

# PAC2



# Cataloging Standards

Revised and approved by the PAC2 Cataloging Committee November 2018

# PAC2 CATALOGING REQUIREMENTS

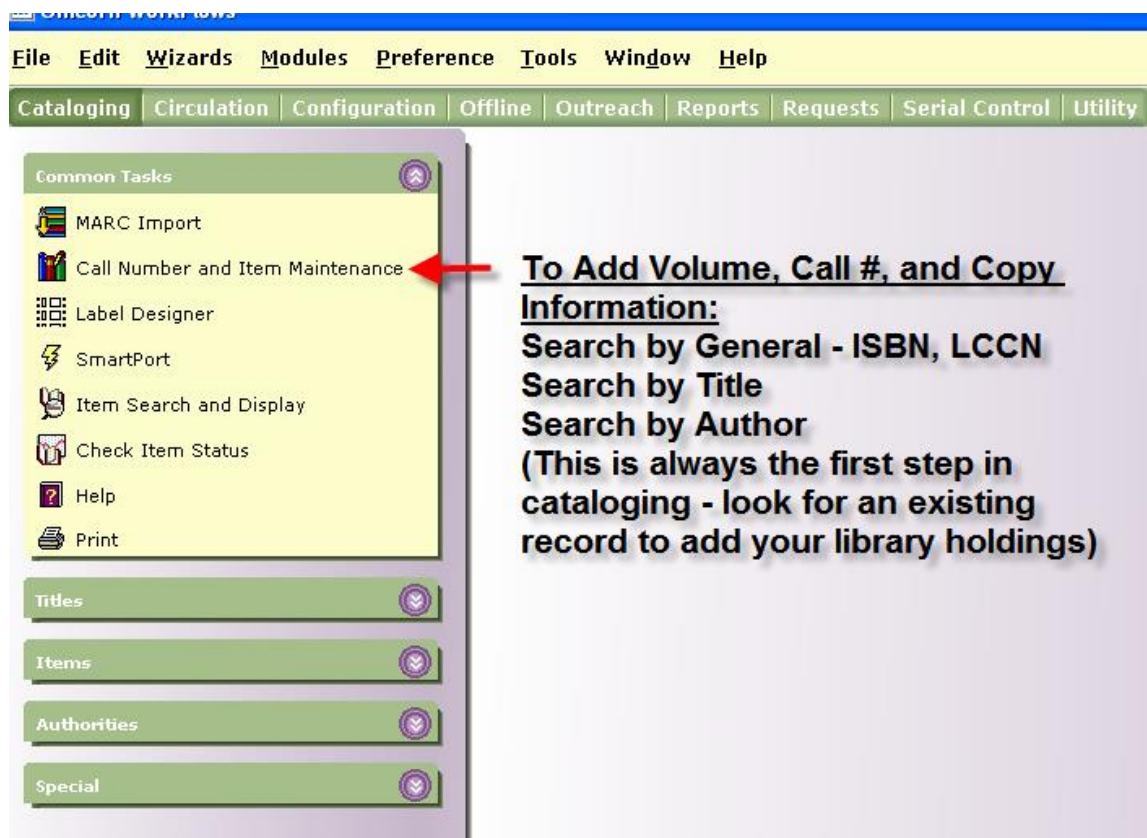
## Adding Volume, Call #, and Copy Information:

### 1. Search for Existing Records

- Search by “General” - check for ISBN and LCCN
- By Title
- By Author

### 2. Add the Volume, Call #, and Copy information

- In Cataloging use the Call Number and Item maintenance wizard to add your library holdings (item information) to the existing record.
- *You may add missing information or fields that are incomplete (such as additional subject headings and/or physical description), but be certain to follow MARC & RDA standards.*
- **Do not change or delete any field or data in an existing title record without permission from the original library.**
- Change Date Cataloged under the Control Tab from “Never” to “Today”.



SirsiDynix

File Edit Wizards Helpers Modules Preference Tools Window Help

Cataloging Circulation Configuration Offline Reports Requests Serial Control Utility

Call Number and Item Maintenance

Search for: 9780679442585

Index:  Keyword  Browse  Exact

Library:  Keyword  Browse  Exact

Current:

General

Author

Call Number

General

Item ID

Periodical Title

Series

Subject

Title

Enter your search expression.

Common Tasks

- Call Number and Item ...
- Label Designer
- SmartPort
- Item Search and Display
- Check Item Status
- Help
- Print

Titles

Items

Authorities

Special

To Add Call Number or Add Item  
 Search by General - ISBN, LCCN  
 Search by Title  
 Search by Author  
 (This is always the first step in cataloging - look for an existing record to add your library holdings)

Modify Close

Call Number and Item Maintenance x

Number and Item Maintenance

Undercover : a novel / Steel, Danielle,

Control Bibliographic Call Number/Item Bound-with

Call number information  
 Call number: FIC STE\* Class scheme: DEWEY  
 Call library: PIRC  
 Shadow call number

Item information  
 Item ID: Copy number: 1  
 Type: NEW-BOOK Item library: PIRC  
 Home location: NEW-BOOK Current location: NEW-BOOK  
 Item cat1: FICTION Item cat2: ADULT  
 Item cat3: Item cat4:  
 Item cat5: Number of pieces: 1  
 Media desk: Price: \$15.95  
 Total charges: 0  Circulate  
 Permanent  
 Shadow item

Extended information  
 Tag

Return to Search Save Add Call Number Add Item Delete(x) Close

OR

Date created: 11/5/2015  
 Date last charged: Never  
 Date due: none  
 Last discharged: Never  
 Date inventoried: Never  
 Times inventoried: 0  
 Previous user ID: Never  
 Last activity: Never  
 In-house uses: 0

Common Tasks  
 Call Number and Item...  
 Label Designer  
 SmartPort  
 Item Search and Disp...  
 Check Item Status  
 Help  
 Print

Titles  
 Call Numbers and Items  
 Authorities  
 Special

Q162459 - 1 - NEW-BOOK - CHECKE  
 FIC STE\* - PIRC  
 - 1 - NEW-BOOK - NEW-BOOK  
 FIC STE< - PIMB  
 Q162478 - 1 - NEW-BOOK - NEW-BC  
 FIC STEE - CHARLEVOIX  
 38606000325530 - 1 - NEW-BOOK -  
 38606000325506 - 2 - LEASED - CH  
 FIC STE - CHEBOYGAN  
 8607910011855996 - 1 - NEW-BOO  
 FIC STE - PETOSKEY  
 861591001617923 - 1 - NEW-BOOK  
 FIC STEE - ALCONACO  
 ALC062634X - 1 - NEW-BOOK - CHE  
 FIC STEE - LINCOLN

In most instances you will be using “Add Call Number” as opposed to “Add Item”. Use the “Add Item” option if you are adding a second copy of the same item to your library.

## IMPORTING RECORDS:

- **Be certain there is no existing record before adding a title to the database.**
  - **Make every effort to import records from a reliable source such as LC, MeLCat, CatExpress, Recorded Books, and/or Vendor.**
  - **Contact the System Administrator for the correct Bibload and SmartPort settings / properties.**
1. SmartPort should be set to Match and Load – this will verify if a record already exists. (contact System Administrator)
  2. Bibload report should use Matching Rule #1 to avoid overlays of existing records. (contact System Administrator)
  3. Before importing verify that the record is the proper edition; an ISBN match does not always guarantee this.
  4. After the record is imported check for the following:
    - **Check Title Control #** - see *Title Control Rules under Minimum Cataloging Requirements*.
    - **Date Cataloged** – under “Control” tab, always change from “Never” to “Today”.
    - **Add missing fields.** Refer to PAC2 minimum cataloging requirements (page 7).
    - **Add missing information.** An imported record may lack information in some fields (such as the 300 field). Check to make sure the record is complete according to PAC2 standards.
    - **Remove ISBN’s that do not match item format.**
    - **Remove any extraneous information following the ISBN – 020 tag** (i.e. pbk, and/or price).
    - **Double check the indicators in the 245 field** – see *Indicators under Minimum Cataloging Requirements*.)
    - **Add appropriate GMDs.** (Use correct spacing).
    - **Check that the publication data is in the 264 field.** If not, move & format publication data from the 260 to the 264 field. See page 7 for 264 tag indicator rules.
    - **Check that the 300 field is in RDA format** (spell out non-transcribed abbreviations, except those that represent measurements of time and physical dimensions). See examples on page 8.
    - **Remove undefined 2-digit tags (e.g., 029, 019, 049).**
    - **Remove undefined 900 fields (e.g., 906, 925, 949, 955, 910, 989, 099,092)**
    - **Add Bibliocommons unique identifiers, if necessary (see pages 24-30).**
    - **Change square or odd symbols in the 520 tag to the correct characters.**
    - **Change copyright symbol to © (Alt 0169)** Example that needs correction: © 2018
    - **Add volume, call #, and item information.**

Do **NOT** remove the following:

- 856 tags
- BISACSH headings (typically a subject headings using ALL CAPS)
- FAST subject headings

#### 5. Overlays

Contact the original library for permission before overlaying an existing record that does not conform to PAC2 cataloging requirements. Overlay one record at a time. **If you do not have permission, leave the record alone.**

**Exception:** A brief record (title, author, ISBN) such as entered by circ, may be overlaid with a full record without requesting permission **IF** it meets the following criteria:

- ISBN on the item matches the ISBN on the record
- No other records in the database have the same ISBN

## Original Cataloging:

**Make every effort to import a catalog record from a reliable source; original cataloging should be your last option.**

## Minimum Cataloging Requirements: (most frequently used, if applicable)

- **010** Field – LCCN (Library of Congress Control Number) enter exactly as it appears in the book
- **020** Field –ISBN (International Standard Book Number) –13 digit
- **100** Field – Author (Last Name, First Name)
- **245** Field – Title Information (**add correct indicators, see note below**)
- **264** Field – Publication Information
- **300** Field – Physical Description
- **490** Field – Series statement (The **1st indicator** shows whether the series is traced = 1, or not traced = 0. The **2nd indicator** is undefined (left blank).
- **590** Field – used for memorials and local notes. Begin with your library name.  
i.e. Charlevoix – given in memory of...
- **650** Field – Subject headings - use LC Headings with proper subfield delimiters. Add additional 650 fields for multiple subject headings.
- **800** Field – Series added entry (**1st indicator** 0 = forename, 1 = surname, 3 = family name. **2nd indicator** is undefined - left blank)

For complete MARC Information, go to <https://www.loc.gov/marc/>

### **Note on BRIEF RECORD adds:**

These are created to circulate a book quickly and must be replaced by the full record when the item returns. The following fields (if applicable) must be added to the Brief Record:

- **020** ISBN
- **100** Author
- **245** Title
- Set the HOME LOCATION to **CATALOGING** to alert staff when the item returns.

### Indicators

**245** field (small box between 245 field and data field)

Indicator 1: **1** Record has Author  
**0** Record has no personal Author

Indicator 2: **0** if there is not an Article in Title  
**2** for A  
**3** for AN  
**4** for THE

**264** field (small box between 264 field and data field)

**Note: Indicator 1 is usually undefined (left blank)**

Indicator 1, when needed: **1** Place of production or publication changes  
**2** Name of producer or publisher changes

Indicator 2: **0** Production  
**1** Publication  
**2** Distribution  
**3** Manufacture  
**4** Copyright notice date

**Title Control # Rules – ilso** – in the control tab verify that the title control number correctly displays in one of the following formats:

ISBN – i97812345647890

LCCN -- I9876543215

ISSN -- s0040-156X

OCLC -- o45665658

**Auto-generated title control #'s** should only occur with Magazines and Brief Records.

.....

**Reminder** - Use correct punctuation and spacing (see examples below).

For 245 field (title):

**Always use title from title page.**

245 \_\_ Title proper :|bsubtitle /|cstatement of responsibility.

245 \_\_ Title proper|h[sound recording (CD book) or (CD music)] :|brest  
of title /|cstatement of responsibility.

Note:

**Only capitalize first word of the title and proper nouns. If title starts with an article, only capitalize that article.**

For 300 field (physical description):

300 \_\_ # of pages, volumes, or other extent :|billustrations ;|c(height) cm

Note: *Do not include subfield b if there are no illustrations.*

Examples to complete the 300 field:

300 \_\_ 250 pages ;|c23 cm

300 \_\_ xiv, 416 pages :|billustrations (some color) ;|c24 cm

300 \_\_ 320 pages, 6 unnumbered pages of plates :|billustrations, color maps ;|c27 cm

300 \_\_ 1 volume (unpaged) :|bcolor illustrations ;|c16 cm

490 field (series):

**For more instruction about series tags 490, 800 and / or 830 see the following:**

<http://www.loc.gov/marc/bibliographic/bd490.html>

<http://www.loc.gov/marc/bibliographic/bd80x83x.html>

# ORIGINAL CATALOGING TEMPLATE FOR PRINT MATERIALS

## Control Tab

- Change date cataloged to “**Today**”
- Record Format: **MARC**
- Title Control # - see **Title Control # Rules**

## Minimal Fixed Fields

Rec\_Type = **a**    Bib\_Lvl = **m**    Date 1 = **YYYY** format    Audience (if Juvenile) = **j**  
Lang = **eng** (unless different, see list of language codes here:  
<https://www.loc.gov/marc/languages/>)

## **Subfields are preceded by the pipe (|).**

010 (LCCN)	No dashes, spaces, or added zeros
020 (ISBN)	No dashes; remove extraneous info
082 (Dewey)	Use only if you have the actual LC-assigned number
100 (Personal author)	Last, First Middle   <b>e</b> (relator term, ie: author)
245 (Title)	Title (as it appears on title page) :  <b>b</b> rest of title /  <b>c</b> statement of responsibility.
250 (Edition)	First edition, Abridged, Revised edition.
264 (Pub. Info.)    _ 1	Place :  <b>b</b> Publisher name,  <b>c</b> date. (You may have multiple 264 lines.)
264 (Copyright)    _ 4	<b>c</b> ©date
300 (Physical descrip.)	(number of) pages :  <b>b</b> (illustrations, color maps, etc.) ;  <b>c</b> (height) cm
490 (Series)	Series name ;  <b>v</b> number or volume 1 <sup>st</sup> indicator: 0 = no 800 field    1 = corresponding 800 field
650 (Subject heading)	Subject term. (Can be followed by these subfield delimiters:   <b>v</b> form,   <b>x</b> general,   <b>y</b> chronological,   <b>z</b> geographic.) Only use LC Subject Headings ( <a href="http://id.loc.gov/authorities/subjects.html">http://id.loc.gov/authorities/subjects.html</a> )
700 (Added author)	Last, First Middle.   <b>e</b> (relator term) (use for co-authors, illustrators)
800 (series author)	Last, First Middle.   <b>t</b> list series name;   <b>v</b> list volume number
830 (series title)	Uniform Title;   <b>v</b> volume number

## **Example:**

010        980012345  
020        9780783812545  
100 1 \_    Smith, Joseph P.,|**e**author.  
245 1 4    The Texaco million dollar scandal :|**b**a San Antonio dream /|**c** Joseph P. Smith; illustrated by Ginger Snappe.  
250        Second revised edition.  
264 \_ 1    New York :|**b**Paragon,|**c**2018.  
300        496 pages :|**b**illustrated ;|**c**25 cm.  
490 1 \_    The Texas saga ;|**v**book 4  
650 \_ 0    Petroleum|**z**Texas|**v**Fiction.  
700 1 \_    Snappe, Ginger,|**e**illustrator.  
800 1 \_    Smith, Joseph P.|**t**Texas saga ;|**v**book 4.

File Edit Wizards Helpers Modules Preference Tools Help

Cataloging Circulation Configuration ILL Offline Reports Requests Serial Control TQ Cataloging Toolbar TQ Circulation Toolbar Utility

Common Tasks

- Call Number and Item...
- Label Designer
- SmartPort
- Item Search and Displ...
- Check Item Status
- Help
- Print

Titles

- Add Title
- Modify Title
- Duplicate Title
- Delete Title, Call Num...

Call Numbers and L...

Authorities

Special

Add Title x

The Texaco million dollar scandal : San Antonio dream / Smith, Joseph P.,

Control Bibliographic MARC Holdings Call Number/Item

Shadow title

Rec_Type	a	Bib_Lvl	m	TypeCtrl	Enc_Lvl
Desc		Entrd	181115	Dat_Tp	n
Date2		Ctry		Illus	Audience
Repr		Cont		GovtPub	ConfPub
Festschr	0	Indx	0	Fiction	0
Lang	eng	Mod_Rec		Source	u

Label Tag Ind. Contents

- LCCN 010 2018017180
- ISBN 020 9780783812545
- Personal/Author 100 1 Smith, Joseph P.,|eauthor.
- Title 245 14 The Texaco million dollar scandal :|bSan Antonio dream /|cJoseph P. Smith ; illustrated by Ginger Snappe.
- Edition 250 Second revised edition.
- Production, Publication, Di... 264 1 New York :|bParagon,|c2018.
- Physical description 300 496 pages :|bcolor illustrations. ;|c25 cm.
- Content Type 336 These three fields (336, 337, 338) will be left blank as we cannot truly catalog in RDA yet.
- Media Type 337
- Carrier Type 338
- Series Statement 490 1 The Texas saga ;|vbook 4
- Subject term 650 0 Petroleum|zTexas|yFiction.
- Added Entry- Personal Name 700 1 Snappe, Ginger,|eillustrator.
- Series Added Entry- Perso... 800 1 Smith, Joseph P.,|tTexas saga ;|vbook 4.

Save Add Another Title Add Holdings Add Call Number Add Item Delete(x) Close

## ORIGINAL CATALOGING TEMPLATE – VIDEORECORDINGS

### In the Control Tab

- Change the date cataloged to **Today**
- Record Format = **VM**
- Title Control # - see **Title Control # Rules**

### Minimal Fixed Fields

- Rec\_Type = **g** - Bib\_Lvl = **m** - Date 1 = **YYYY** format - Audience (if juvenile) = **j**
- Lang = **eng** (unless different, see list of language codes here:  
<https://www.loc.gov/marc/languages/>)

### **Subfields are preceded by the pipe (|).**

- 020 (ISBN) No dashes, remove extraneous info.
- 024 (UPC) Many videorecordings have UPC instead of ISBNs. If this is the case, use the 024 field to indicate UPC.
- 028 (Pub. #) Manufacturers Stock #
- 082 (Dewey) Use only if you have the actual LC-assigned number.
- 245 (Title) Title (as it appears on the item)|h[videorecording (DVD)] :|brest of title /|cstatement of responsibility (company, producers, writers, directors)
- 264 (Pub. Info.) \_ 1 Place :|bPublisher name,|cdate. (You may have multiple 264 lines)
- 264 (Copyright) \_ 4 |c©date
- 300 (Phys. Desc.) (number of) videodiscs (running time in parentheses) :|b**sound, color** (unless black and white) ;|c4 ¾ in. +|e**any accompanying materials.**
- 511 (Performers) Use first indicator of 0 for no display content
- 538 (Tech. Details) Refers to format – DVD or Blu-ray, 1080p High Definition, Widescreen, Fullscreen.
- 650 (Subject) Subject term. (Can be followed by any of these subfields: |v**form**, |x**general**, |y**chronological**, |z**geographic**.) Only use LC Subject Headings.

### **Example:**

- 020 \_ \_ 9780689154321
- 028 \_ \_ 88231
- 245 0 2 A day for ducks|h[videorecording (DVD)] :|bthe story /|cMGM in conjunction with Tristar Home Media.
- 264 \_ 1 Hollywood, California :|bMGM,|c2018.
- 264 \_ 4 |c©2018
- 300 \_ \_ 1 videodisc (121 min.) :|b**sound, color** ;|c4 ¾ in. +|e**poster.**
- 511 0 \_ Donald Duck, Daffy Duck, Minnie Mouse.
- 538 \_ \_ DVD, Fullscreen.
- 650 \_ 0 Animation|xProduction|zCalifornia.

**You may use the |Z function in the call number field to differentiate divided seasons or episodes.**

**Example:** DVD BIG|ZSEASON 2 DISCS 1&2 (see graphic on page 13)

Add Title x

A day for ducks [videorecording (DVD)] : the story

Control Bibliographic MARC Holdings Call Number/Item

Shadow title

Rec_Type	Bib_Lvl	m	TypeCtrl	Enc_Lvl
g	181115	n	Date1	2018
Entrd			Audience	
Cont			ConfPub	0
Indx			Blog	
Mod_Rec			Source	

Label	Tag	Ind.	Contents
ISBN	020		9780689154321
Publisher #	028		88231
Title	245	02	A day for ducks [videorecording (DVD)] : [b]the story / [c]MGM in conjunction with Tristar Home Media.
Production, Publication, Di...	264	1	Hollywood, California : [b]MGM, [c]2018.
Production, Publication, Di...	264	4	[c]2018
Physical description	300		1 videodisc (121 min.) : [b]sound, color ; [c]4 3/4 in. + [l]poster.
Content Type	336		These three fields (336, 337, 338)
Media Type	337		will be left blank as we cannot
Carrier Type	338		truly catalog in RDA yet.
Performer	511	0	Donald Duck, Daffy Duck, Minnie Mouse.
Technical details	538		DVD, Fullscreen.
Subject term	650	0	Animation [x] Production [z] California.

Common Tasks

- Call Number and Item ...
- Label Designer
- SmartPort
- Item Search and Displ...
- Check Item Status
- Help
- Print

Titles

- Add Title
- Modify Title
- Duplicate Title
- Delete Title, Call Num...

Call Numbers and I...

Authorities

Special

Save Add Another Title Add Holdings Modify Holdings Add Call Number Add Item Delete(x) Close

Call Number and Item Maintenance x

Common Tasks

- Call Number and Item ...
- Label Designer
- SmartPort
- Item Search and Displ...
- Check Item Status
- Help
- Print

Titles

- Add Title
- Modify Title
- Duplicate Title
- Delete Title, Call Num...

Call Numbers and L...

Authorities

Special

Item Number and Item Maintenance

Outlander [videorecording (DVD)] : Season one, volume one / Moore, Ronald D.

Control Bibliographic Call Number/Item Bound-with

- Outlander [videorecording (DVD)] : Season one, vo...
- DVD OUT SEASON 1, VOL 1 - PIRC
- Q173634 - 1 - DVD - CHECKEDOUT - Can't C...
- DVD OUT\* SEASON 1, VOL 2 - PIRC
- Q173635 - 1 - DVD - DVD
- DVD OUTLANDER: SEASON ONE, VOL. ONE -
- 861591001293699 - 1 - DVD - CHECKEDOUT
- DVD OUTL #1 VOLUME 1 - BDLMOBILE
- 58605000797875 - 1 - DVD - CHECKEDOUT -
- DVD OUT - TAHQUAM
- 37744000430413 - 1 - DVD - DVD
- DVD 15-139 SEASON 1, V. 1 - ALCONACO
- ALCO62240X - 1 - DVD - DVD
- DVD 1096 - MONTMORCY
- 58612010961186 - 1 - DVD - INTRANSIT
- DVD 1078 - HILLMAN
- 58612010917352 - 1 - DVD - CHECKEDOUT -
- DVD TV OUTL VOL.1 - BOYNECITY
- 58605000708476 - 1 - DVD - HOI NS

Date created: 5/25/2018  
 Date last charged: 10/8/2018  
 Date due: none  
 Last discharged: 10/17/2018,10:03  
 Date inventoried: Never  
 Times inventoried: 0  
 Previous user ID: Q22499  
 Last activity: 10/17/2018  
 In-house uses: 0

Item Info Holds

Call number information

Call number: DVD OUT|ZSEASON 1, VOL 2 Class scheme: DEWEY

Call library: PIRC

Shadow call number

Item information

Item ID: Q173635 Copy number: 1

Type: DVD Item library: PIRC

Home location: DVD Current location: DVD

Item cat1: DVD Item cat2: ADULT

Item cat3: Item cat4:

Item cat5: Number of pieces: 2

Media desk: Price: \$26.99

Total charges: 8  Circulate

Permanent

Shadow item

Extended information

Tag Contents

Return to Search Save Add Call Number Add Item Delete(x) Close

## Original Cataloging Template for Sound Recordings

In the Control Tab – Change date cataloged to **Today**

Record format: **Music**

Title Control #: see **Title Control # Rules**

### Minimal Fixed Fields

Rec\_Type: “i” for books on tape or “j” for music

Bib\_Lvl: **m**

Date 1: **YYYY**

Audience: “j” (if juvenile materials)

Lang: **eng** (unless different, see list of language codes here:

<https://www.loc.gov/marc/languages/>)

### **Subfields are preceded by the pipe (|).**

020 (ISBN)	No dashes, remove extraneous information
028 (Pub. #)	Manufacturer's stock number
082 (Dewey)	Use only if you have the actual LC assigned number
100 (Pers. Auth.)	Last name, First Middle and  4pfr (if performer)
245 (Title)	Title proper h[sound recording (CD book) or (CD music)] : brest of title  /cstatement of responsibility.
250 (Edition)	Abridged or Unabridged (may also use 500 field for edition info)
264 (Pub. Info.) _ 1	Place : bPublisher name, cdate. (You may have multiple 264 lines.)
264 (Copyright) _ 4	c@date
300 (Phys. Desc.)	Number of discs (running time in parentheses) : baudio, digital ; c4 ¾ in. + eany accompanying materials.
500 (Gen. note)	Abridged or Unabridged.
538 (Tech. Details)	CD book or CD music.
650 (Subject)	Subject term. (Can be followed by any of these subfields:  vform,  xgeneral,  ychronological,  zgeographic) Only use LC Subject Headings.
700 (Performer)	Last name, First Middle, 4prf

### **Audiobook example:**

020 \_\_ 9780682412345  
028 \_\_ M 35073  
100 1 \_ Steinbeck, John.  
245 1 4 The grapes of wrath|h[sound recording (CD book)] |/cJohn Steinbeck; read by James Earl Jones.  
264 \_ 1 New York :|bColumbia,|c2018.  
300 \_\_ 8 sound discs (416 min.) :|bdigital ;|c4 ¾ in. +|eindex card.  
500 \_\_ Unabridged.  
538 \_\_ CD book.  
650 \_ 0 Depression|vFiction.  
700 1 \_ Jones, James Earl,|4prf.

**Add Title x**

**Title**

The grapes of wrath [sound recording (CD book)] / Steinbeck, John.

**Control Bibliographic MARC Holdings Call Number/Item**

Shadow title

Rec_Type	Bib_Lvl	TypeCtrl	Enc_Lvl
	m		
Desc	Entrd	Dat_Tp	Date1
	181115	n	2018
Date2	Ctry	Illus	Audience
Repr	Cont	GovtPub	ConfPub
			0
Festschr	Indx	Fiction	Biog
	0		
Lang	Mod_Rec	Source	
	eng	u	

Label	Tag	Ind.	Contents
ISBN	020		9780682412345
Publisher #	028		M35073
Personal Author	100	1	Steinbeck, John.
Title	245	14	The grapes of wrath[sound recording (CD book)] /c:John Steinbeck ; read by James Earl Jones.
Edition	250		Unabridged edition.
Production, Publication, Di...	264	1	New York :ib:Columbia,lc2018.
Physical description	300		8 sound discs (416 min.) :ib:digital ;ic4 3/4 in. +leindex card.
Content Type	336		These three fields (336, 337, 338)
Media Type	337		will be left blank as we cannot
Carrier Type	338		truly catalog in RDA yet.
Technical details	538		CD book.
Subject term	650	0	Depression Fiction.
Added Entry--Personal Name	700	1	Jones, James Earl, 4narrator.

**Common Tasks**

- Call Number and Item ...
- Label Designer
- SmartPort
- Item Search and Displ...
- Check Item Status
- Help
- Print

**Titles**

- Add Title
- Modify Title
- Duplicate Title
- Delete Title, Call Num...

**Call Numbers and I...**

**Authorities**

**Special**

## Original Cataloging Template for Interactive Media

Interactive Media is anything that requires use of a computer to access information: CD-ROM, websites, databases, games, etc.

### In the Control Tab:

Change the date cataloged to **Today**

Record Format: **MRDF**

Title Control #: see **Title Control # Rules**

### Minimal Fixed Fields

Rec\_Type: **m**

Bib\_Lvl: **m**

Date 1: **YYYY**

Audience: **"j"** (if juvenile materials)

Lang: **eng** (unless different, see list of language codes here:

<https://www.loc.gov/marc/languages/>)

### **Subfields are preceded by the pipe (|).**

020 (ISBN)	No dashes, remove extraneous information
028 (Pub. #)	Manufacturer's stock number
082 (Dewey)	Use only if you have the actual LC assigned number
245 (Title)	Title proper  <b>h</b> [electronic resource (website; CD; DVD; game)] :  <b>b</b> rest of title
264 (Pub. Info.) _ 1	Place :  <b>b</b> Publisher name,  <b>c</b> date. (You may have multiple 264 lines.)
264 (Copyright) _ 4	<b>c</b> @date
300 (Phys.Desc.)	Number of discs ;  <b>c</b> 4 ¾ in. +  <b>e</b> any accompanying materials
538 (Tech. Details)	System requirements - (e.g. Macintosh Network Client; Intel Core Duo1.83Ghz or faster processor; Mac OS Xv10.6, v10.7, or v10.8; 512MB of RAM (1 GB recommended); 64MB or higher graphics card)
650 (Subject)	Subject term. (Can be followed by any of these subfields:   <b>v</b> form,   <b>x</b> general,   <b>y</b> chronological,   <b>z</b> geographic.) Only use LC Subject Headings.
753 (Tech. File)	Operating system   <b>c</b> (system).
856 (HTTP)	<b>u</b> <a href="http://">http://</a> website (URL)

For more instruction about the 856 tag see -

<http://www.loc.gov/marc/bibliographic/bd856.html>

### **Example:**

```
245 0 0 PDR health|h[electronic resource (website)] /|cThomson Healthcare.
264 _ 1 |bThomson Healthcare,|c[2005] -
264 _ 4 |c@2005
538 _ _ Mode of access: Internet via World Wide Web.
650 _ 0 Medicine|vHandbooks, manuals, etc.
650 _ 0 Drugs|vDictionaries.
856 4 _ |uhttp://www.pdrhealth.com
```

Common Tasks

- Call Number and Item ...
- Label Designer
- SmartPort
- Item Search and Displ...
- Check Item Status
- Help
- Print

Titles

- Add Title
- Modify Title
- Duplicate Title
- Delete Title, Call Num...

Call Numbers and I...

- Authorities
- Special

Control Bibliographic MARC Holdings Call Number/Item

Shadow title

Rec_Type	m	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	181115	Dat_Tp	n	Date1	2005
Date2		Chy		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

Label	Tag	Ind.	Contents
Title	245	00	PDR health[electronic resource (website)] [c:Thomson Healthcare.
Production, Publication, Di...	264	1	[b:Thomson Healthcare,]c[2005] -
Production, Publication, Di...	264	4	[c@2005
Content Type	336		These three fields (336, 337, 338)
Media Type	337		will be left blank as we cannot
Carrier Type	338		truly catalog in RDA yet.
Technical details	538		Mode of access: Internet via World Wide Web.
Subject term	650	0	Medicine\Handbooks, manuals, etc.
Subject term	650	0	Drugs\j\Dictionary.
HTTP	856	4	[u]http://www.pdfhealth.com

Save | Add Another Title | Add Holdings | Modify Holdings | Add Call Number | Add Item | Delete(x) | Close

## LARGE PRINT BOOKS

### In the Control Tab:

Change the date cataloged to **Today**

Record Format: **MARC**

Title Control #: see **Title Control # Rules**

### Minimal Fixed Fields

Rec\_Type: **a**

Bib\_Lvl: **m**

Date 1: **YYYY**

Audience: **"j"** (if juvenile materials)

Repr: **d**

Lang: **eng** (unless different, see list of language codes here:

<https://www.loc.gov/marc/languages/>)

**Include all of the information in the print materials template, and add the following:**

245 (Title) Title|h[**text (large print)**]

650 (Subject Heading) **Large type books.**

### **Example:**

010 \_\_ 2007015558

020 \_\_ 9781597225489

100 1 \_ Reichs, Kathy.

245 1 0 Bones to ashes|h[**text (large print)**] /|cKathy Reichs.

264 \_ 1 Waterville, Maine :|bWheeler Publishing,|c2018.

264 \_ 4 |c©2018

300 \_\_ 509 pages ;|c22 cm

650 \_ 0 Missing persons|vFiction.

650 \_ 0 Large type books.

**When loading large print records from MeLCat, CatExpress, etc.,** select the best MARC record with complete cataloging that matches your item.

**Make sure the ISBN matches.**

After loading the best record, and making sure it meets PAC2 standards, add the following GMD |h[**text (large print)**] in the 245 field, as illustrated below.

### **Examples:**

245 10 Bones to ashes|h[**text (large print)**] /|cKathy Reichs.

245 10 Past tense|h[**text (large print)**] :|ba novel /|cLee Child.

Add Title x



Bones to ashes [text (large print)] / Reichs, Kathy,

Control Bibliographic MARC Holdings Call Number/Item

Shadow title

Rec_Type	a	Bib_Lvl	m	TypeCtrl	Enc_Lvl
Desc	Entnd	181115	n	Date1	2018
Date2	Crty			Illus	Audience
Repr	d	Cont		GovtPub	ConfPub
Festschr	0	Indx	0	Fiction	Blog
Lang	eng	Mod_Rec		Source	u

Label	Tag	Ind.	Contents
LCCN	010		2007015558
ISBN	020		9781467225489
Personal Author	100	1	Reichs, Kathy.
Title	245	10	Bones to ashes[text (large print)] /Kathy Reichs.
Production, Publication, Di...	264	1	Waterville, Maine :bWheeler Publishing,lc2018.
Production, Publication, Di...	264	4	lc2018
Physical description	300		509 pages :lc23 cm
Content Type	336		These three fields (336, 337, 338)
Media Type	337		will be left blank as we cannot
Carrier Type	338		truly catalog in RDA yet.
Subject term	650	0	Missing persons\Fiction.
Subject term	650	0	Large print books.!?UNAUTHORIZED

Save Add Another Title Add Holdings Modify Holdings Add Call Number Add Item Delete(x) Close

## Magazines

Add a full MARC record.

If a full record for the magazine title already **exists for a different library**, duplicate it and make the following changes:

Use the **Duplicate Title** feature

Index: Search by **Title / Periodical Title**

Duplicated record – if asked, select **Serial** as the format to use

(Note: The Fixed Fields will automatically change to the correct entries if the Serial format is used.)

In the Control Tab:

Title Control Number: **Do not change, use the “auto-generated” number.**

Record format: **Serial**

Date cataloged: **Today**

Minimal Fixed Fields

Rec\_Type: **a**

Bib\_Lvl: **s**

Date 1: **YYYY**

Lang: **eng** (unless different, see list of language codes here:

<https://www.loc.gov/marc/languages/>)

**Include all of the information in the print materials template, and add the following:**

022 (ISSN) 10971998

245 (Title) Title (**your library name and year**)

**Example:**

022 \_\_ 10971998

245 0 0 ESPN (Cheboygan 2018)

264 \_1 New York, New York :|bESPN Magazine.

310 \_\_ Biweekly

650 \_ 0 Sports|vPeriodicals.

**Note: Each call number should begin with pipeZ (|Z) - see example on page 22.**

**Call number example:**

|ZJUNE 2018

**Add Title x**

ESP (Cheboygan 2018)

Control Bibliographic MARC Holdings Call Number/Item

Shadow title

Rec_Type	Bib_Lvl	TypeCtrl	Enc_Lvl
a	s		

Desc	Entnd	Dat_Tp	Date1
	181115	n	2018

Date2	Illus	Audience

Repr	GovtPub	ConfPub
		0

Festschr	Fiction	Blog
0	0	

Lang	Mod_Rec	Source
eng		u

Label	Tag	Ind.	Contents
ISSN	022		10971998 Include ISSN number
Title	245 00		ESP (Cheboygan 2018) Add/Change (your library name followed by the year)
Production, Publication, Di...	264 1		New York, New York :ESPN Magazine.
Current frequency	310		Biweekly
Content Type	336		These three fields (336, 337, 338)
Media Type	337		will be left blank as we cannot
Carrier Type	338		truly catalog in RDA yet.
Subject term	650 0		Sports/Periodicals.

**Common Tasks**

- Call Number and Item ...
- Label Designer
- SmartPort
- Item Search and Displ...
- Check Item Status
- Help
- Print

**Titles**

- Add Title
- Modify Title
- Duplicate Title
- Delete Title, Call Num...

**Call Numbers and I...**

**Authorities**

**Special**

Save | Add Another Title | Add Holdings | Modify Holdings | Add Call Number | Add Item | Delete(x) | Close

File Edit Wizards Helpers Modules Preference Tools Help

Cataloging Circulation Configuration ILL Offline Reports Requests Serial Control TQ Cataloging Toolbar TQ Circulation Toolbar Utility

Call Number and Item Maintenance \*  
 Call Number and Item Maintenance

Popular mechanics (Presque Isle Rogers City 2018)

Control Bibliographic Call Number/Item Bound-with

Popular mechanics (Presque Isle Rogers City 2018 \*  
 SEPT 2018\* - PIRC  
 Q174357 - 1 - MAGAZINE - MAGAZINE  
 OCT 2018\* - PIRC  
 Q174799 - 1 - MAGAZINE - MAGAZINE  
 NOV 2018\* - PIRC  
 Q175080 - 1 - MAGAZINE - MAGAZINE  
 JULY/AUG 2018\* - PIRC  
 Q173900 - 1 - MAGAZINE - MAGAZINE  
 JUNE 2018\* - PIRC  
 Q173559 - 1 - MAGAZINE - MAGAZINE  
 MAY 2018\* - PIRC  
 Q173262 - 1 - MAGAZINE - MAGAZINE  
 APR 2018\* - PIRC  
 Q172852 - 1 - MAGAZINE - MAGAZINE  
 MAR 2018\* - PIRC  
 Q172448 - 1 - MAGAZINE - MAGAZINE  
 JAN/FEB 2018\* - PIRC  
 Q172122 - 1 - MAGAZINE - MAGAZINE

Date created: 10/18/2018  
 Date last charged: Never  
 Date due: none  
 Last discharged: Never  
 Date inventoried: Never  
 Times inventoried: 0  
 Previous user ID:  
 Last activity: Never  
 In-house uses: 0

Item Info Holds

Call number information  
 Call number: **I**ZNOV 2018\*  
 Call library: PIRC  
 Shadow call number  
 Class scheme: LC

Item information  
 Item ID: Q175080  
 Type: MAGAZINE  
 Home location: MAGAZINE  
 Item cat1: MAGAZINE  
 Item cat3:  
 Item cat5:  
 Media desk:  
 Total charges: 0  
 Permanent  
 Shadow item  
 Copy number: 1  
 Item library: PIRC  
 Current location: MAGAZINE  
 Item cat2: ADULT  
 Item cat4:  
 Number of pieces: 1  
 Price: \$3.95  
 Circulate

Extended information  
 Tag Contents

Return to Search Save Add Call Number Add Item Delete(x) Close

Common Tasks  
 Call Number and It...  
 Label Designer  
 SmartPort  
 Item Search and Di...  
 Check Item Status  
 Help  
 Print

Titles  
 Add Title  
 Modify Title  
 Duplicate Title  
 Delete Title, Call N...

Call Numbers an...

Authorities

Special

Add Call Number for each new issue

# GMD's

**General Material Designations** – For use in title tag 245.

**Examples:**

245 1 0 Stars of fortune|h[**text (large print)**] /|cNora Roberts.  
245 0 0 Inside out|h[**videorecording (DVD)**] /|cDisney PIXAR.

**Approved list for PAC2 use:**

|h[electronic resource] would be used for:  
e-books, CD-ROMs, links to an article on the web, etc.

|h[electronic resource (website)] *Note: Use just for websites.*

|h[electronic resource (CD)] *Note: this is for CD-ROM*

|h[electronic resource (DVD)] *Note: this is for DVD-ROM*

|h[electronic resource (game)]

|h[sound recording (CD book)]

|h[sound recording (CD music)]

|h[sound recording (MP3)]

|h[text (large print)] ***Note: Use this GMD for all large print books.***

|h[videorecording (DVD)]

|h[videorecording (VHS)]

|h[videorecording (Blu-ray)]

|h[videorecording (Blu-ray 3D)]

## Bibliocommons Unique Identifiers with Images

(revised November 2018)

3-D Object

Use item type: Realia

Atlas Add tag: 500 \_\_ Atlas.  
 Rec\_Type e (Leader 6 - Printed cartographic material)

Michigan county atlas : back roads & forgotten places / Brown, David M., 1953-

Control Bibliographic MARC Holdings Call Number/Item Bound-with

Shadow title

Rec_Type	e	Bib_Lvl	m	TypeCtrl
Desc	a	Entrd	131009	Dat_Tp
Date2		Ctry	pau	Relief
Map_Type	e	GovtPub		Form
Spec_Fmt		Lang	eng	Mod_Rec

	Tag	Ind.	Content
	300		1 atlas (224 p.) : bill. (some col.), col. maps, ports. ; c40 cm.
	500		Atlas.
	500		Oversized.
	500		"Updated cartography & now with ALL Counties included!"
	500		Cover title.
	500		"This publication has been compiled over a thirty-year period from thousands of sources.
	500		Publication date inferred from date of acquisition.
	500		"County map scale 3/8-inch per mile"--P. 1

Audiobook CD 245 tag GMD |h[[sound recording \(CD book\)](#)]

Blu-ray Disc 245 tag GMD |h[[videorecording \(Blu-ray\)](#)]

Blu-ray 3D Disc 245 tag GMD |h[[videorecording \(Blu-ray 3D\)](#)]

Board Book Add this subject tag: 650 \_0 Board books.  
 You may also add a note: 500 \_\_ On board pages.

Book plus CD Add tag: 500 \_\_ Book plus CD.

CD-ROM/DVD-ROM 245 tag GMD |h[electronic resource (CD)] or (DVD)

245 00 Google Sketchup guide for woodworkers|h[electronic resource (DVD)] :|bBasics.

245 00 Ottawa / Anishnaabemowin - English (Zhaagnaashiimowin)|h[electronic resource (CD)]

Comic book Add tag: 650\_0Comic books, strips, etc.  
Bib\_Lvl s (Leader 7 – Serial)

Rec_Type	a	Bib_Lvl	s	TypeC
Desc	a	Entrd	121220	Dat_T
Date2	9999	Ctry	nyu	Frequ
Ser_Type	p	Phys_Med		Repr
Cont		GovtPub		ConfP
SLI_Ent	0	Lang	eng	Mod_F

	Tag	Ind.		C
	005		000000	
	005		20130418134700.0	
	040		NTG cNTG dENZ	
	035		(OCoLC)822263729	
	049		ENZA	
	245	00	Indestructible hulk.	
	260		New York, N.Y. : bMarvel Worldwide, Inc., c2013-	
	300		v. : bcol. ill. ; c26 cm.	
	310		Monthly	
	362	0	no. 1 (Jan. 2013)-	
	500		Title from indicia.	
	650	0	Comic books, strips, etc.  vPeriodicals.	

DVD 245 tag GMD |h[videorecording (DVD)]

Graphic novel Add tag: 650\_0 Graphic novels.

Kit Add tag: 500 \_\_ Kit.  
 Rec\_Type o

Rec_Type	o	Bib_Lvl	m	Typ
Desc		Entrd	110724	Dat
Date2		Ctry		Illus
Perp		Cont		Gov

	Tag	Ind.	
	245	00	Bin #132 Odawa: b Upper El.-Middle School
	500		Kit.
	500		This bin contains a variety of resources - for children and the adults teaching th non-fiction books, teaching materials, videos, games, artifacts and more are inc

Large Print 245 tag GMD |h[text (large print)]

Magazine Item Type Magazine

Manuscript music Add tag: 500 \_\_Manuscript music.

Map Add tag: 500 \_\_ Map.  
 Rec\_Type e

United States--Great Lakes, Lake Superior [cartographic material] / United States Coast

Control Bibliographic MARC Holdings Call Number/Item Bound-with

Shadow title

Rec_Type	e	Bib_Lvl	n
Desc	a	Entrd	0
Date2		Ctry	d
Map_Type	a	GovtPub	f
Spec_Fmt		Lang	e

	Tag	Ind.	
	240	00	Lake Superior
	250		12th ed., Nov./03. Corrected through NM Nov. 8/03, LNM Oct. 21/03
	255		Scale 1:600,000 at Lat. 47°30'N. ; bMercator proj. c(W 92°20'-
	260		Washington, D.C. : bU.S. Dept. of Commerce, NOAA, NOS, Coast S
	300		1 map : bcol. ; c60 x 103 cm.
	500		"LORAN-C overprinted."
	500		Depths shown by isolines and soundings.
	500		Relief shown by hachures and spot heights.
	500		Shipping list no.: 20040-0018-S.
	500		"Soundings in feet in blue tint areas and in fathoms elsewhere."
	500		Includes source diagram.
	500		Map.



Spoken-word CD

Add tag:  
245 tag GMD

500 \_\_ Spoken-word CD.  
|h[sound recording]

Rec_Type	i	Bib_Lvl	m
Desc	a	Entrd	051
Date2	1997	Ctry	aru
Parts		Audience	j
Ltxt	o	Arrang	
Source	d		

	Tag	Ind.	
	082	04	398.2 a[E] 222
	100	1	MacDonald, Margaret Read, d1940-
	245	10	Tuck-me-in tales h[sound recording] : b[bedtime stories from around
	246	3	Tuck me in tales
	246	30	Bedtime stories
	260		Little Rock, Ark. : bAugust House Audio, cp2005.
	300		1 sound disc (ca. 57 min.) : bdigital ; c4 3/4 in.
	500		Compact disc.
	500		Subtitle from container.
	500		Spoken-word CD.
	511	0	Performed by the author.

Talking Book CD (LBPH)

Add tag: 500 \_\_ Talking Book CD.

Video Cassette

245 tag GMD |h[videorecording (VHS)]

Video games

245 tag GMD |h[electronic resource (game)]

Website

Item Type WEBSITE

## Definitions of Formats

**Atlas** is a collection of maps.

**Book plus CD** is a book plus CD(s)

**Comic book** is most often a popular periodical (format serial) and a work of narrative fiction, typically published in contiguous installments on a regular basis ... *serial* is applied to materials in any medium issued under the same title in a succession of discrete parts, usually numbered (or dated) and appearing at regular or irregular intervals with no predetermined conclusion.

**Graphic Novel** is a book made up of content. Although the word "novel" normally refers to long fictional works, the term "graphic novel" is applied broadly, and includes fiction, non-fiction, and anthologized work. It is distinguished from the term comic book, which is used for comics' periodicals (see above).

**Kit** – is a package made up of 3 or more different formats or material intended to be used together and there is no predominant component. (Example: bin or backpack with DVD, book, games, puppet).

- Rec\_Type o (Kit) - entity is issued as a single unit; no type of material predominates.

**Map** is usually a single piece of paper.

**Mixed material** – example of this would be a scrapbook filled with photos and handwritten letters.

- Rec\_Type p (Mixed materials) - entity is a made-up collection; no type of material predominates.

An example of mixed material would be a box with photos and letters.

**Oversize book** – this designates an Oversize collection (area) in your library.

**Printed Ephemera** describes the class of published single-sheet or single page documents which are meant to be thrown away after one use ... may include [trade cards](#), [bookmarks](#), catalogues, [greeting cards](#), letters, [pamphlets](#), [postcards](#), [posters](#), [prospectuses](#), defunct [stock certificates](#) or [tickets](#), and [zines](#).

**Realia (3-D Object)** - three-dimensional objects from real life that do not easily fit into the orderly categories of printed material.

**Spoken-word cassette** and /or **CD** is a spoken-word performance and generally consists of storytelling or poetry. This is not an audio-book which is a recording of text being read.

**Talking Book CD** is a sound recording used for visually impaired adults.

## Further RDA Examples

### Example 1

*Michigan's historic railroad stations / photographs and text by Michael H.....*

- 010** \_\_ |a 2012004235
- 020** \_\_ |a 9780814334836 (cloth : alk. paper) **Remove extra info following ISBN**
- 020** \_\_ |z 9780814338124 (ebook) **Remove ISBNs that do not apply to your item**
- 040** \_\_ |a DLC |b eng |c DLC |e rda |d DLC **Tag 040, subfield e indicates RDA rules**
- 042** \_\_ |a pcc
- 043** \_\_ |a n-us-mi
- 050** 00 |a TF302.M63 |bH63 2012
- 082** 00 |a 385.3/1409774 |223
- 100** 1\_ |a Hodges, Michael H., |d1954-
- 245** 10 |a Michigan's historic railroad stations / |cphotographs and text by Michael H. Hodges.
- 264** \_1 |a Detroit, Michigan : |bWayne State University Press, |c[2012]  
**Tag 264 replaces 260, do not change back to 260**
- 300** \_\_ |axii, 186 pages : |billustrations (chiefly color) ; |c23 x 29 cm. **Words are spelled out, except "centimeters", instead use "cm"**
- 336** \_\_ |a text |2rdacontent **New tag: Do Not Remove**
- 337** \_\_ |a unmediated |2rdamedia **New tag: Do Not Remove**
- 338** \_\_ |a volume |2rdacarrier **New tag: Do Not Remove**
- 490** 0\_ |a A painted turtle book
- 504** \_\_ |a Includes bibliographical references and index.
- 650** \_0 |a Railroad stations |zMichigan.
- 650** \_0 |a Historic buildings |zMichigan.

## Example 2

### ***Blood of Dragons / Robin Hobb***

**010** \_\_ |a 2013009030  
**020** \_\_ |a 9780062116857  
**040** \_\_ |a DLC |b eng |c DLC |e rda     **Subfield e indicates RDA rules**  
**042** \_\_ |a pcc  
**050** 00 |a PS3558.O33636 |b B56 2013  
**082** 00 |a 813/.54 |2 23  
**100** 1\_ |a Hobb, Robin.  
**245** 10 |a Blood of dragons /|cRobin Hobb.  
**250** \_\_ |a First edition.     **Words spelled out**  
**263** \_\_ |a 1111  
**264** \_1 |a New York :|bVoyager,|c2013.  
**300** \_\_ |a pages cm     **Add the number of pages and size, use proper punctuation, and proper subfields**  
**336** \_\_ |a text |2 rdacontent     **New tag: Do Not Remove**  
**337** \_\_ |a unmediated |2 rdamedia     **New tag: Do Not Remove**  
**338** \_\_ |a volume |2 rdacarrier     **New tag: Do Not Remove**  
**490** 0\_ |a **The Rain Wilds chronicles ;|vVolume four**     **Words spelled out, as stated on item, only first word at the beginning of the subfields are capitalized, except for proper nouns.**  
    \_0 |a Dragons|vFiction.  
**650** \_0 |a Imaginary places|vFiction.  
**650** \_0 |a Quests (Expeditions)|vFiction.  
**650** \_0 |a Voyages and travels|vFiction.  
**650** \_0 |a Human-animal relationships|vFiction.  
**650** \_0 |a Magic|vFiction.  
**650** \_0 |a Animals, Mythical|vFiction.  
**650** \_7 |a Fantasy fiction.|2gsafd  
**655** \_7 |a Science fiction.|2gsafd

## Record 1

---

040    \_\_\_ |b eng |c \_\_\_ |e rda       **je indicates RDA rules are used in this record**  
020    0964005646 (~~spiral bound~~)       **Remove extra info in tag 020**  
020    9780964005648 (~~spiral bound~~)  
082 0 4 641.662 | 2 22  
100 1   Hawkins, Shirley |q(Shirley J.),|eauthor.   **je Relator term is new in RDA, do not remove**  
245 1 0 Low-salt recipes for very low-fat beef : | bthere is a healthy choice /cby Shirley & Al Hawkins.  
246 1   |i Corrected title: | a low-salt recipes for very low-fat beef  
264    1 Castle Rock, Colorado :|bArrowhead Publishing,|c[2001]   **New field in RDA (replacing 260)**  
264    4 |c ©2001                               **May have more than one 264 field, do not remove**  
300    163 pages ;|c23 cm  
336    text | 2rdacontent                   **Tags 336, 337 & 338 new in RDA – do not remove**  
337    unmediated | 2rdamedia  
338    volume | 2rdacarrier  
505 0   Marinades and sauces -- Other sauces -- Heavenly hamburgers -- Great ground beef -- Royal roasts --  
          Culinary cubed steaks -- Savory steaks -- Creative casseroles -- Stupendous stews -- Miscellaneous  
          recipes -- Soup bones -- Quickie meals from soup bone/broth/meat -- Other great soups -- Succulent  
          [succulent] salads -- Beef jerky -- Luscious leftovers.  
650    0 Cooking (Beef)  
650    0 Salt-free diet|vRecipes.  
700 1   Hawkins, Al,|eauthor.

## Record 2

---

040     \_\_\_ |b eng |c \_\_\_ |e rda  
020     9781591610441  
020     1591610443  
042     nlmcopyc  
060 0 0 SF 767.C29 |b H885a 2010  
082 0 4 636.8/0891/00222 |2 20  
090     SF767.C29 |b H83 2010  
100 1   Hudson, Lola C.,|eauthor.  
245 1 0 Atlas of feline anatomy for veterinarians /| cLola C. Hudson, DVM, Phd, Professor of Anatomy, North Carolina State University, College of Veterinary Medicine, Department of Molecular and Biomedical Sciences, North Carolina State University, Raleigh, North Carolina, William P. Hamilton, B.A., CMI, Fellow, Association of Medical Illustrators, Marquette, MI.  
250     Second edition.           **Words are spelled out in RDA**  
264 1   Jackson, WY :| bTeton NewMedia,|c[2010]  
264 4   |c©2010  
300     264 pages :| billustrations (some color) ;|c29 cm       **Words are spelled out (except cm)**  
336     text | btxt | 2rdacontent   **The word "text" is used for cataloging a book that has printed words.**  
337     unmediated | bn | 2 rdamedia   **The word "unmediated" means this item is printed material.**  
338     volume | bnc | 2rdacarrier   **The word "volume" means the words are contained in a book.**  
504     Includes bibliographical references and index.  
505 0   General information and physical examination / Lola C. Hudson -- Integumentary system / Cherie Pucheu-Haston -- Musculoskeletal system / Lola C. Hudson, William P. Hamilton -- Cardiovascular system / Jill A. Barnes -- Lymphoid system / Mary B. Tompkins, Kristina Howard -- Endocrine system / Antonella Borgatti Jeffreys, David J. Waters -- Respiratory system / Bonnie J. Smith -- Digestive system / Jill A. Barnes -- Urogenital system / Bonnie J. Smith -- Nervous system / Lola C. Hudson -- Special sensory organs / Lola C. Hudson.  
650 1 2 Cats |xAnatomy & histology|vAtlases.  
650 0   Cats |xAnatomy|vAtlases.  
650 0   Veterinary anatomy|vAtlases.  
700 1   Hamilton, William P.,|eauthor.

## Record 3

---

040    \_\_\_ |b eng |c \_\_\_ |e rda  
020    9781741847000 (~~padded cover board book~~)            **Remove extra info in 020**  
020    1741847001 (~~padded cover board book~~)  
050    4 PE1449 | b .B33 2011  
082 0 4 394.2/646 | 2 23  
245 1 0 Halloween.  
246 3    Baby's First Halloween  
264    1 Heatherton, Victoria, Australia : |bHinkler Books Pty Ltd|c[2011]   **Note, three 264 tags**  
264    2 [Nashville, TN] :| bDistributed by Ideals Publications  
264    4 | c ©2011  
300    1 volume (unpaged) :| bcolor illustrations ;| c14 cm.    **Words are spelled out**  
336    text | btxt | 2rdacontent  
337    unmediated | bn | 2 rdamedia  
338    volume | bnc | 2rdacarrier  
490 1    Baby's first  
500    On board pages.  
500    "Children will love the bright, fun photographs in Baby's first halloween. This holiday title will entertain children while giving them a head start on learning"--Back cover.  
500    Title from cover.  
520    Simple words with corresponding illustrations of things related to Halloween.  
650 0    Halloween|vJuvenile literature.  
650 1    Halloween| vFiction.  
650 0    Board books.  
710 2    Hinkler Books,|e issuing body.  
830 0    Baby's first (Hinkler Books)

## PCC SCT RDA Record Examples

## Textual Monographs

## Record 4

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040    \_\_\_ |b eng |c \_\_\_ |e rda  
090    SF445.5 | b .S74 1948                            **Note: no ISBN available for this item**  
100 1    Ste. Fleure, R. Lee,| eauthor.  
245 1 0 "Little Man" Luang /|cR. Lee Ste. Fleure.  
250    First edition.  
264    1 [Place of publication not identified] :|b[publisher not identified],|c[1948]   **New wording in RDA**  
264    3 Santa Barbara, California :| b Wootton Printing Co.            **Note: Tag 264 is repeatable**  
264    4 |c©1948  
300    18 pages :| billustrations ;|c27 cm                            **Words are spelled out**  
336    text | btxt | 2rdacontent  
337    unmediated | bn | 2rdamedia  
338    volume | bnc | 2rdacarrier  
500    Cover title.  
650 0    Cats |vLegends and stories.

Record 5

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010 2010044432  
040 \_\_\_ |b eng |c \_\_\_ |e rda  
020 9781936096145 (~~pbk.~~) **Remove (pbk.), as per PAC2 policy**  
020 1936096145 (~~pbk.~~)  
037 1325910 |b QBI  
041 1 eng |h fre  
042 pcc  
050 0 0 TT820 |b .B3913 2011  
082 0 0 746.43/4 |2 22  
100 1 Bayard, Marie-Noëlle,|eauthor.  
240 1 0 Crochet. |l English  
245 1 0 Crochet! :| btechniques, stitches, patterns /|cMarie-Noëlle Bayard ; Photography by Jean-Charles Vaillant ; English Translation, Rosemary Perkins.  
250 First English Edition.  
264 1 New York, NY :| bSixth & Spring Books,| c[2011] **Tag 264 replaces 260**  
264 4 |c©2011  
300 219 pages :| billustrations (some color) ; |c28 cm **Words are spelled out**  
336 text |2rdacontent  
337 unmediated |2rdamedia  
338 volume |2rdacarrier  
500 Published originally under the title Le Crochet: Techniques et Modèles, copyright 2008 by Editions SOLAR, Paris.  
500 Includes index.  
505 0 Techniques -- Yarns -- Hooks -- Instructions, abbreviations, and symbols -- Getting started -- The basics -- Basic stitches -- Pattern stitches -- Patterns -- Textured stitches -- Raised stitches -- Pattern stitches -- Patterns -- Lace patterns -- Simple stitches -- Composite stitches -- Patterns -- Composites -- Stitches -- Patterns -- Indexes -- Stitches -- Pattern stitches -- Techniques -- Patterns in this book.  
520 "This indispensable guide shows you all the techniques you'll need to learn to crochet, or for those of you who have already embraced the craft, to take embraced the craft, to take your current skills to new and challenging heights. You'll find: Basic techniques explained step by step and illustrated with more than 250 color photographs. 80 crochet stitches, from the simplest to the most elaborate. 20 original designs-- including a tote, slippers, sweaters, home décor, toys and more. Illustrated indexes of stitches, techniques and patterns for quick reference. With its wide range of classic and modern pattern stitches and projects for every skill level, you'll see the traditional art of crochet in an entirely new light" --Cover, p. 4.  
650 0 Crocheting|vPatterns.  
700 1 Vaillant, Jean-Charles,|ephotographer. **Note : new relationship terms in subfield e**  
700 1 Perkins, Rosemary,|etranslator.

## Record 1

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040 \_\_\_\_ |b eng |c \_\_\_\_ |e rda **|e indicates an RDA record**

019 227186397 |a 227186730

020 9780753130339

020 0753130335

028 0 2 ICD 080103 |b Isis Audio Books

050 1 4 PR6054.I26 |b E63 2008

082 04823/.914 |2 22

100 1 Dibdin, Michael, |eauthor. **|e is a relator term new in RDA, do not remove**

240 1 0 End games. |sSpoken word

245 1 0 End games|**h[sound recording (CD book)]** /|cMichael Dibdin. **Add |h GMD, if missing**

250 Complete and unabridged, CD edition.

264 1 Oxford, England :|bOasis Publishing Ltd.,|c2008. **Tag 264 replaces 260, do not change**

264 4 |c©2008 **Tag 264 is repeatable, do not change**

300 10 audio discs (11 hr., 15 min.) :|bCD audio, digital ;|c4 3/4 in.

306 111500

336 spoken word |bspw |2rdacontent **New in RDA - tags 336, 337, 338 Do not remove**

337 audio |bs |2rdamedia

338 audio disc |bsd |2rdacarrier

511 0 Read by Michael Tudor Barnes.

500 Title from disc label.

500 "Oasis Audio Books"--Container.

521 Adult.

650 0 Zen, Aurelio (Fictitious character)|vFiction.

650 0 Police|zItaly|vFiction.

655 0 Detective and mystery stories.

655 7 Talking books.|2lcgft

655 7 Audiobooks.|2lcgft

700 1 Barnes, Michael Tudor, |enarrator.

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040 \_\_\_\_|b eng |c \_\_\_\_|e rda  
020 9781433218859  
020 1433218852  
050 1 4 PZ4.C178 |b S55x 2008c  
100 1 Card, Orson Scott,|d 1951- |eauthor.  
245 1 4 The ships of Earth|h[**sound recording (CD book)**] /|cOrson Scott Card. **Add GMD if missing, as per PAC2 policy**  
264 1 [Ashland, Oregon] :|bBlackstone Audiobooks,|c[2008]  
264 4 |c©2008  
300 9 audio discs (approximately 13 hr.) :|bdigital ;|c4 ¾ in.  
336 spoken word |2rdacontent  
337 audio |2rdamedia  
338 audio disc |2rdacarrier  
490 1 Homecoming ;|vvolume 3  
511 0 Read by Stefan Rudnicki ; directed by Emily Janice Card.  
500 Unabridged.  
520 The planet Harmony is governed by a computer whose job is to ensure humans are kept at a low technological level so they don't repeat the mess they caused on Earth. But the computer is breaking down and asks the humans to repair it. For one lot of humans this is an opportunity for freedom.  
650 0 Life on other planets|vFiction.  
650 0 I nterplanetary voyage|vFiction.  
650 0 Nafai (Fictitious character)|vFiction.  
655 7 Talking books.|2lcgft  
655 7 Audiobooks.|2lcgft  
700 1 Rudnicki, Stefan,|d1945- |enarrator.  
700 1 Card, Emily Janice,| edirector.  
8001 Card, Orson Scott,|d1951- |tHomecoming ;|vvolume 3.

## PCC SCT RDA Record Examples Record 3

## Nonmusical Sound Recordings

**This record describes a set of items (a kit) cataloged together in one bib record. You will notice much more detail is entered by using repeatable fields, subfields, etc.**

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040 \_\_\_ |b eng |c \_\_\_ |e rda  
024 7 00878390001484 |2 gtin-14  
024 1 878390001484  
028 0 2 LC14534 |b Lex  
028 0 2 Lex-090 |b Lex  
041 0 |d eng |e eng  
042 pcc  
100 1 Moore, Alan,|d1953- |e author, |e narrator. |e relator terms can be used multiple times, if applicable  
245 1 0 Unearthing|h[sound recording (CD book)] Add GMD, as per PAC2 policy  
246 3 4 Un-earth-ing  
264 1 [London] :|bLex,|c[2010]  
300 3 audio discs :|b digital, CD audio ;|c 4 3/4 in. Note that each 300 field describes a part of the item  
300 3 audio discs :|banalog ;|c12 in.  
300 1 poster :|bcolor ;|c50 x 100 cm  
300 1 photograph :|bcolor ;|c25 x 20 cm  
300 20 unnumbered leaves ;|c28 cm  
336 spoken word |2rdacontent 336, 337, and 338 are repeatable tags, each  
336 performed music |2rdacontent describing a part of the item  
336 still image |2rdacontent  
336 text |2rdacontent  
337 audio |2rdamedia  
337 unmediated |2rdamedia  
338 audio disc |2rdacarrier  
338 sheet |2rdacarrier  
338 volume |2rdacarrier  
500 Audiobook with musical accompaniment.  
546 In English.  
511 0 Written and narrated by Alan Moore; photography and concept by Mitch Jenkins; musical score written,  
produced, and performed by Crook & Flail (Adam Drucker & Andrew Broder).  
511 0 Cast: Alan Moore played by Alan Moore; Steve Moore played by Robert Goodman.  
500 Text originally published in anthology London : city of disappearances (2006).  
500 Box set includes: 2 CD audiobook Unearthing; 1 CD instrumental soundtrack; 2 black-vinyl LP audiobook  
Unearthing; 1 white-vinyl instrumental soundtrack; 1 poster by Mitch Jenkins; 1 photographic portrait of Alan Moore.  
520 A biographical essay about Steve Moore, the British comic book writer.  
600 1 0 Moore, Steve,|d1949-  
650 0 Multimedia (Art)  
700 1 Jenkins, Mitch,|ephotographer.

## Record 1 - Videorecording

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007 v |b d |d c |e v |f a |g i |h z |i u

040 \_\_\_ |e rda |b eng |c \_\_\_ **040 |e indicates RDA record**

042 pcc

046 |k 2000 **Add GMD to the 245 field, as per PAC2 policy**

245 1 0 Guilty of being me|**h[videorecording (DVD)]** :| b the Phil Spector story /| cPlanet Group Entertainment with Pierre Antoine Capton, 3E Oeil productions, Panda Films in association with Sarasota Fringe Films LLC ; a documentary by Alex Jordanov.

246 3 0 Phil Spector story

257 France |2 naf

264 1 [United States] :| bPlant Group Entertainment,| c [2011] **New tag RDA (do not remove/change)**

264 4 |c©2011 **New tag RDA (do not remove/change)**

300 1 videodisc (NTSC, 70 min.) :| bDVD video, sound, color ;| c 4 3/4 in. **Words are spelled out in RDA**

336 two-dimensional moving image |2 rdacontent **New tag RDA (do not remove)**

337 video |2 rdamedia **New tag RDA (do not remove)**

338 videodisc |2 rdacarrier **New tag RDA (do not remove)**

380 Television program.

538 All regions.

518 Originally produced in France as a television program in 2009, reedited and released in the United States.

508 Director, Alex Jordanov; reedited by Melissa Matisko; photography, Guillaume Tunzini, Claude Budin-Juteau.

500 Wide screen 1.78:1.

520 "'Guilty of Being Me' tells the story of Phil Spector, legendary creator of "The Wall of Sound", his rise to fame and prowess in the recording studio, and final demise as the convicted murderer of Lana Clarkson, a Hollywood actress down on her luck, working as a "waitress" at the House of Blues on Sunset Strip. Phil Spector, The District Attorney, The Lead Detective, and others relevant to the killing tell their story. Extensive courtroom coverage follows the first trial from beginning to end."--Planet Group Entertainment website.

600 1 0 Spector, Phil,| d1940-

650 0 Sound recording executives and producers |zUnited States| vBiography.

650 0 Trials (Murder)|zCalifornia| zLos Angeles.

655 7 Documentary television programs.|2lcgft

655 7 Biographical television programs.|2lcgft

655 7 Nonfiction television programs.| 2lcgft

700 1 Jordanov, Alex,| **television director.** **|e relator term, new in RDA**

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