Virtual AskQC Office Hours

2xx fields, not just a title

OCLC Metadata Quality
August 2022
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Enter questions in chat to “Everyone” at any time during the presentation.
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Enter questions in chat to “Everyone” at any time during the presentation.

After the session, you will receive an email with a link to an optional survey.
On the call today

Cynthia Whitacre
Senior Metadata Operations Manager

Charlene Morrison
Database Specialist

Robin Six
Database Specialist

Megan Johnson
Database Specialist

Bryan Baldus
Consulting Database Specialist

On the call today

August 2022
2xx fields, not just a title

Robin Six
Database Specialist

Charlene Morrison
Database Specialist
21x-24x fields

- The 21x-24x fields contain the title of the work, expression, or manifestation and the variant and former titles that apply to that manifestation.
  - Title on prescribed source
  - Title that collocate works
  - Titles that distinguish different works or expressions
  - Titles for continuing resources

Today, I'll be covering the fields 210-247, which are the title related fields and later in the presentation Robin will be walking us through the other 2xx fields.
An abbreviated key title is supplied by ISSN centers based on field 222. Other abbreviated titles are supplied by cataloging agencies, including abstracting and indexing services. The abbreviated title is either created by the agency supplying the field or taken from the item.

Title and Keyword index
The title is formed from title information transcribed from a piece of the continuing resource and is constructed with qualifiers to make it unique when necessary. National centers assign ISSNs and key titles. You may enter the ISSN and key title if you are inputting a new record and the ISSN and key title are clearly labeled on the item. If you are inputting a record for a microform or photocopy reproduction, you may transfer the ISSN and key title from the record for the original item to the record for the reproduction.

Indexes: Derived title, title, unique serial title, and keyword indexes
210 & 222 Examples

- ISSN Center assigned abbreviate and key titles
  210 0 Plant prot. bull. ṭb (Faridabad)
  222 0 Plant protection bulletin ṭb (Faridabad)

- Other cataloging agency assigned abbreviated title
  210 0 Newsl ṭb (Calif Med Assoc)
240 Uniform Title

- Together with the name in fields 100, 110, or 111, the preferred title forms the authorized access point that identifies an item especially if it has appeared under varying titles.
- Indexed: Yes
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Required if applicable (full and minimal level records)
- Not a repeatable field

It also distinguishes similar works and expressions.

Indexes: Derived title, title, uniform title, and keyword indexes
240 Examples

• Authorized access point formed by the 100 and 240 fields
  100 1  Farrenc, Louise, ‡d 1804-1875, ‡e composer
  240 10 Quintets, ‡m piano, violin, viola, cello, double bass, ‡n no. 1,
           op. 30, ‡r A minor

• Authorized access point formed by the 110 and 240 fields
  110 1  United States. ‡b Congress. ‡b Senate. ‡b Committee on Banking,
           Housing, and Urban Affairs, ‡e author
  240 10 Financial Stability Oversight Council annual report to Congress (2013)
If a translated title appears as a parallel title on the item, use field 245 or field 246 as appropriate. Use only for translations, not transliterations.

Indexes: Title and keyword indexes
242 Example

- Translation by cataloging agency of a journal title
  242 00 Annals of chemistry. Œn Series C, Œp Organic chemistry and biochemistry Œy eng
  245 00 Anales de química. Œn Serie C, Œp Química orgánica y bioquímica : Œb publicación de la Real Sociedad Española de Química
Field 243 was used for preferred titles of a collective nature (e.g., Works) that are not distinctive enough for an added title access point. OCLC prefer use of field 240 in place of field 243 when entering or replacing data in WorldCat records.

Indexes: Derived title, title, uniform title, and keyword indexes
245 Title Statement

• The title and statement of responsibility.
  • title proper
  • alternative title
  • parallel title(s)
  • other title information
  • remainder of the title page transcription
  • statement(s) of responsibility
  • part/section number and name

• Indexed: Yes
• Transfer in merge: No
• PCC records: May not be added to and/or edited
• Mandatory (full and minimal level records)
• Not a repeatable field

Indexes: Title, derived title, keyword, and name indexes
245 Examples

- Title with statement of responsibility and parallel title
  245 00 Betail et volaille / ℃ Bureau des statistiques de Québec = Livestock and
  poultry / Quebec Bureau of Statistics

- Title with part number and part title along with other title information
  245 00 Deutsche Bibliographie. ℃p Wöchentliches Verzeichnis. ℃n Reihe B, ℃p
  Beilage, Erscheinungen ausserhalb des Verlagsbuchhandels : ℃b
  Amtsblatt der Deutschen Bibliothek

- Title supplied by cataloger
  245 05 [The part of Pennsylvania that lies between the forks of the
  Susquehannah, divided into townships]
For items containing several works but lacking a collective title, field 246 is used only for titles related to the title selected as the title proper, usually the first work named in the item. Titles related to other works are recorded in field 740.

Indexes: Title, derived title, and keyword indexes
246 Examples

- Other title found on resource
  245 10 Live at Moers Festival / ‡c European Jazz Quintet.
  246 1 ‡i Additional title on container: ‡a Live at International New Jazz Festival

- Parallel titles
  245 00 Tekstiititeollisuuden vuosikirja = ‡b Textilindustrins årsbok = The Textile industry yearbook.
  246 31 Textilindustrins årsbok
  246 31 Textile industry yearbook

- Cover title
  245 00 Monthly checklist of state publications.
  246 14 State publications monthly checklist
A former title proper is used when one cataloging record represents all former titles proper of a continuing resource (serial or integrating resource). Enter each former title or title variation in a separate 247 field.

**Integrating resources:** Under RDA, catalog an integrating resource under the latest title, with former titles noted in field 247 in the same record.

**Serials:** Note that current cataloging for serials affected by major changes in title or preferred access point must be successive entry cataloging, using 780 and 785 fields in place of the 247 field.

Indexes: Title, derived title, and keyword indexes
Now that we’ve looked at the various title related 2xx fields, I’m going to hand it over to Robin to lead us through the other 2xx fields.
25x-28x fields

- Use the 25x-28x fields for descriptive information about the manifestation, other than title related data.
  - This includes the edition statement, descriptive information related to specific forms of materials, as well as imprint and other publication source information and addresses.
**250 Edition Statement**

- the edition statement is a word or phrase appearing in the resource that normally indicates a difference in either content or form between the resource and a related resource
- Supply an edition statement if different items have identical descriptions
- Indexed: No
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Required if applicable field (full and minimal level records)
- Repeatable field
250 Examples

- Edition statement with a statement of responsibility
  250 Second edition / revised by M.C.F. Proctor

- Statement indicating the pre-publication state of a resource
  250 [Advance uncorrected proofs]

- Cataloger supplied edition statement for a geographic edition
  250 [Ohio edition]
### 251 Version Information

- Information relating to the version of a resource, preferably taken from a controlled vocabulary
- Indexed: No
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Required if applicable field (full and minimal level records)
- Repeatable field
251 Examples

251  Author's original ¶2 [version term source code]

251  Draft ¶2 [version term source code]

251  ¶3 Executive summary ¶a Preliminary draft ¶2 [version term source code]
254 Musical Presentation Statement

• In AACR2 cataloging, field 254 was used for the musical presentation statement for printed or manuscript music
• In RDA cataloging, use field 250 for musical presentation statements, which are now considered to be edition statements. Prefer the use of field 250 for all new cataloging.

• Indexed: No
• Transfer in merge: No
• PCC records: May not be added to and/or edited
• Required if applicable field (full and minimal level records)
• Not a repeatable field
254 Examples

• Pre-RDA musical presentation statements
  - Study score
  - Miniature score
  - Játszópartitúra = Playing score
255 Cartographic Mathematical Data

- Mathematical data associated with cartographic material, including a statement of scale, statement of projection, and/or a statement of bounding coordinates
- For celestial charts, it may also contain a statement of zone, declination data, and/or right ascension data, and/or equinox
- Indexed: Yes
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Required if applicable field (full and minimal level records)
- Repeatable field
255 Examples

255 Scale 1:24,000

255 Scales differ; ‡b polar stereographic projection

255 Scale not given ‡c (W 150°--W 30°/N 70°--N 40°)

255 Scale approximately 60 mm per 1° ‡d (Zones +90° to +87°, +87° to +81°, +81° to 75°...-27° to -33°; ‡e equinox 1950, epoch 1949-1958)
256 Computer File Characteristics

- Computer file characteristics that include the type of file (e.g., Electronic program) and the number of records, statements, etc. (e.g., 1250 records, 5076 bytes)
- Per AACR2, this area is no longer used for electronic resources

- Indexed: No
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Required if applicable field (full and minimal level records)
- Not a repeatable field
256 Examples

• Pre-AACR2 examples

   256  Electronic data (2 files: 800, 1250 records) and programs (3 files: 7260, 3490, 5076 bytes)

   256  Electronic program (1 file: 200 statements)

   256  Electronic programs (2 files: 4300, 1250 bytes)
257 Country of Producing Entity

- Name or abbreviation of the name of the countries, areas, etc., where the principal offices of the producing entities of a resource are located
- Entities in this instance are the production companies or individual named in the statement of responsibility in field 245 subfield ™c
- MARC 21 records cataloged according to Archival Moving Image Materials have the full form of the name of the countries in field 257

- Indexed: Yes
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Optional field (full and minimal level records)
- Repeatable field
257 Examples

257 United States

257 Spain ‡a Italy ‡a Austria

257 [Place of publication not identified]
258 Philatelic Issue Data

- Information about stamps, postal stationery, and all other documents created and/or used to signify pre-payment or payment due for postal services
- Stamps or other labels resembling the material described above, but which have no postal value
- Cancellations or other marks created and/or used by a postal administration to show evidence of postal usage
- Material bearing one or more of the items described above
- Indexed: No
- Transfer in merge: Yes
- PCC records: May not be added to and/or edited
- Optional field (full and minimal level records)
- Repeatable field
258 Examples

258 Newfoundland: ½b 5 pence

258 Nippon: ½b 120

258 Canada: ½b 1 cent, 5 cents, 10 cents

258 United States of America and other jurisdictions: ½b various denominations
260 Publication, Distribution, Etc.

- Information relating to the publication, printing, distribution, issue, release, or production of a work
- Use field 264 for RDA cataloging, and prefer use of field 264 for all new cataloging
- Indexed: Yes
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Required if applicable field (full and minimal level records)
- Repeatable field

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260 Examples

260  Santa Ana, Calif.: ‡b Doubleday Multimedia, ‡c 1973

260  Yerushalayim: ‡b E. Fisher, ‡c 744 [1983 or 1984]

• Resource started in 1964, changed place of publication from 1980-May 1993, then publisher in June 1993
  260  Paris: ‡a New York: ‡b Vogue ‡c 1964-
  260 2  ‡3 1980-May 1993: ‡a London: ‡b Vogue
  260 3  ‡3 June 1993-: ‡a London: ‡b Elle
263 Projected Publication Date

- The projected date of publication used in bibliographic records for items that have not yet been published, but which have been cataloged as part of a Cataloging-in-Publication (CIP), National Serials Data Program (NSDP), or similar program
- Such advance information comes from the publisher
- Indexed: No
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- National library and CIP participant use only (full and minimal level records)
- Not a repeatable field
263 Examples

• Date may be in the form yyyymm or yymm
  263  201908
  263  2302
264 Production, Publication, Distribution, Manufacture, and Copyright Notice

- Statement relating to the publication, printing, distribution, issue, release, or production of a work
- Field 264 is useful for cases where the content standard or institutional policies make a distinction between functions
- Indexed: Yes
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Required if applicable field (full and minimal level records)
- Repeatable field
264 Examples

• Production
  264 0 [Denver, Colorado?] : ‡b [producer not identified], ‡c [1940?]

• Publication
  264 1 Washington : ‡b U.S. G.P.O., ‡c 1981-

• Distribution
  264 2 [Place of distribution not identified] : ‡b Adirondack Distributors, ‡c 2012

• Manufacture
  264 3 Nassau, Bahamas : ‡b Executive Printers of the Bahamas Ltd., ‡c 2012

• Copyright notice date
  264 4 ‡c ©2009
270 Address

• Addresses and electronic access data (such as telephone, fax, TTY, etc.) associated with a bibliographic item
• Enter multiple addresses (such as mailing addresses or addresses corresponding to different physical locations of an item or facilities) in separate 270 fields

• Indexed: No
• Transfer in merge: No
• PCC records: May not be added to and/or edited
• Optional field (full and minimal level records)
• Repeatable field

And now I will pass it back to Cynthia
270 Examples

270 1 Gateway Publishing ‡a P.O. Box 786 ‡b North Adams ‡c MA ‡e 01247 ‡k 1-414-664-9343 ‡m info@prgguide.com

270 Bibliothèque américaine à Paris ‡a 10 rue du Général Camou ‡b Paris ‡d France ‡e 75007

270 ‡k 1-800-522-7116 ‡n 1-800-523-3494 (TTY)

270 P.O. Box 223 ‡b Broken Arrow ‡c OK ‡e 74013 ‡p Sgt. Kathy Hibner
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Thank you!

The Next Virtual AskQC Office Hours
With Great Power Comes Great Responsibility: Editing Bibliographic Records

Tuesday, 13 September at 10:00 AM Eastern
Thursday, 22 September at 4:00 PM Eastern

Registration and session links available at oc.lc/askqc

Send cataloging policy questions at any time to askqc@oclc.org

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