs
- Lantern slides
- Photobooth pictures
- Photograph albums
- Tintypes (photographs)
- Transparencies
- Spirit photographs
- Studio portraits
Questions?
Break
Cataloging Audio Collections & Oral Histories

Becky Skeen
## Nonmusical vs Musical

<table>
<thead>
<tr>
<th>Nonmusical</th>
<th>Musical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interviews (e.g. Oral Histories)</td>
<td>Performed music by group or single person</td>
</tr>
<tr>
<td>Lectures</td>
<td>Instrumental music</td>
</tr>
<tr>
<td>Podcasts</td>
<td></td>
</tr>
<tr>
<td>Audiobooks</td>
<td></td>
</tr>
<tr>
<td>Sounds in nature</td>
<td></td>
</tr>
<tr>
<td>Sound effects</td>
<td></td>
</tr>
</tbody>
</table>
Cataloging Sound Recordings: Fixed Field

**Type:** Type of Record

- i – Nonmusical sound recording
- j – Musical sound recording

**BLvl:** Bibliographic Level

- c - Collection
- m - Monograph/Item
Cataloging Nonmusical Sound Recordings: Fixed Field - Optional

**LTxt: Literary Text for Sound Recordings**

Examples:

- a – Autobiography
- c – Conference proceedings
- i – Instruction (How to...)
- l – Lectures, speeches
- p – Poetry
- t – Interviews
Cataloging Musical Sound Recordings: Fixed Field - Optional

**Comp: Form of Composition**

Depends on type of music, two-letter code taken from [LC list](#).

Examples:

- bd – Ballads
- cr - Carols
- fm – Folk Music
- hy – Hymns
- op - Operas
- sg - Songs
Physical Description Fixed Field (007)

$a Category of Material

s – Sound recording

$b Specific Material Designation (Commonly used codes; not a complete list)

d – Sound disc

r – Remote

s – Sound cassette

t – Sound-tape reel
Physical Description Fixed Field (007)

$d$ Speed

b – 33 1/3 rpm (e.g. phonograph record)

f – 1.4 m per sec (compact disc)

l – 1 7/8 ips (standard cassette tape)

o – 7 ½ ips (e.g. reel-to-reel tapes, nonprofessional)

n – Not applicable (digital sound recordings, playback speed not applicable)

u – Unknown (speed is not known)

z – Other (none of the other codes are appropriate)
Physical Description Fixed Field (007)

$e \text{ Configuration playback channels}
  - m - Monaural (one playback channel)
  - q - Quadraphonic, multichannel, or surround (playback on more than 2 channels)
  - s - Stereophonic (stereo sound)
  - u - Unknown
  - z - Other (no other codes appropriate)

$f \text{ Groove width/groove pitch (For discs and cylinders)}
  - m - Microgroove/fine (e.g. discs with 16, 33 1/3, and 45 rpm speeds and cylinders with 160 rpm speed)
  - n - Not applicable (e.g. item is compact disc or tape)
  - s - Coarse/standard (e.g. discs with 78 rpm speed, cylinders with 120 rpm speed)
  - u - Unknown
  - z - Other (no other codes appropriate)
Physical Description Fixed Field (007)

$g$ **Dimensions** (Commonly used codes; not a complete list)
- **d** – 10 in. diameter (standard vinyl record)
- **g** – 4 3/4 in. (standard compact disc)
- **j** – 3 7/8 x 2 1/2 in. (standard cassette tape)
- **n** – Not applicable (sound recording not a reel, disc, cassette, cartridge or cylinder)
- **u** – Unknown
- **z** – Other (no other codes appropriate)

$h$ **Tape width (usually for cassettes)**
- **l** – 1/8 in. (most cassettes)
- **m** – 1/4 in.
- **n** – Not applicable (doesn’t contain a tape)
- **o** – 1/2 in.
- **p** – 1 in.
- **u** – Unknown
- **z** – Other (no other codes appropriate)
$i \text{Tape configuration} \\
\begin{itemize} 
\item b – Half (2) track (2 channels recorded on one tape) 
\item c - Quarter (4) track (e.g. standard cassette) 
\item d – Eight track 
\item n – Not applicable (item not a tape or include one) 
\item u - Unknown 
\item z – Other (no other codes appropriate) 
\end{itemize} 

$j \text{Kind of disc, cylinder, or tape} \ (\text{Commonly used codes; not a complete list}) \\
\begin{itemize} 
\item a – Master tape 
\item i – Instantaneous, recorded on the spot (original recording of event or performance) 
\item m – Mass-produced (e.g. most commercial recordings) 
\item n – Not applicable (item not a disc, cylinder, or tape) 
\item u – Unknown 
\item z – Other (no other codes appropriate) 
\end{itemize}
Physical Description Fixed Field (007)

$k Kind of material
- m – Plastic with metal (e.g. compact discs)
- n – Not applicable (use for digital sound recordings)
- p – Plastic (e.g. vinyl records, cassettes, etc.)
- u – Unknown
- z – Other (no other codes appropriate)

$m Special playback characteristics (Commonly used codes; not a complete list)
- c – Dolby-B encoded
- e – Digital recording
- n – Not applicable (item not a disc, cylinder, or tape)
- u – Unknown
- z – Other (no other codes appropriate)
Physical Description Fixed Field (007)

$\text{n} \text{ Capture and storage techniques}
\text{a} – \text{Acoustical capture, direct storage (common pre 1927)}
\text{b} – \text{Direct storage, not acoustical}
\text{d} – \text{Digital storage}
\text{e} – \text{Analog electrical storage (most recordings late 1940s to early 1980s)}
\text{u} – \text{Unknown}
\text{z} – \text{Other (no other codes appropriate)}

Example:

007 _ _ $a s $b t $d u $e u $f n $g c $h m $i u $k c $n e
Publisher or Distributor Number (028)

(Usually commercial mass distribution items)

1st indicator
- 0  Issue number
- 1  Matrix number

2nd indicator
- Assigned according to local procedures

$a  Publisher or distributor number
$b  Source
$q  Qualifying information

Examples:
- 028 0_2  STMA 8007 $b Tamla Motown
- 028 1_2  Deutsche Grammophon Gesellschaft
- 028 0_2  K2 31158 $b EMI Music Canada $q (on label)
Creators (1XX/7XX)

- 1XX used for single creator (can be a group), if multiple contributors share responsibility than no 1XX is used and main access is title. Contributors can be added as 7XXs with appropriate $e if wanted/needed.

- Oral histories use the name of the person being interviewed in the 1XX with $e Interviewee. Interviewer can be added as 7XX with $e Interviewer.

- Recordings of conference proceedings have the name of the conference as the 1XX.

RDA 19.2

DACS 2.6
Title (245)

- For original recordings that lack a given title one will need to be devised (DACS 2.3.1). Three segments to a devised title, if applicable:
  1) Name
  2) Nature of material being described
  3) Subject of material being described – Optional

- Record date of materials in 245 $f and/or $g, required according to DACS 2.4
  Example:
  245 1_0 Federal Resettlement Project oral histories, $f 1985-1986

- If item contains a given title, record the title as it appears on the item. (Usually commercial musical recordings)
  Chief source of information for sound recordings is the item label. If the label is insufficient, title information can be taken from accompanying materials such as the container or insert.
Physical description (300)

$a Extent

Number of physical items being represented followed by the term used in the carrier type, 338 field (RDA 3.4.1.3 & 3.3.1.3)

Examples: $a 5 audio discs
           $a 11 audiocassettes

Add playing duration within parentheses after the carrier type when applicable (RDA 7.22.1.3)

Examples: $a 5 audio discs (10 hr., 24 min., 46 sec.)
           $a 11 audiocassettes (18 hr., 54 min., 12 sec.)
           $a 1 audio disc (90 min.)

For collections, extent can be the number of items, containers/carriers, or amount of storage space used such as linear feet. (DACS 2.5)

Examples: $a 2.5 $f linear feet
           $a 12.5 $f linear feet $a (25 $f boxes)
Physical description (300)

$c$ Dimensions

Size of the items when described by carrier type

Examples: 5 audio discs (10 hr., 24 min., 46 sec.) ; $c$ 4 3/4 in.

11 audiocassettes (18 hr., 54 min., 12 sec.) ; $c$ 7 in., 1/2 in. tape
Cataloging Sound Recordings: 3XX Fields

336 Content Type

- Nonmusical sound recordings
  - Spoken word $b spw $2 rdacontent
  - Sounds $b snd $2 rdacontent

- Musical sound recordings
  - Performed music $b prm $2 rdacontent

337 Media Type

- audio $b s $2 rdamedia
Cataloging Sound Recordings: 3XX Fields

338 Carrier Type

- audio cartridge $b su $2 rdacarrier
- audio belt $b sb $2 rdacarrier
- audio cylinder $b se $2 rdacarrier
- audio disc $b sd $2 rdacarrier
- sound track reel $b si $2 rdacarrier
- audio roll $b sq $2 rdacarrier
- audio wire reel $b sw $2 rdacarrier
- audiocassette $b ss $2 rdacarrier
- audiotape reel $b st $2 rdacarrier
- other $b nz $2 rdacarrier
Sound characteristics (344)

Enter separate 344 for each aspect of sound as appropriate

$\text{a Type of recording}$
Method of playback (e.g. analog, digital); use RDA controlled vocabulary for this subfield (rdatr)

Examples: 344 __ analog $2$ rdatr
            344 __ digital $2$ rdatr

$\text{b Recording medium}$
How sound was recorded on an audio carrier; Use RDA controlled vocabulary for this subfield (rdarm)

Examples: 344 __ $b$ magnetic $2$ rdarm
           344 __ $b$ optical $2$ rdarm
Sound characteristics (344)

$c Playing speed
Speed at which audio carrier is played to produce sound

Examples: 344 _ _ 33 1/3 rpm
            344 _ _ 3 3/4 ips

$d Groove characteristic
Used for discs and cylinders, groove width of analog disc (rdagw) or groove pitch of an analog cylinder (rdagp); Use RDA controlled vocabulary for this subfield

Examples: 344 _ _ $d coarse groove $2 rdagw
            344 _ _ $b fine $2 rdagp
Sound characteristics (344)

$e Track configuration
Use RDA controlled vocabulary for this subfield (rdatc)
Examples: 344 __ $e edge track $2 rdatc
            344 __ $e centre track $2 rdatc

$ f Tape configuration
Number of tracks on an audiotape

Examples: 344 __ $ f 2 track
            344 __ $ f 8 track
Sound characteristics (344)

$g Configuration of playback channels
Number of sound channels used to make a recording; Use RDA controlled vocabulary for this subfield (rdacpc)
Examples: 344 _ _ $g stereo $2 rdacpc
344 _ _ $g mono $2 rdacpc

$h Special playback characteristics
Use RDA controlled vocabulary for this subfield (rdaspc)
Example: 344 _ _ $h Dolby-B encoded $2 rdaspc

$3 Materials specified
Use as needed.
Examples: 344 _ _ $3 audio disc $a digital $2 rdat
344 _ _ $3 audiocassette $b magnetic $2 rdarm
344 _ _ $3 audio disc $a stereo $2 rdacpc
5XX Notes

❖ 500
- Add a note for the source of the title, especially if created by the cataloger.
  Examples: 500 __ Title assigned by cataloger.
            500 __ Collection title devised by cataloger.
- Collection or item specific details deemed important for discoverability or access

❖ 505 Content note – can be especially useful for musical sound recordings so patrons can find specific song titles

❖ 520 Summary note that describes the collection or item
5XX Notes

Add other 5XX notes as necessary or preferred:

- 506 - Restrictions on access
- 511 - Participant or performer note
- 524 - Preferred citation of described materials note
- 540 - Terms governing use and reproduction
- 541 - Immediate source of acquisition
- 544 - Location of other archival materials
- 546 - Language
- 555 - Cumulative index/Finding aids (important for cataloging collections)
- 561 - Ownership and custodial history
Subject Headings

H 2230 Visual Materials and Non-Music Sound Recordings

BACKGROUND: This instruction sheet provides special guidelines for the assignment of subject headings to motion pictures, slides, filmstrips, video recordings, and other types of visual materials, as well as to non-music sound recordings. These guidelines are followed in addition to the normal rules for the assignment of subject headings.

GENERAL RULE: Assign headings for all important topics.

Particular Places: When a topic is discussed in conjunction with a particular place, make, insofar as possible, a subject entry under both the topic and the place.

Particular persons: When a particular person is treated as illustrative of a profession or activity, assign a heading for both the person and the field of endeavor. Do not, as a general rule, treat such materials as biographies.
Subject Headings

Musical Sound Recordings

- Start by searching the term Music in LCSH, expand from there

- Subdivision Songs and music can be used to qualify many types of subject headings
Genre/Form Headings

Nonmusical Sound recordings
- LCGFT: Search under form of recording e.g. Interviews, Oral histories, Lectures, Sermons, Speeches, etc.
- Form subdivision: Interviews

Examples: 655 _7 Oral histories $2 lcgt
          650 _0 Farmers $v Interviews.

Musical Sound recordings
- LCGFT: Search the term Music in LCGFT, entry includes list of Narrower Terms which can also be used as genre headings

- Form subdivision Songs and music

Examples: 655 _7 Music $2 lcgt
          650 _0 Mormons $v Songs and music.
Other resources

Genre/Form Headings
RBMS Genre Terms
http://rbms.info/vocabularies/genre/alphabetical_list.htm

Art and Architecture Thesaurus
https://www.getty.edu/research/tools/vocabularies/aat/

Best Practices
Music Library Association Best Practices for Music Cataloging Using RDA and MARC 21
http://access.rdatoolkit.org/mlabpchp3_mlabp3-31.html

Supplements to Best Practices for Music Cataloging using RDA and MARC 21
http://cmc.blog.musiclibraryassoc.org/mla-best-practices/
Cataloging Video Collections

Nicole Lewis
Collections may or may not have been conceived of or published as a finite set:

- Assembled prior to acquisition
- Assembled by repository for cataloging purposes
- Grouped by
  - Provenance
  - Administrative decision
  - Curatorial decision
- As small as 2 items or large enough to count by containers
Cataloging Guidelines
Archival Moving Image Materials (AMIM2)

Based on AACR2 rules.

Recommends works be cataloged separately, but does include collection-level cataloging guidelines in Appendix C.

040 $e amim

In Cataloger’s Desktop
RDA/BIBCO Standard Record

Focused more on commercially produced graphic materials

BIBCO Standard Record is a good quick reference for RDA.

040 $e rda

Describing Archives: A Content Standard (DACS)

Provides good guidance for supplying titles, creators, and describing production information.

040 $e dacs

Cataloging Best Practice Documents

Best Practices for Cataloging DVD-Video and Blu-ray Discs Using RDA and MARC21


Best Practices for Cataloging Streaming Media Using RDA and MARC21

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<th>OCLC</th>
<th>Value</th>
<th>Description</th>
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<td>Subunit (if part of collection w/own record)</td>
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<td>m</td>
<td>Multiple dates</td>
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<td>p</td>
<td>Date of distribution/release/issue and production/recording</td>
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<td>Inclusive dates of collection</td>
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<td>Range of years of bulk of collection</td>
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<td>Animation and live action</td>
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<td>Live action</td>
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<td>Other (e.g. time-lapse, trick cinematography, microcinematography, videos from still images with animation)</td>
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<td>Field</td>
<td>Description</td>
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<td><strong>Motion picture (007/00=m)</strong></td>
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<td>00</td>
<td>Category of material</td>
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<td>Motion picture presentation format</td>
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<td>Sound on medium or separate</td>
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<td>06</td>
<td>Medium for sound</td>
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<tr>
<td>07</td>
<td>Dimensions</td>
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<tr>
<td>08</td>
<td>Configuration of playback channels</td>
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<td>09</td>
<td>Production elements</td>
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<td>Positive/negative aspect</td>
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<td>11</td>
<td>Generation</td>
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<td>Base of film</td>
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<td>Refined categories of color</td>
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<td>14</td>
<td>Kind of color stock or print</td>
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<td>15</td>
<td>Deterioration stage</td>
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<td>16</td>
<td>Completeness</td>
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<td>17-22</td>
<td>Film inspection date</td>
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</tbody>
</table>

| **Videorecording (007/00=v)** | |
| 00    | Category of material |
| 01    | Specific material designation |
| 02    | Undefined |
| 03    | Color |
| 04    | Videorecording format |
| 05    | Sound on medium or separate |
| 06    | Medium for sound |
| 07    | Dimensions |
| 08    | Configuration of playback channels |
024 Other Standard Identifier

1st indicator: Type of Standard Number
- 0 - International Standard Recording Code
- 1 - Universal Product Code
- 2 - International Standard Music Number
- 3 - International Article Number
- 4 - Serial Item and Contribution Identifier
- 7 - Source specified in subfield $2
- 8 - Unspecified type of standard number or code

2nd indicator: Difference between scanned number and eye-readable form
- # - No information provided
- 0 - No difference
- 1 - Difference

Examples:
024 1_ $a 887090078207
024 7_ $a 00024543503019 $2 gtin-14
028 Publisher or Distributor Number

1st indicator: Type of number
   4 - Video recording publisher number
   6 - Distributor number

2nd indicator: Note-added entry
   0 - No note, no added entry
   1 - Note, added entry
   2 - Note, no added entry
   3 - No note, added entry

Examples:
   028 42 $a BFIB1191 $b BFI $q (set)
   028 42 $a BFIB1154 $b BFI $q (disc 1)
   028 42 $a BFIB1085 $b BFI $q (disc 2)

   028 42 $a 51742 $b Lionsgate
   028 62 $a SEF2320 $b Unobstructed View Inc.
Creators (1XX/7XX)

RDA 19.2 Creators

DACS 2.6 Name of Creator(s)

AMIM Appendix A - Part I. Name, Subject, and Genre Heading Access Points
Creators (1XX/7XX) for Collections

Appropriate when all materials have the same personal creator or emanate from a single corporate body.

Additional creators may be added for creators of collections, names of collections, author/title headings, etc.

When repository is the compiler, consider using a title main entry and adding repository name to a 7XX field.

Example:

100 1 $a Steevens, George, $d 1736-1800, $e collector.
Creators (1XX/7XX) for Individual films

Assign a creator to a 1XX when that agent has sole responsibility for creating the work.

Example:

100 1_ $a Auslender, Leland, $e filmmaker.
245 10 $a Venice Beach in the sixties : $b a celebration of creativity / $c filmmaker, Leland Auslender.

This will be relatively rare. Most moving image materials will be collaborative and all creators entered in 7XX fields.
### Titles

<table>
<thead>
<tr>
<th>Source of Information</th>
<th>RDA</th>
<th>AMIM</th>
<th>DACS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recording Titles</strong></td>
<td>2.3.1.4. Transcribe a title as it appears on the source of information</td>
<td>1B. The original release title in the country of production</td>
<td>2.3.2. Record formal title according to the appropriate companion standard.</td>
</tr>
<tr>
<td><strong>Preferred Source of Information</strong></td>
<td>2.2.2.3. Use the title frame or frames, or title screen or screens OR First applicable source with a formally-presented collective title</td>
<td>0C. The work itself, i.e. main title, beginning and end credits, intertitles, spoken credits OR Leader, containers, accompanying material, unpublished documentation, reference tools, telephone calls</td>
<td>2.3. Wherever it appears in a prominent place.</td>
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</table>
Devised Titles

<table>
<thead>
<tr>
<th>Recording Devised Titles</th>
<th>RDA</th>
<th>AMIM</th>
<th>DACS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2.3.2.11 Devise a brief title that includes one or more of the following:</td>
<td>1F. May choose to group works under the title of an associated titled work, a form term, or a descriptive category, such as collection name, production company, genre, etc.</td>
<td>2.3.3 When devising title information, compose a brief title that uniquely identifies the material, normally consisting of:</td>
</tr>
<tr>
<td></td>
<td>• Indication of the nature</td>
<td>• a name segment</td>
<td>• a term indicating the nature of the unit being described</td>
</tr>
<tr>
<td></td>
<td>• Indication of the subject</td>
<td>• and optionally a topical segment as instructed in the following rules.</td>
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<tr>
<td></td>
<td>• Opening words of a text</td>
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<tr>
<td></td>
<td>• Phrase that characterizes the resource</td>
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<tr>
<td></td>
<td>• A title based on a related resource</td>
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</tbody>
</table>
Devised Titles

Examples:

DACS

245 10 $a Don Gale KSL editorial video collection, $f 1938-2010
245 00 $a Lakota John and Kin : $b slide guitar blues from North Carolina, $f 2019 August 7 / $c sponsored by the American Folklife Center.

AMIM

245 00 $a [Television news programs--clips. $n No. 6].
245 00 $a [Theodore Roosevelt, 1905 inaugural ceremony-- speeches].
Publication, distribution, production, etc.

<table>
<thead>
<tr>
<th>Recording publication, distribution, production, etc.</th>
<th>RDA</th>
<th>AMIM</th>
<th>DACS</th>
</tr>
</thead>
<tbody>
<tr>
<td>For unpublished manifestations:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.7 Production Statement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For published manifestations:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.8 Publication Statement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.9 Distribution Statement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.10 Manufacture Statement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Distribution, Release, Broadcast Area</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.4 Date
This element identifies and records the date(s) that pertain to the creation, assembly, accumulation, and/or maintenance and use of the materials being described.
Publication, distribution, production, etc.

Collection Examples:

264 _0 $c [1938-2010]
264 _0 $c [between 1990 and 2000, bulk between 1995 and 1997]
264 _0 $a [Salt Lake City, UT], $c [1993-2010]

Individual example:

264 _1 $a [United States] : $a CBS Blu-ray, $c [2011]
264 _2 $a Chatsworth, CA : $b distributed by Image Entertainment, Inc., $c [2011]
264 _4 $c ©2011

260 __ $a United States : $b [American Motion Picture Co.], $c [approximately 1919]
## Physical Description

<table>
<thead>
<tr>
<th>300 $a Extent</th>
<th>RDA</th>
<th>AMIM</th>
<th>DACS</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.3.1.3 video cartridge videocassette videodisc videotape reel</td>
<td>5B. Record the number of physical units in hand of each complete or incomplete copy of a film or video by giving the number of units in arabic numerals.</td>
<td>2.5. The quantity and an expression of extent or material type. Extent can be expressed as the items, containers, carriers, or storage space occupied</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>300 $b Other physical details</th>
<th>RDA</th>
<th>AMIM</th>
<th>DACS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sound/Color content: 7.18.1.1 LC-PCC PS 7.17.1.3 sound silent color black and white sepia</td>
<td>5C. Give as applicable in this order: projection characteristics sound characteristics color characteristics film projection speed video playing speed</td>
<td>Consult companion standards listed in Appendix B if other details are required.</td>
<td></td>
</tr>
</tbody>
</table>
### Physical Description

<table>
<thead>
<tr>
<th>300 $c Dimensions</th>
<th>RDA</th>
<th>AMIM</th>
<th>DACS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LC-PCC PS 3.5.1.4 Record the gauge of videocassettes other than 8mm in inches. Record the diameter of discs in inches.</td>
<td>5D. Give the gauge of film in millimeters. Give the width of videotape in inches or in millimeters. Give the diameter of a videodisc in inches. Give film bases as needed.</td>
<td>Consult companion standards listed in Appendix B if dimensions are required.</td>
</tr>
</tbody>
</table>
Physical Description

Examples:

RDA
300 $a 1 videodisc (65 min.) : $b sound, color ; $c 4 3/4 in.
300 $a 1 videocassette (23 min.) : $b sound, color ; $c 3/4 in.

DACS
300 $a 125 U-matic videocassettes, 59 Betacam videocassettes, 6 VHS videocassettes, 115 videodiscs.

AMIM
300 $a 1 film reel of 1 (323 ft.) : $b silent, black and white ; $c 35 mm
300 $a 10 film reels of 10 (ca. 105 min., 9,431 ft.) : $b silent, black and white ; $c 35 mm. $3 nitrate pos pic.
33X Fields

336 Content Type:

- $a$ two-dimensional moving image $b$ tdi $2$ rdacomment
- $a$ three-dimensional moving image $b$ tdm $2$ rdacomment

337 Media Type:

- $a$ projected $b$ g $2$ rdamedia
- $a$ video $b$ v $2$ rdamedia
33X Fields

338 Carrier Type:

$\text{a film cartridge }$\text{b mc }$2$\text{ rdacarrier}
$\text{a film cassette }$\text{b mf }$2$\text{ rdacarrier}
$\text{a film reel }$\text{b mr }$2$\text{ rdacarrier}
$\text{a film roll }$\text{b mo }$2$\text{ rdacarrier}
$\text{a other }$\text{b mz }$2$\text{ rdacarrier (for motion picture)}

$\text{a video cartridge }$\text{b vc }$2$\text{ rdacarrier}
$\text{a videocassette }$\text{b vf }$2$\text{ rdacarrier}
$\text{a videodisc }$\text{b vd }$2$\text{ rdacarrier}
$\text{a videotape reel }$\text{b vr }$2$\text{ rdacarrier}
$\text{a other }$\text{b vz }$2$\text{ rdacarrier (for videorecording)}
<table>
<thead>
<tr>
<th>MARC</th>
<th>RDA term</th>
<th>RDA instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>340 $a</td>
<td>plastic metal</td>
<td>3.6 Base Material</td>
</tr>
<tr>
<td>340 $b</td>
<td>4 3/4 in. or 12 cm</td>
<td>3.5 Dimensions</td>
</tr>
<tr>
<td>340 $d</td>
<td>burning stamping</td>
<td>3.9 Production Method</td>
</tr>
<tr>
<td>340 $g</td>
<td>color black and white</td>
<td></td>
</tr>
<tr>
<td>344 $a</td>
<td>digital or analog</td>
<td>3.16.2 Type of Recording</td>
</tr>
<tr>
<td>344 $b</td>
<td>magnetic magneto-optical optical</td>
<td>3.16.3 Recording Medium</td>
</tr>
<tr>
<td>344 $g</td>
<td>mono stereo surround</td>
<td>3.16.8 Configuration of Playback Channels</td>
</tr>
<tr>
<td>MARC</td>
<td>RDA term</td>
<td>RDA instruction</td>
</tr>
<tr>
<td>------</td>
<td>---------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>344 $h</td>
<td>LPCM</td>
<td>3.16.9 Special Playback Characteristics</td>
</tr>
<tr>
<td>346 $b</td>
<td>NTSC, PAL, SECAM, HDTV</td>
<td>3.18.3 Broadcast Standard</td>
</tr>
<tr>
<td>347 $a</td>
<td>video file</td>
<td>3.19.2 File Type</td>
</tr>
<tr>
<td>347 $b</td>
<td>DVD video, HD-DVD, Blu-ray</td>
<td>3.19.3 Encoding Format</td>
</tr>
<tr>
<td>347 $e</td>
<td>region, all regions</td>
<td>3.19.6 Regional Encoding</td>
</tr>
</tbody>
</table>
34X Fields

340 $b 4 3/4 in. $g color
344 $a digital $2 rdatr
344 $b optical $2 rdarm
344 $g surround $2 rdacpc
346 $b NTSC $2 rdabs
347 $a video file $2 rdaft
347 $b DVD video
347 $e region 1 $2 rdare

340 $b 4 3/4 in. $g color
344 $a digital $2 rdatr
344 $b optical $2 rdarm
344 $g surround $g stereo $2 rdacpc
344 $h DTS-HD Master Audio $h Dolby digital 5.1
347 $a video file $2 rdaft
347 $b Blu-ray
347 $e region A $e region B $2 rdare
5XX Notes

500  Include source of title note. May also include a note about who compiled the collection if significant.

  500 __ $a Collective title devised by cataloger.

  500 __ $a Collection title specified by donors in their instrument of gift.

520  LC practice to add summaries to moving image materials (LC-PCC PS 7.10.1.3)

  AMIM 7B27 - Give a summary of the content of a work

  AMIM C4.5.3 - Scope and contents of collections

  DACS 3.1 Scope and content (required)
5XX Notes

505 Useful place for individual item information in the collection.

Add other 5XX notes as necessary or preferred:

506 - Restrictions on access
524 - Preferred citation of described materials note
541 - Immediate source of acquisition
544 - Location of other archival materials
546 - Language
555 - Cumulative index/Finding aids note
5XX Notes

Add other 5XX notes as necessary or preferred (for individual titles):

508 - Creation/production credits note
511 - Participant or performer note
521 - Target audience (film rating)
538 - System details
Subject Headings

H 2230 Visual Materials and Non-Music Sound Recordings

BACKGROUND: This instruction sheet provides special guidelines for the assignment of subject headings to motion pictures, slides, filmstrips, video recordings, and other types of visual materials, as well as to non-music sound recordings. These guidelines are followed in addition to the normal rules for the assignment of subject headings.

GENERAL RULE: Assign headings for all important topics.

Do not use the form subdivision “Pictorial works” for visual materials.

Particular Places: When a topic is discussed in conjunction with a particular place, make, insofar as possible, a subject entry under both the topic and the place.
Subject Headings

Particular People: When a particular person is treated as illustrative of a profession or activity, assign a heading for both the person and the field of endeavor. Do not, as a general rule, treat such materials as biographies.

Special types:

- **Fiction films**: Assign topical headings with the subdivision –Drama (or, in the case of juvenile fiction films, the subdivision –Juvenile films)
- **Foreign language teaching films**: Assign the heading [...] language–Films for [...] speakers as the first heading, and bring out any special topics by assigning additional headings.
- **Juvenile films**: see H 1690
- **Films for hearing impaired and for people with disabilities**: see H 1913, sec. 1.e.
LC Genre-Form Thesaurus (LCGFT)

OLAC list of LCGFT terms for Moving Images:

https://www.olacinc.org/sites/default/files/Genre-Form-Headings_2018_1.pdf

Best practices document for Moving Images:

https://www.olacinc.org/sites/default/files/LCGFTbestpractices.pdf
Other Thesauri

Thesaurus for Graphic Materials

https://www.loc.gov/pictures/collection/tgm/

Art and Architecture Thesaurus

https://www.getty.edu/research/tools/vocabularies/aat/

RBMS Controlled Vocabularies

http://rbms.info/vocabularies/index.shtml
Cataloging Multi-Format Collections

Allie McCormack
Cataloging Multi-Format Collections

“Collections of materials in two or more forms that are usually related by virtue of having been accumulated by or about a person or body.”

**Type: Type of Record**

- p - Mixed materials

**BLvl: Bibliographic Level**

- c - Collection
Cataloging Multi-Format Collections: Title

- Most collections won’t have formal titles
- Cataloger-supplied titles should be as descriptive as possible
  - DACS 2.3.3 requires a name segment, nature of materials segment, and an optional topical segment
- Examples:
  - Rosemary Williams collection on Utah history, $f 1887-2013
  - O’Neill family collection, $f 1942-1981
    - not O’Neill family photograph, manuscript, and videocassette collection
Cataloging Multi-Format Collections

- Remember: the 007, 26X, and 300 fields are repeatable!
- Use as many 33X fields as necessary
  - https://www.loc.gov/standards/valuelist/rdacontent.html
  - https://www.loc.gov/standards/valuelist/rdacontent.html
  - https://www.loc.gov/standards/valuelist/rdacarrier.html
- Use the 520 Summary, Etc. field to give a fuller account of the types of materials and their subject/content
- Use as many subject headings and genre/form terms as necessary
Questions?
Thank you!

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