

# Cataloging: Introduction

by

**Dreama K. Deskins**



---

1011 NE Hyacinth Lane \* Ankeny, Iowa 50021-9290  
515/964-5478 voice \* 515/963-0146 fax \* [dreama@dkdconsulting.com](mailto:dreama@dkdconsulting.com)  
[www.dkdconsulting.com](http://www.dkdconsulting.com)

DKD Consulting  
1011 NE Hyacinth Lane  
Ankeny, Iowa 50021-9290

## **Cataloging: Introduction**

Revised August 2007

Copyright © 2007 by Dreama K. Deskins. All rights reserved. Printed in the United States of America. Except as permitted under the Copyright Act of 1976, no part of this publication may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without the prior written permission of the author, with the exception that the Workshop Outline may be entered, stored, and executed in a computer system, but it may not be reproduced for publication.

---

## **Workshop Outline    Welcome and Introductions**

### **Principles of cataloging**

Description vs. access points  
Cataloging tools  
Levels of description

### **An Overview of *Anglo-American Cataloguing Rules*, 2<sup>nd</sup> Edition, 1988 Revision**

### **Sources of Information for Bibliographic Description**

#### **Areas of Description**

Title and statement of responsibility area  
Edition area  
Publication area  
Physical description area  
Series area  
Notes area  
Standard numbers and terms of availability

#### **In Conclusion**

More questions and answers  
Evaluation

---

## **Introduction to *Cataloging***

Cataloging exists to provide access to the holdings of a library. Its purpose is to record, describe, and index the materials in a collection. Cataloging is, therefore, the process of preparing bibliographic records that together will comprise a library's catalog. This catalog may be in either paper or electronic form, although electronic form is now considered the norm.

### **Purpose**

This workshop is designed to teach the skills that are necessary to complete the descriptive portion of the cataloging record. Adherence to the standards of the *Anglo-American Cataloguing Rules, 2<sup>nd</sup> edition, 1998 Revision* and *MARC 21 Format for Bibliographic Data* are emphasized.

### **Overview**

This workshop is divided into four sections:

1. Principles of Cataloging
2. An Overview of AACR2
3. Sources of Information for Bibliographic Description
4. Areas of Description

### **Audience**

This workshop is designed for people who have little to no knowledge of cataloging rules and procedures.

---

**Introduction to  
*Cataloging*  
*Introduction***

**Learning Objectives**

By the end of this session, participants will be able to complete the following objectives.

- T** distinguish the descriptive areas of the cataloging record from its access points;
- T** identify the tools that are necessary for cataloging;
- T** find the key sections of *Anglo-American Cataloguing Rules, 2<sup>nd</sup> edition, 1998 Revision*, that apply to describing bibliographic items;
- T** determine chief and prescribed sources of information for each area of bibliographic description;
- T** identify the seven areas of the descriptive cataloging record;
- T** provide International Standard Bibliographic Description (ISBD) punctuation for the cataloging record; and
- T** understand the significant rules for describing each area of bibliographic description.

---

**Notes:**

## Section 1: Principles of Cataloging

### Description vs. Access Points

**Descriptive cataloging** means transcribing information from the item so that others may determine whether they have the same item or whether your item is the one they are seeking. The descriptive portion of the cataloging record includes the following fields:

245	Title and statement of responsibility
250	Edition
260	Publication
300	Physical description
4xx	Series
5xx	Notes
02x	Standard number and terms of availability

**Access points** are chosen by the cataloger as significant ways an individual may look for an item. This information is not necessarily transcribed from the item. Many access points are controlled access points, meaning they are entered in a consistent way. For example, all of the works by a particular author are entered under one form of the author's name (excluding pseudonyms) even though the author may not have consistently used a middle name or initial. Catalogers also add birth and death dates to distinguish authors with the same names. Access points in the cataloging record include the following fields:

1xx	Main entry
246	Title variations
4xx	Series (can be both descriptive and access points)
6xx	Subject headings
7xx	Added entries (joint authors, illustrators, etc.)
8xx	Series added entries

### Cataloging Tools

The following bibliography lists selected cataloging tools which you will find helpful to have on hand when you're cataloging.

*Anglo-American Cataloguing Rules*, 2nd. ed., 2002 revision, 2005 update. Chicago : American Library Association, 2005. ISBN: 9780838935552 (ring-bound ed.)

---

*Bibliographic Formats and Standards.*

<http://www.oclc.org/bibformats>

*Cataloging Service Bulletin.* Washington, D.C.: Cataloging Distribution Service, Library of Congress. ISSN: 0160-8029. Published quarterly.

Fritz, Deborah A. *Cataloging with AACR2 and MARC21 : for Books, Electronic Resources, Sound Recordings, Videorecordings, and Serials.* 2<sup>nd</sup> ed., 2006 cumulation. Chicago : American Library Association, 2007. ISBN: 9780838909355 (loose-leaf)

*Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc.* 2nd ed. Chicago: American Library Association, 2000. ISBN: 0-8389-3503-6.

Library of Congress Authorities: <http://authorities.loc.gov/>

*Library of Congress Rule Interpretations.* Washington, D.C.: Library of Congress, 1998- . ISBN: 0-8444-0639-2.

MARC Code List for Countries. <http://www.loc.gov/marc/countries/>

*MARC Code List for Languages.*

<http://www.loc.gov/marc/languages/langhome.html>

Olson, Nancy. *Cataloging of Audiovisual Materials and Other Special Materials : a Manual Based on AACR2.* 4th ed., rev. DeKalb, Ill. : Media Marketing Group, 1998. ISBN: 0933474539.

Taylor, Arlene G. Wynar's *Introduction to Cataloging and Classification.* 9th ed. 2004. ISBN: 159158213X

American Library Association publications are available from:  
<http://www.ala.org>

Library of Congress publications are available from:  
<http://www.loc.gov/cds/>

Many titles are available through interlibrary loan from the State Library of Iowa: <http://catalog.lib.state.ia.us/>

---

## Levels of Description

There are three levels of detail you may choose to provide in descriptive cataloging. You should choose a level of detail based on the purpose of your catalog, the expertise of the cataloging staff, and the time you have available to devote to cataloging.

Level I is minimal level cataloging. At Level I, you would minimally include the following descriptive areas:

- Title proper (245 †a)
- First statement of responsibility if different from main entry (245 †c)
- Edition (250 †a)
- First publisher (260 †b)
- Date of publication (260 †c)
- Extent of item (300 †a)
- Notes (5xx)
- Standard number (02x)

See the following sections of AACR2R for applicable cataloging rules for minimal level cataloging:

1.1B	1.1F	1.2B	1.3
1.4D	1.4F	1.5B	1.71.8B

Level II is full level cataloging. The Library of Congress catalogs most materials at this level. Level II minimally includes the following descriptive areas:

- Title and title statement (245 †a, †b, †c, †h)
- Edition (250 †a, †b)
- Publication (260 †a, †b, †c)
- Physical description (300 †a, †b, †c)
- Series (4xx †a, †x, †v)
- Notes (5xx)
- Standard number (02x)

Level III is archival level cataloging. You would generally include every possible element that is applicable to the item you are describing. Level III is used infrequently by most libraries and is generally limited to rare materials or special collections.



## Quiz 1: Principles of Cataloging

1. In descriptive cataloging, you:
  - a. Include information you find on the item
  - b. Include subject headings
  - c. Include the author's birth date
  
2. When cataloging, you are encouraged to have a copy of the following publication readily available:
  - a. *Chicken Soup for the Soul*
  - b. *Anglo-American Cataloguing Rules*, 2<sup>nd</sup> ed., 1988 revision
  - c. *Dewey Decimal Classification and Relative Index*, 12<sup>th</sup> ed.
  
3. When you catalog at the minimal level, you do **not** have to include the following information:
  - a. The title of the item
  - b. The size of the item
  - c. The item's ISBN

## Section 2: Overview of AACR2R

*Anglo-American Cataloguing Rules*, is divided into two sections:

- Part I Description
- Part II Headings, Uniform Titles, and References

Chapters 1 through 13 are included in Part I. Part II includes chapters 21 through 26. Five appendices cover the following areas:

- A Capitalization
- B Abbreviations
- C Numerals
- D Glossary
- E Initial Articles

Chapters within Part I:

1. General Rules for Description
2. Books, Pamphlets, and Printed Sheets
3. Cartographic Materials
4. Manuscripts (Including Manuscript Collections)
5. Music
6. Sound Recordings
7. Motion Pictures and Videorecordings
8. Graphic Materials
9. Electronic Resources
10. Three-Dimensional Artefacts and Realia
11. Microforms
12. Continuing Resources
13. Analysis

When cataloging an item, you will refer to the general rules in Chapter 1 and the specific rules in an additional chapter for the type of material you are cataloging.

Within each chapter, rule numbering is mnemonic. The numbers and letters following the decimal correspond to specific areas of bibliographic description:

- .0 General rules
- .0B1 Chief source of information
- .0B2 Prescribed sources of information
- .1 Title and statement of responsibility
- .2 Edition

- 
- .4 Publication
  - .5 Physical description
  - .6 Series
  - .7 Notes
  - .8 Standard number and terms of availability

In addition to the general rules covered in other sections of these materials, the following principles apply to descriptive cataloging:

### **Punctuation**

Punctuation in the MARC record conforms to the International Standard Bibliographic Description (ISBD). ISBD specifies the punctuation to be used within each field. While catalog cards have dashes (–) between fields, this punctuation is not included in the MARC record.

Examples of punctuation:

Main entry: Parker, Robert B., 1932-  
Title: Spare change : a novel / Robert B. Parker.  
Edition: Large print ed.  
Imprint: New York : Random House, 2007, c2006.  
Description: 274 p. : col. ill. ; 23 cm. + 1 teacher's guide.  
Series: Bur oak book ; v. 24  
Note: Skip to my lou / Gene Autry – On top of Old Smoky / Andy Griffith.  
Subject: Cats – Fiction.

### **Capitalization**

Only the first word of the title is capitalized, excluding proper nouns. All proper nouns are to be capitalized.

Capitalize the letters of an initialism or acronym used by a corporate body according to the way the organization predominantly refers to itself.

Refer to Appendix A for general rules for each area of the description.

### **Abbreviations**

Abbreviations were more commonly used when we typed

---

information onto catalog cards, because the cards were so small. You will still use abbreviations in some areas, such as the edition statement (1<sup>st</sup> ed.) However, when using abbreviations in notes, be sure the meaning is clear to others and that the information is accessible via keyword searching.

Refer to Appendix B for general rules for each area of the description.

### **Inaccuracies**

In general, you are to transcribe what you see on the item you are cataloging. List, for example, the title as it is spelled on the title page. You may use [sic] or [i.e.] to correct inaccuracies. For example:

The green, geen [i.e., green] grass of home  
My life is a worlwind [sic]

When transcribing, be accurate as to the wording and spelling but refer to the Appendices for guidance on capitalization and punctuation. The Appendices supersede the item in this instance.



## Quiz 2: An Overview of AACR2R

1. AACR2R is divided into how many sections?
  - a. Four
  - b. Two
  - c. Twenty-six
  
2. When providing descriptive cataloging for a book, you should refer to:
  - a. Chapters 1 and 2
  - b. Chapters 1 and 10
  - c. Chapter 2
  
3. To find the chief source of information for a video, you would refer to:
  - a. Chapter 8
  - b. Rule 7.5
  - c. Rule 7.0B1

## Section 3: Sources of Information

### Chief Source of Information

The chief source of information is the "source of bibliographic data to be given preference as the source from which a bibliographic description (or portion thereof) is prepared."<sup>1</sup>

Before you begin cataloging an item, you must determine its chief source. The following is a list of chief sources for commonly-cataloged material:

Book	Title page
Compact disc	Disc and label
Cassette	Cassette and label
Videorecordings	Item itself (e.g., title frames)
Graphic materials	Container
Electronic resources	Resource itself
Realia	Item itself Accompanying textual material Container
Serial	Title page

See Rule .0B1 of each chapter for additional information about alternatives for chief sources when the items listed above are not available.

### Prescribed Sources of Information

Prescribed sources govern where information may be taken from for each area of the descriptive record. Information that is taken from sources other than the prescribed sources must be enclosed within brackets.

The following is a list of prescribed sources for books. When more than one source is listed, give preference in the order they are listed. The colophon is "a statement at the end of an item giving information about one or more of the following: the title, author(s), publisher, printer, date of publication or printing. It may include other information."<sup>1</sup>

---

<sup>1</sup> *Anglo-American Cataloguing Rules*, 2<sup>nd</sup> ed., 1988 Revision.

---

<u>Area</u>	<u>Prescribed Source</u>
Title	Title page
Edition	Title page, other preliminaries, colophon
Publication	Title page, other preliminaries, colophon
Physical description	Entire publication
Series	Series title page, monograph title page, cover, rest of the publication
Notes	Any source
Standard number	Any source

See Rule .0B2 of each chapter for information about prescribed sources for other formats of material.



## Quiz 3: Sources of Information

1. The chief source of information for a book is:
  - a. The cover
  - b. The title page
  - c. The spine
  
2. If the compact disc I'm cataloging doesn't have a label, I should go to which rule to find an alternative chief source of information?
  - a. 1.0B1
  - b. 7.0B1
  - c. 6.0B1
  
3. If the ISBN is included in publisher's catalog, but it does not appear on the book, I should:
  - a. not include the ISBN in the cataloging record
  - b. include the ISBN just as I would have if the ISBN were on the back of the title page
  - c. include the ISBN in brackets

## Section 4: Title and Statement of Responsibility Area Areas of Description

The elements that make up the title and statement of responsibility area are:

Title proper	245 †a
General material designation	245 †h
Parallel titles	245 †b
Other title information	245 †b
Statement s of responsibility	245 †c

The **punctuation** of the title and statement of responsibility area is as follows:

Title proper [general material designation] = parallel title : other title information / statement of responsibility ; statement of responsibility.

The MARC tagging for the title and statement of responsibility area is as follows:

245 10 †a Title proper †h [general material designation] = †b parallel title : other title information / †c statement of responsibility.

The following points are commonly-used rules from AACR2R for the title and statement of responsibility area:

1.1B2 : If the title proper includes the name of the author or publisher, transcribe it as it appears.

Black & Decker's guide to home repair

1.1C1: Choose from the following general material designations. Common practice for most libraries is to use general material designations for all non-print materials.

<b>activity card</b>	art original
art reproduction	braille
cartographic material	chart
diorama	<b>electronic resource</b>
<b>filmstrip</b>	flash card
game	<b>kit</b>
manuscript	<b>microform</b>

microscope slide  
**motion picture**  
picture  
**slide**  
technical drawing  
toy  
**videorecording**

model  
music  
realia  
**sound recording**  
text  
**transparency**

At present, the Library of Congress uses only those general material designations listed in boldface print.

For materials for the visually impaired, you may add (large print) or (tactile) to any term. For example, for large print, use [text (large print)]

1.1F1: Transcribe statements of responsibility that appear prominently. Use the form in which the statements appear on the item. Do not add "by" or "and."

1.1F5: If three or more persons are performing the same function, omit all but the first and use "... [et al.]" to note the omission.

Tales of a raggedy cat / by Joseph Possum ... [et al.]

1.1F7: Include titles of nobility, honor, etc., only when a) the titles are necessary grammatically, b) omitting the information would leave only a person's given name or surname, c) the title is necessary for clarification, or d) the title is a title of nobility or a British term of honor.

1.1F8: Add a word or phrase to the statement of responsibility if the role of the person is not clear.

Fuming filth / [edited by] Sarah Fein.

1.1F13: If the author's name is part of the title, do not include it again as part of the statement of responsibility unless the author's name appears twice on the chief source of information.



## Exercise 1: Title and Statement of Responsibility Area

The instructor will give you copies of relevant pages from several books. Transcribe the title and statements of responsibility for each item.

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



5.

---

---

---

6.

---

---

---

7.

---

---

---

8.

---

---

---

9.

---

---

---

10.

---

---

---

---

## Edition Area

An edition is all of the copies that are made from the same original and published by the same entity.

The elements that make up the edition area are:

Edition	250	≠a
Remainder of edition statement	250	≠b

The **punctuation** of the edition area is as follows:

Edition / remainder of edition statement.

The MARC tagging for the edition area is as follows:

250    ~~bb~~    ≠a Edition / ≠b remainder of edition statement.

The following points are commonly-used rules from AACR2R for the edition area:

- 1.2B1:    Transcribe the edition statement as it appears. Use abbreviations from Appendix B and numbers from Appendix C.
- 1st ed.  
          3rd rev. ed.
- 1.2B3:    Assume the presence of the words "edition," "issue," or "version" to be sufficient reason for including an edition statement in the cataloging record.
- 1.2C1:    Include a statement of responsibility for the edition if the person is responsible for one or more of the editions but not all of the editions.
- 8th ed. / by Jacqueline Fortier.
- 1.2C2:    When you're not sure whether the statement of responsibility applies to all editions or only some editions, include the statement of responsibility in the title and statement of responsibility area instead of the edition area.



## Exercise 2: Edition Area

Using the examples the instructor gave you for Exercise 1, transcribe the edition statements for each item. Not all items will have edition statements. Leave those line numbers blank below.

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



6.

---

---

---

7.

---

---

---

8.

---

---

---

9.

---

---

---

10.

---

---

---

## Publication Area

The publication area includes information related to the publication and/or distribution of the item you are cataloging. This area is also known as the imprint.

The elements that make up the publication area are:

Place of publication	260 †a
Name of publisher	260 †b
Date of publication	260 †c

The **punctuation** of the publication area is as follows:

Place ; Second Place : Publisher, date, second date.

The MARC tagging for the publication area is as follows:

260 ~~bb~~ †a Place : †b Publisher, †c date.

The following points are commonly-used rules from AACR2R for the publication area:

1.4C1: Transcribe the place of publication as it appears on the item.

1.4C3: Include the name of the country, state, etc., if it is necessary for clarification. If the country, state, etc., does not appear on the piece but is necessary for clarification, include it in brackets. For example:

Des Moines, Iowa	(both appear on title page)
Newton [Iowa]	(Newton alone listed)

1.4C5: When there is more than one place of publication, you should generally transcribe only the first place listed. However, if the first city is outside the United States and a subsequent listed city is inside the United States, include both.

London ; New York : Dunlap, 1998.

1.4C6: If the place of publication is not certain, use brackets and a question mark.

[New York?] : Dunlap, 1998.

---

If you cannot determine the place of publication use [S.I.] (sine loco).

[S.I.] : Dunlap, 1998.

1.4D2: Give the name of the publisher in the shortest form possible that still allows it to be recognized internationally.

1.4D3: Include any phrases that indicate a function other than publishing.

New York : Printed for the Crime Club by Doubleday, 1998.

New York : Distributed by the Crime Club, 1998.

1.4D6: If you cannot determine the name of the publisher or distributor, use [s.n.] (sine nomine).

1.4D7: If you are not sure whether an entity is a publisher or manufacturer, treat the entity as the publisher.

1.4F1: Use the date of publication named in the edition area. Subsequent printings are usually identical to the first, and you should treat these as copies.

1.4F5: When the copyright date is different from the date of publication, you may include both. Library of Congress practice is always to include both.

New York : Dunlap, 1998, c1997.

1.4F6: If the item does not include a date of publication, give the copyright date instead.

---

1.4F7: You must include a date in the publication area. No date (n.d.) can no longer be used. You may use a question mark or a range of dates to indicate a probable date.

New York : Dunlap, [1998?]

New York : Dunlap, [199-?]

New York : Dunlap, [198-]

New York : Dunlap, [19-?]

New York : Dunlap, [2001 or 2002]

New York : Dunlap, [between 2000 and 2007]

1.4F8: If the item is published over several years, transcribe the earliest and latest dates separated by a hyphen.

New York : Dunlap, 1980-1985.



## Exercise 3: Publication Area

Using the examples the instructor gave you for Exercise 1, transcribe the publication area for each item.

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



6.

---

---

---

7.

---

---

---

8.

---

---

---

9.

---

---

---

10.

---

---

---

## Physical Description Area

The elements that make up the physical description area are:

Extent of item	300 †a
Other physical details	300 †b
Dimensions	300 †c
Accompanying material	300 †e

The **punctuation** of the physical description area is as follows:

Extent of item : other physical details ; dimensions + accompanying material.

The MARC tagging for the physical description area is as follows:

300   ~~00~~   †a Extent : †b Other physical details ; †c dimensions + †e accompanying material.

The following points are commonly-used rules from AACR2R for the physical description area:

1.5B1: Give the number of physical units in arabic numerals and provide a specific material designation.

326 p.  
2 v.  
1 sound cassette  
1 sound disc  
1 video disc  
1 videocassette

2.5B1: The following are commonly-used specific material designations for books:

leaf	a single sheet of paper with printed text or illustrations only on one side
page	a single sheet of paper with printed text or illustrations on both sides
plate	a leaf containing illustrations, with or without text, that is not included in the preliminary or main sequence of pages or leaves
volume	item consists of two or more physical units with two or more numbering sequences; item has one physical unit with various

---

numbering sequences or is looseleaf  
sheet one page with writing on one or both sides

2.5B2: Record the last numbered page or leaf of each section followed by the appropriate abbreviation.

iii, 645 p. : ill. ; 27 cm.

2.5B3: If the pages are not numbered, count the pages and enclose the number in brackets. If the pages are too numerous to count, give an estimate preceded by "ca." (circa). Library of Congress practice is to use "1 v. (unpaged)" instead of counting pages, except for rare books.

[45] p. : ill. ; 24 cm.

ca. 600 p. ; 28 cm.

1 v. (unpaged) ; 28 cm.

1.5B5: When you are cataloging a multipart item for which all of the parts have not yet been published, give the specific material designation preceded by three spaces.

v. ; 28 cm.

2.5B8: If the book has an irregular or complex numbering scheme, the Library of Congress practice is to use the phrase:

1 v. (various pagings) : ill. ; 28 cm.

2.5B10: List plates last in the extent of item area, regardless of where the plates are found within the item. The Library of Congress interpretation of this rule is to ignore unnumbered plates.

135 p., 43 p. of plates : col. ill. ; 30 cm.

350 p., 24 leaves of plates : ill. ; 28 cm.

2.5B24: If the item is large print, include the phrase "large print" in parentheses after the number of pages or volumes.

246 p. (large print) ; 24 cm.

2.5C1: In general, use the abbreviation "ill." for illustrations. Do not include illustrations on title pages and other minor decorations when determining whether an item is illustrated.

2.5C2: If all of the illustrations are of one type, give the appropriate term:

facsimiles	facsim.
illustrations	ill.
forms	
genealogical tables	geneal. tables
maps	
music	
photographs	photos.
plans	
portraits	ports.

If only some of the illustrations are of one type, use ill. first followed by one or more of the above terms.

2.5C3: Use "col." or "some col." when the illustrations are of two or more colors.

2.5C6: Use "all ill." or "chiefly ill." if the item is entirely or predominantly illustrations.

2.5D1: Measure books in centimeters. If the height of the book is between centimeters, round up.

2.5D2: If the width of the volume is:

- a. half the height, or
- b. greater than the height

give the height measurement times the width measurement.

45 p. : ill. ; 10 x 30 cm.

---

1.5E1: You may handle accompanying material in one of three ways:

- a. Catalog the item separately.
- b. Make a note.
- c. Include the item as part of the physical description.

297 p. : ill. ; 26 cm. + 1 computer disk.

186 p. ; 25 cm. + 1 pamphlet.



## Exercise 4 Physical Description Area

Transcribe the physical descriptions listed below into their proper format.

1. Preliminary pages: I-ix  
Main text paged: 11-83  
Illustrations: Drawings throughout the text with several family trees in Chapter 6  
Height: 26 centimeters

---

---

2. Preliminary pages: ii-xiii  
Main text paged: 1-25, 1A-74A, 1B-24B, 1C-57C, Index:1-Index:7  
Illustrations: Drawings and maps in black and white  
Height: 29 centimeters

---

---

3. Preliminary pages: I-viii  
Main text paged: 1-60  
Illustrations: Colored drawings on one side of 10 unnumbered pages in the center of the text; no other illustrations  
Size: 17.5 centimeters

---

---

---

4. Main text paged: 1-58  
Illustrations: Some black and white and some color with a portrait of the subject opposite the title page  
Size: 23 centimeters

---

---

5. Main text paged: 2-289; text is printed only on one side of each page  
Illustrations: Charts and black and white drawings  
Size: 20 centimeters wide and 22 centimeters tall  
Accompaniment: Inside back cover has a pocket containing one CD-ROM

---

---

6. Preliminary pages: 1-12  
Main text paged: 1-80  
Illustrations: Black and white portraits on four unnumbered pages at the end of the book  
Size: 18 centimeters  
Accompaniment: Inside back cover has a pocket containing four postcards

---

---

7. Main text paged: 2-36  
Illustrations: Color illustrations with no text  
Size: 26 centimeters wide and 15 centimeters high

---

---

---

8. Preliminary pages: iii-xxi  
Main text paged: 22-131  
Illustrations: none  
Size: 24.25 centimeters

---

---

9. Main text paged: Volume 1: 1-450  
Volume 2: 1-567  
Illustrations: Color maps, black and white drawings  
Size: 30 centimeters  
Accompaniment: Teacher's guide is 40 pages long, no illustrations, and 16 centimeters tall

---

---

10. Main text paged: Book is looseleaf; each chapter is paged according to chapter number (e.g., 1:1-1:16, 2:1-2:5, etc.)  
Illustrations: None  
Size: The pages are 28 centimeters tall and the notebook is 30 centimeters tall

---

---

## Series Area

The elements that make up the series area are:

Series title proper	440/490 †a
Other series title information	440/490 †a
Statements of responsibility	440/490 †a
ISSN	440/490 †x
Numbering	440/490 †v

The **punctuation** of the series area is as follows:

(Series title proper : other series title information / statements of responsibility, ISSN ; numbering)

The MARC tagging for the series area is as follows:

440    0    †a Series title proper : other series title information / statements of responsibility, †x ISSN ; †v numbering

The following points are commonly-used rules from AACR2R for the series area:

- 1.6B: Follow 1.1B for transcribing series (that is, transcribe series titles the same way you transcribe the title and statement of responsibility of an individual title).
- 1.6B2: If the series appears in more than one form on the item, choose the preferred form according to the list of prescribed sources. That is, for books, the series title page is given first preference.
- 1.6D1: Include a subtitle for the series only if it helps identify the series.
- 1.6E1: Include a statement of responsibility for the series only if it helps identify the series. The Library of Congress practice is to include the author for series titles such as "report" or "monograph."
- 1.6G1: Record all series numbers as arabic numerals regardless of the form on the item. Include "volume," "number," etc., when those words appear on the item. Use the abbreviations in Appendix B and C.

---

1.6J1: If the item is part of more than one series, create separate series statements for each series.



## Exercise 5: Series Area

Using the examples the instructor gave you for Exercise 1, transcribe the series area for each item. Not all items will have series statements. Leave those line numbers blank below.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



6.

---

---

---

7.

---

---

---

8.

---

---

---

9.

---

---

---

10.

---

---

---

---

## Notes Area

Notes are used to:

- , bring out more details about the item
- , justify a main or added entry which does not appear in another area of the description
- , emphasize parts of the description

There are three types of notes:

formal	note appears in a specified format
informal	note is constructed by the cataloger and should be written succinctly
quoted	information taken from the item or another source

The MARC tags for notes range from 500 to 599. The indicators and subfields vary.

The **punctuation** of the notes area is as follows:

Note.  
Print Constant: Note.

The following points are commonly-used rules from AACR2R for the notes area:

1.7A3: If a note corresponds to information given in another area of the descriptive cataloging record, give the elements in the order in which they would appear in that area. Use punctuation prescribed for that area. When including a quote in a note, use quotation marks and indicate the source of the quote unless it is from the chief source.

Originally published: New York : Dunlap, 1986.  
"Published for the Des Moines Art Center" – Pref.

1.7B: Transcribe notes in the order in which they are listed below. However, you may list any note first if you feel it has primary importance.

1.7B1: Nature, scope, or artistic form

Documentary

- 
- 1.7B2: Language of the item and/or translation or adaptation  
Spanish version of: Old man and the sea.
- 1.7B3: Source of title proper  
Title from cover.
- 1.7B4: Variations in title  
Spine title: The ghoul who ate spaghetti.
- 1.7B6: Statements of responsibility  
Based on the movie by Clint Eastwood.
- 1.7B7: Edition and history  
Rev. ed. of: The rain in Spain.
- 1.7B9: Publication, distribution, etc.  
Originally published: New York : Dunlap, 1987.
- 1.7B10: Physical description  
Leaves of plates are perforated.
- 1.7B11: Accompanying material and supplements  
Includes teacher's guide (46 p. ; 24 cm.)
- 1.7B12: Series  
Issued also as part of Goosebumps series.

- 
- 1.7B13: Dissertations  
Thesis (M.A.) – Iowa State University, 1989.
- 1.7B14: Audience  
For children aged 5-8.
- 1.7B16: Other formats  
Issued also in large print and braille.
- 1.7B17: Summary  
Summary: An egg sits on a wall, falls off, and is irretrievably broken.
- 1.7B18: Contents  
Contents: Vol. 1. The North – v. 2. The South – v. 3. The East – v. 4. The West.  
Includes bibliographical references.  
Includes index.  
Includes index and bibliographical references (p. 187-189)
- 1.7B19: Numbers borne by the item (other than standard numbers)  
Report no. 98-543899Q.
- 1.7B20: Copy being described, library's holdings, and restrictions on use  
Autographed copy.  
Library lacks v. 1.  
In library use only.



## Exercise 6: Notes Area

Construct proper notes for the following examples.

1. Your copy of the book is signed by the author.

---

---

2. The book ends with an index and has endnotes following each chapter.

---

---

3. You are cataloging a thesis that was written as part of the requirements for a Ph.D. at the University of Iowa. The degree was granted in 1997.

---

---

4. The book has no title page. You took the title and the statement of responsibility from the cover.

---

---

5. The book is a French translation of *When Pigs Fly*.

---

---

- 
6. The book is a reprint of a book that was published in Los Angeles in 1946. The original publisher was Hollywood Hills Publishing Company.

---

---

7. A pair of 3-D glasses, a sipping straw in the shape of Mickey Mouse's ears, and a poster accompanied the book.

---

---

8. On the title page, the title is *Mom's Guide to Better Skin*. On the spine, the title is *Better Skin According to Mom*.

---

---

9. The book is a collection of essays: *Nights* by Joy Fielding, *Days* by John Grisham, *Months* by Pat Conroy, *Weeks* by Robert B. Parker, and *Years* by Janet Lambert.

---

---

10. The introduction begins with the following sentence: "This book is an expanded version of a short story that was originally published in *Once Upon a Time*."

---

---

## Standard Number Area

The standard number area is for the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN). Other numbers such as the Superintendent of Documents number or publisher numbers should be given in the notes area.

The elements that make up the standard number area are:

Standard number	020/022‡a
Terms of availability	020 ‡c

The **punctuation** of the standard number area is as follows:

ISBN 0-123-45-6789 : \$20.00 (pbk.)  
ISSN 0002-4539.

The MARC tagging for the standard number area is as follows. Note that when inputting the information in a MARC record, you do not input the phrase "ISBN" or "ISSN" nor do you include hyphens for the ISBN.

020	‡b	‡a 0123456789 :	‡c \$20.00 (pbk.)
020	‡b	‡a 9780123456789	
022	‡b	‡a 0002-4539	

The following points are commonly-used rules from AACR2R for the standard number area:

1.8B2: If the item has more than one standard number, give the one which matches the item that you are cataloging. You may include a brief qualification for the number (e.g., pbk., bound, etc.)

1.8B4: If you know that the number on the item is incorrect, supply the correct number followed by "(corrected)."

ISBN 0-123-45-6788 (corrected) : \$20.00.

1.8D1: Transcribe the terms of availability briefly. The Library of Congress interpretation of this rule is to include the price of the item if the item was published within the current three years.

ISBN 0-123-45-6788 (corrected) : \$20.00.



## Exercise 7: Standard Number Area

Using the examples the instructor gave you for Exercise 1, transcribe the standard number area for each item. Not all items will have standard numbers. Leave those line numbers blank below.

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



5.

---

---

---

6.

---

---

---

7.

---

---

---

8.

---

---

---

9.

---

---

---

10.

---

---

---























## Answers to Exercise 1: Title and Statement of Responsibility Area

The instructor will give you copies of relevant pages from several books. Transcribe the title and statements of responsibility for each item.

1. Celtic fire : the passionate religious vision of ancient Britain and Ireland / edited by Robert Van de Weyer.
2. Censorship : opposing viewpoints / Lisa Orr, book editor.
3. Chinese mythology / Anthony Christie.
4. Emily Post's Etiquette.
5. The encyclopedia Americana.
6. "I ain't much, baby – but I'm all I've got" / Jess Lair.
7. The life of Andrew Carnegie / by Burton J. Hendrick ; introd. to the J. & J. Harper ed. by Louis Hacker.
8. The New Yorker book of all-new cat cartoons.
9. A spirited resistance : the North American Indian struggle for unity, 1745-1815 / Gregory Evans Dowd.
10. Turmoil on the campus / edited by Edward J. Bander.



## Answers to Exercise 2: Edition Area

Using the examples the instructor gave you for Exercise 1, transcribe the edition statements for each item. Not all items will have edition statements. Leave those line numbers blank below.

- 1.
- 2.
3.     New rev. ed.
4.     16th ed. / Peggy Post.
5.     International ed.
6.     Expanded ed.
7.     1st J. & J. Harper ed.
8.     1st ed.
- 9.
- 10.



## Answers to Exercise 3: Publication Area

Using the examples the instructor gave you for Exercise 1, transcribe the publication area for each item.

1. New York : Doubleday, 1991, c1990.
2. San Diego, CA : Greenhaven Press, c1990.
3. New York : P. Bedrick Books, 1985, c1983.
4. New York : HarperCollins, c1997.
5. Danbury, Conn. : Grolier, c1998.
6. Garden City, N.Y. : Doubleday, c1972.
7. New York : Harper & Row, 1969.
8. New York : Knopf, 1998.
9. Baltimore, Md. : Johns Hopkins University Press, c1992.
10. New York : H. W. Wilson, 1970.



## Answers to Exercise 4: Physical Description Area

Transcribe the physical descriptions listed below into their proper format.

1. Preliminary pages: i-ix  
Main text paged: 11-83  
Illustrations: Drawings throughout the text with several family trees in Chapter 6  
Height: 26 centimeters

**83 p. : ill., geneal.tables ; 26 cm.**

2. Preliminary pages: ii-xiii  
Main text paged: 1-25, 1A-74A, 1B-24B, 1C-57C, Index:1-Index:7  
Illustrations: Drawings and maps in black and white  
Height: 29 centimeters

**1 v. (various pagings) : ill., maps ; 29 cm.**

3. Preliminary pages: i-viii  
Main text paged: 1-60  
Illustrations: Colored drawings on one side of 10 unnumbered pages in the center of the text; no other illustrations  
Size: 17.5 centimeters

**viii, 60 p., [10] leaves of plates : col. ill. ; 18 cm.**

4. Main text paged: 1-58  
Illustrations: Some black and white and some color with a portrait of the subject opposite the title page  
Size: 23 centimeters

**58 p. : ill. (some col.), port. ; 23 cm.**

5. Main text paged: 2-289; text is printed only on one side of each page  
Illustrations: Charts and black and white drawings  
Size: 20 centimeters wide and 22 centimeters tall  
Accompaniment: Inside back cover has a pocket containing one CD-ROM

**289 leaves : ill. ; 22 x 20 cm. + 1 computer disc (5 1/4 in.)**

6. Preliminary pages: 1-12  
Main text paged: 1-80  
Illustrations: Black and white portraits on four unnumbered pages at the end of the book  
Size: 18 centimeters  
Accompaniment: Inside back cover has a pocket containing four postcards

**12, 80 p., [4] plates : port. ; 18 cm. + 4 postcards.**

7. Main text paged: 2-36  
Illustrations: Color illustrations with no text  
Size: 26 centimeters wide and 15 centimeters high

**36 p. : all col. ill. ; 15 x 26 cm.**

8. Preliminary pages: iii-xxi  
Main text paged: 22-131  
Illustrations: none  
Size: 24.25 centimeters

**131 p. ; 25 cm.**

9. Main text paged: Volume 1: 1-450  
Volume 2: 1-567  
Illustrations: Color maps, black and white drawings  
Size: 30 centimeters  
Accompaniment: Teacher's guide is 40 pages long, no illustrations, and 16 centimeters tall

**2 v. : ill., col. maps ; 30 cm. + 1 teacher's guide (40 p. ; 16 cm.)**

- 
10. Main text paged: Book is looseleaf; each chapter is paged according to chapter number (e.g., 1:1-1:16, 2:1-2:5, etc.)  
Illustrations: None  
Size: The pages are 28 centimeters tall and the notebook is 30 centimeters tall

**1 v. (loose-leaf) ; 30 cm.**



## Answers to Exercise 5: Series Area

Using the examples the instructor gave you for Exercise 1, transcribe the series area for each item. Not all items will have series statements. Leave those line numbers blank below.

- 1.
2.     Opposing viewpoints series
3.     Library of the world's myths and legends
- 4.
- 5.
- 6.
7.     The Allan Nevins reprints in American economic history
- 8.
9.     The Johns Hopkins University studies in historical and political science ; 109th ser., 4
10.    The reference shelf ; vol. 42, no. 3



## Answers to Exercise 6: Notes Area

Construct proper notes for the following examples.

1. Your copy of the book is signed by the author.

**Library's copy signed by the author.**

2. The book ends with an index and has endnotes following each chapter.

**Includes index and bibliographical references.**

3. You are cataloging a thesis that was written as part of the requirements for a Ph.D. at the University of Iowa. The degree was granted in 1997.

**Thesis (Ph.D.) – University of Iowa, 1997.**

4. The book has no title page. You took the title and the statement of responsibility from the cover.

**Title from cover.**

5. The book is a French translation of *When Pigs Fly*.

**French translation of *When pigs fly*.**

6. The book is a reprint of a book that was published in Los Angeles in 1946. The original publisher was Hollywood Hills Publishing Company.

**Originally published: Los Angeles : Hollywood Hills Pub. Co., 1946.**

- 
7. A pair of 3-D glasses, a sipping straw in the shape of Mickey Mouse's ears, and a poster accompanied the book.

**Accompanied by a pair of 3-D glasses, a sipping straw in the shape of Mickey Mouse's ears, and a poster.**

8. On the title page, the title is *Mom's Guide to Better Skin*. On the spine, the title is *Better Skin According to Mom*.

**Spine title: Better skin according to Mom.**

9. The book is a collection of essays: *Nights* by Joy Fielding, *Days* by John Grisham, *Months* by Pat Conroy, *Weeks* by Robert B. Parker, and *Years* by Janet Lambert.

**Contents: Nights / Joy Fielding – Days / John Grisham – Months / Pat Conroy – Weeks / Robert B. Parker – Years / Janet Lambert.**

10. The introduction begins with the following sentence: "This book is an expanded version of a short story that was originally published in *Once Upon a Time*."

**"This book is an expanded version of a short story that was originally published in Once upon a time" – Introd.**



## Answers to Exercise 7: Standard Number Area

Using the examples the instructor gave you for Exercise 1, transcribe the standard number area for each item. Not all items will have standard numbers. Leave those line numbers blank below.

1. ISBN 0-385-41958-9.
2. ISBN 0-89908-454-0 (pap.)  
ISBN 0-89908-479-6 (lib.)
3. ISBN 0-87226-015-1.
4. ISBN 0-06-270078-2 (thumb indexed)
5. ISBN 0-7172-0130-9 (set : alk. paper)
- 6.
- 7.
8. ISBN 0-375-40108-3.
9. ISBN 0-8018-4236-0.
10. ISBN 0-8242-0411-5.