Virtual AskQC Office Hours
Cataloging Rare Materials Defensively
OCLC Metadata Quality
June 2023
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After the session, you will be directed to a brief, optional survey
On the Call Today

Cynthia Whitacre  
Senior Metadata Operations Manager

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Jay Weitz  
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Virtual AskQC Office Hours: Cataloging Rare Materials Defensively
Cataloging Rare Materials Defensively

Jay Weitz
Senior Consulting Database Specialist

Kate James
Program Coordinator
Metadata Engagement
Today We Will Cover

Thank you, Cynthia.

We'll begin with a brief review of the whole idea of "cataloging defensively," a history of the development of Duplicate Detection and Resolution, and a bit about what we mean when we talk about "rare materials." Then Kate will go into some detail about options for transcriptions, differentiating various kinds of editions and impressions, the importance of note fields, and such elements as a book's format, signatures, and field 510 references to published descriptions.
INTRODUCTION
OCLC’s “Cataloging Defensively” Page

When I first conceived the idea of “Cataloging Defensively” around 2010, we were wrapping up the five-year development and testing of the new Duplicate Detection and Resolution (DDR) software (about which, more in a few moments). We knew how much more powerful and exacting the new DDR would be, leading me to think about how much more important than ever it was to make sure that bibliographic records were as complete and accurate as possible so that the new DDR would behave correctly. After those years of concentrating on the careful cleaning up of duplicates, I flipped my perspective to try to help catalogers defend legitimately distinct records that might be mistaken for duplicates if they were not well-cataloged.

The entire OCLC “Cataloging Defensively” series is available on the “Cataloging Defensively” page of the OCLC website (https://help.oclc.org/WorldCat/Cataloging_documentation/Reference/Cataloging_defensively). The first presentation from 2010 was a general overview of “Cataloging Defensively.” We began producing these Virtual AskQC Office Hours in 2018 and have since created more than fifty all together. The second VAOH session from February 2018 was devoted to “Cataloging Defensively with Edition Statements” (https://help.oclc.org/WorldCat/Metadata_Quality/AskQC/Previous_AskQC_office_hours/1/toc).
00_2018_AskQC_office_hours), which is the most recent in the series, concentrated specifically on the use of edition statements. In between 2010 and 2018 were individual presentations devoted to maps, scores, sound recordings, and video recordings. Dealing with rare materials was the final one I had planned.

Please understand that the “Cataloging Defensively” presentations are not intended to serve as cataloging workshops, per se, but are designed to give some background to how OCLC’s Duplicate Detection and Resolution (DDR) software deals with bibliographic records, both generally and for specific bibliographic formats. The presentations have been intended to help catalogers use MARC 21 and the instructions in both RDA and AACR2 to the best advantage in making sure that DDR performs appropriately when encountering a record that is legitimately unique according to the descriptive conventions.
Other “Cataloging Defensively” Information

When to Input a New Record

OCLC *Bibliographic Formats and Standards* (BFAS), Chapter 4
https://www.oclc.org/bibformats/en/input.html

*Differences Between, Changes Within: Guidelines on When to Create a New Record*

ALA’s Association for Library Collections and Technical Services (ALCTS)
https://www.ala.org/alcts/sites/ala.org.alcts/files/content/resources/org/cat/differences07.pdf

Photo by Possessed Photography on Unsplash

Other “Cataloging Defensively” Information

OCLC’s “When to Input a New Record,” Chapter 4 of *Bibliographic Formats and Standards*, has long served to provide a common basis for decision-making in the cooperative creation of bibliographic records in WorldCat. “When to Input ...” has also been the public reflection of how OCLC’s matching algorithms (including Duplicate Detection and Resolution (DDR) and automated loading of records) are intended to work.

In 2004, what was then the American Library Association’s Association for Library Collections and Technical Services (ALCTS) first published “Differences Between, Changes Within: Guidelines on When to Create a New Record,” which supplemented the descriptive cataloging rules of AACR2. The document, revised in 2007, provides guidance to the cataloger who has found a WorldCat record that may be a near match to the item in hand about whether to use that record or to create a new one. Although ALCTS has since become part of ALA’s Core Division, “Differences Between” remains available as a free PDF file on the ALA Web site.

“Differences Between, Changes Within” is a valuable supplement to OCLC’s “When to Input,” but does not replace it for those who use WorldCat. On most major points, the two documents agree. There are, however, several areas in which OCLC, because of the unique cooperative nature of WorldCat, has chosen to differ. OCLC requests that users follow OCLC practice in these instances. “When to Input” and “DBCW” cannot deal with every possible situation; likewise, this Webinar cannot consider every possible situation.
Duplicate Detection and Resolution (DDR)

  - Dealt with Books format records only
  - 1.6 million Books duplicates merged

- **New DDR (developed 2005-2010)**
  - Deals with all bibliographic formats
  - Began late January 2010, completed “walk through WorldCat” late September 2010
    - 5.1 million duplicates merged
  - Continues to consider new and modified WorldCat records daily
    - Over 70.2 million duplicates merged (August 2009 through February 2023)

Duplicate Detection and Resolution (DDR)

OCLC’s Duplicate Detection and Resolution (DDR) software originally ran sixteen times through WorldCat between 1991 and 2005, eliminating a total of nearly 1.6 million duplicate records in the Books format.

In 2005, we began a project to thoroughly revamp DDR for the Connexion platform, taking advantage of all of its new capabilities as well as other advances in technology.

After four years of development and testing, in May 2009 we began to process small test subsets of WorldCat, an eventual total of roughly 500,000 records. During that phase we individually examined every single one of some 15,000 merges, fine-tuning our algorithms and retesting each time we found a merge that was incorrect.

In late January 2010, we began two parallel DDR processes, the first looking at each day’s new and updated records, the second “walking” the WorldCat database beginning with OCLC Record #1. That first process continues daily and has merged over 18 million duplicates. That second process completed on September 30, 2010, going through over 166 million records and merging 5.1 million duplicates. We have continued to monitor the results and encourage all users to report incorrect merges to us. We pull apart incorrect merges when possible and keep adjusting our algorithms to be as accurate as they can be. Since 2009, DDR has eliminated more than 70.2 million duplicate records.

Since the full implementation of the new DDR, it has been more important than ever to create a bibliographic record that clearly distinguishes itself from similar records in cases where separate records are justified. This presentation “Cataloging Rare Materials Defensively” attempts to instruct OCLC users about safeguarding justifiably unique bibliographic records for rare and archival materials that should not be merged.
Records Exempt from DDR: General

- All records with publication/production up to and including 1829
- All records for original rare/archival materials coded with any of 32 MARC Descriptive Convention Source Codes in field 040 subfield $e
  - In consultation with Rare Books and Manuscripts Section, Bibliographic Standards Committee of ACRL and with the rare and archival materials communities
  - amim, amremm, appm, bdrb, cco, cgcrb, dacs, dcarlisnaaf, dcgpm, dcrb, dcrmb, dcrmc, dcrmg, dcrmm, dcrmmss, dcrmr, dcrms, dmbsb, enol, estc, fiafcim, gihc, hmstcn, iosr, kam, nmxcmdf, ohcm, rad, ma, mab, vd16, vd17

From the very beginning of automated DDR back in 1991, records for resources with dates of publication/production earlier than 1801 had been set aside and not processed.

In 2011, in consultation with the Rare Books and Manuscripts Section (RBMS) of the Bibliographic Standards Committee of ACRL, we exempted from DDR all records for original materials that were coded with any of four descriptive conventions in field 040 subfield $e$: bdrb, dcrb, dcrmb, dcrms. In March 2016, we expanded that list of exempted rare and archival materials descriptive conventions to include twenty additional MARC Descriptive Convention Source Codes (http://www.loc.gov/standards/sourcelist/descriptive-conventions.html) in field 040 subfield $e$, following further consultations with the larger rare and archival materials communities. Another code announced by LC in September 2016 was added to that list, bringing the total to 25 codes. In 2020, as the result of additional discussions with RBMS, a more historically informed demarcation date, up to and including 1829, was implemented. In 2022, seven additional descriptive convention codes -- including “dcrmr” for the “RDA Edition” of “Descriptive Cataloging of Rare Materials” and the others highlighted in yellow -- were exempted from automated DDR processing, for a total of 32 codes.

- **amim**: Archival moving image materials (Washington: Library of Congress)
- **amremm**: Pass, Gregory A. Descriptive cataloging of ancient, medieval, Renaissance, and early-modern manuscripts (Chicago: Association of College & Research Libraries)
- **appm**: Hensen, Steven L. Archives, personal papers, and manuscripts (Washington: Library of Congress)
- **bdrb**: Bibliographic description of rare books (Washington: Library of Congress, Cataloging Distribution Service)
- **cco**: Cataloging cultural objects: a guide to describing cultural works and their images (Chicago: Visual Resources Association, American Library Association)
- **cgcrb**: Cataloging guidelines for creating Chinese rare book records in machine-readable form = 中文善本書機讀項目錄編目規則 (Research Library Group)
- **dacs**: Describing archives: a content standard (Chicago: Society of American Archivists)
• dcarlisnaaf -- Best Practices for Cataloging Artist Files Using MARC (ARLIS)
• dcpm: Descriptive cataloging guidelines for pre-Meiji Japanese books (Subcommittee on Japanese Rare Books, Committee on East Asian Libraries)
• dcrb: Descriptive cataloging of rare books (Washington, DC: Cataloging Distribution Service, Library of Congress)
• dcrmc: Descriptive cataloging of rare materials (Cartographic) (Chicago: Rare Books and Manuscripts Section of the Association of College and Research Libraries)
• dcrmg: DCRM(G): Descriptive cataloging of rare materials (Graphics) (Rare Books and Manuscripts Section, Association of College & Research Libraries)
• dcrmm: DCRM(M): Descriptive cataloging of rare materials (Music) (Rare Books and Manuscripts Section of the Association of College and Research Libraries)
• dcrmmss: DCRM(MSS): Descriptive cataloging of rare materials (Manuscripts) (Chicago: Rare Books and Manuscripts Section of the Association of College and Research Libraries)
• dcrmr -- Descriptive Cataloging of Rare Materials (RDA Edition) (Chicago: Rare Books and Manuscripts Section of the Association of College and Research Libraries)
• dcrms: Descriptive cataloging of rare materials (Serials) (Washington, DC: Cataloging Distribution Service, Library of Congress)
• dmbsb: Dokumentation av materialets behandling i SB 1700-1829 (Stockholm: Kungl. Biblioteket)
• enol: Ekspertiza i nauchno-tekhnicheskia obrabotka lichnykh arkhivnkh fondov: metodicheskie rekomendatsii (Moskva: Gosudarstvennaia biblioteka SSSR im. V. I. Lenin)
• estc: Eighteenth century short title catalogue, the cataloguing rules (London: The British Library)
• fiafcm -- FIAF moving image cataloguing manual (International Federation of Film Archives)
• ghc: Betz, Elisabeth W. Graphic materials (Washington: Library of Congress)
• hmstcn -- Handleiding voor de medewerkers aan de STCN ('s Gravenhage: Koninklijke Bibliotheek) [Short title catalog of the Netherlands]
• iosr: "Instruktsiia po opisaniiu slaviano-russkich rukopisei XI-XIV vv. dlia Svodnogo kataloga rukopisei, khraniaschchikhsia v SSSR" in Arkheologicheskii ezhegodnik za 1975 god. (Moskva: Izd-vo Akademii)
• kam -- Pravilnik za opis i pristup gradji u knjiznicama, arhivima i muzejima (Zagreb: Hrvatski drzavni arhiv : Muzejski dokumentacijski centar : Nacionalna i sveucilisna knjiznica u Zagrebu)
• ohcm: Matters, Marion E. Oral history cataloging manual (Chicago: Society of American Archivists)
• rad: Rules for archival description (Ottawa: Bureau of Canadian Archivists)
• rna: Regeln zur Erschließung von Nachlässen und Autographen (RNA)
• rnab -- Ressourcenerschließung mit Normdaten in Archiven und Bibliotheken (RNAB) für Personen-, Familien-, Körperschaftsarchive und Sammlungen
• vd17: Formalerschliessung nach dem Verzeichnis der Drucke des 17. Jahrhunderts (VD 17)
Records Exempt from DDR: Formats

- All records for **cartographic materials** with publication/production dates earlier than 1901
  - In consultation with MAGIRT CCC
- All records for **photographs** (Material Types *pht* and *pic*)
  - Usually supplied, generic, undifferentiable titles

In consultation with the American Library Association (ALA) Map and Geospatial Information Round Table (MAGIRT) Cataloging and Classification Committee (CCC), we have further exempted records for cartographic materials (Types “e” and “f”) with dates of publication earlier than 1901.

In addition, we exempt from DDR processing all records for resources that can be identified as photographs (Material Types “pht” for photograph and/or “pic” for picture). They are commonly unique, unpublished, and have cataloger-supplied, generic, undifferentiable titles and are otherwise described in ways that don’t lend themselves to being distinguished from each other, especially through automated means.

We also exempt from DDR all **Digital Collection Gateway records** (identified by particular codes in field 029 subfield $t$) and all **SCIPIO records** (identified by code “scipio” in field 042).
Cataloging Defensively Basics

Cataloging Defensively = Cataloging Carefully

• Be sure to search thoroughly
• When deriving a new record from an existing one, be sure to make all of the changes to the record that convinced you a separate record was justified in the first place
• When editing an existing record, be sure that you never change the essential identity of an existing bibliographic record to something else
• Be sure that the coding and tagging are correct and complete
• Be sure to proofread the record

Cataloging Defensively Basics

By far, the best advice you will ever hear about “Cataloging Defensively” is to catalog carefully. That includes:
• Be sure to search thoroughly
• When deriving a new record from an existing one, be sure that to make all of the changes to the record that convinced you a separate record was justified in the first place
• When editing an existing record, be sure that you never change the essential identity of an existing bibliographic record to something else
• Be sure that the coding and tagging of your resulting record are correct and complete
  • Miscoded fields and subfields, and missing subfields can cause data to be ignored or misinterpreted by an automated process
• Be sure to proofread the record
  • Use the spell-check provided in Connexion, but remember that not all typos will be caught by a spell-check
Cataloging Defensively Basics, cont.

Cataloging Defensively = Cataloging Carefully

Be sure that the record is internally consistent, with coded data corresponding correctly to descriptive data, including:

- **Ctry** and 260/264 subfield $a
- **Date 1** and 260/264 subfield $c
- **Form** coding for electronic resources, microforms, Braille, large print, when appropriate
- 006s to account for additional aspects of a resource, when appropriate
- 007s correctly reflecting physical characteristics, when appropriate
- 856 Second Indicator correctly coded, when appropriate

These elements are all taken into consideration by DDR’s algorithms, and any inaccuracies or inconsistencies might result in DDR not acting correctly.
Scope of “Rare Materials”

For rare and archival materials, remember to include in field 040 subfield $e$ the code of the descriptive convention (or conventions) that you have cataloged under. Including one of the 32 rare or archival codes will ensure that DDR ignores that record. This includes any resource that may not be literally “rare” but that your institution has chosen to catalog under one of those descriptive conventions in order to distinguish it from similar resources. Although that tradition goes back for generations, the introduction of *Descriptive Cataloging of Rare Materials (RDA Edition)* (DCRMR i.01.11) states it quite nicely: “The term ‘rare materials’ is used to refer to any special materials that repositories have chosen to distinguish from general materials by the ways in which they house, preserve, or collect them. Rarity in the narrow sense of ‘scarcity’ may or may not be a feature of these materials.” This can include such things as limited editions, annotated copies of larger printings, special collections in your institution that highlight aspects of a publication that may not be brought out under what we might call “ordinary” cataloging. Of course, there is no requirement that one of the descriptive conventions for rare materials must be used to catalog these resources. If you choose not to catalog such materials under one of the rare descriptive conventions, it is even more important that the general advice of the “Cataloging Defensively” series is taken into consideration.
Information about DCRM Manuals

Here is some information about the various DCRM manuals. The latest DCRM is “DCRM RDA Edition.” The manual was approved by the RBMS Executive Committee and officially published on February 2, 2022. Note that is described as a “minimum viable product containing book instructions only.” The format-specific DCRMs were written to align with AACR2 but are also used with RDA.
Other Manuals for Rare Materials

- Descriptive Cataloging of Ancient, Medieval, Renaissance, and Early Modern Manuscripts (AMREMM) for early manuscripts
- Describing Archives: A Content Standard (DACS) for archival materials, individual and collections
  - Replaced Archives, Personal Papers, and Manuscripts (APPM) in 2005
- Descriptive Cataloging Guidelines for Pre-Meiji Japanese Books (DCGPM) for Japanese printed books, manuscripts, scrolls, single-sheet publications (excluding maps and music), and Chinese books produced in Japan before the machine printing era
- Archival Moving Image Materials: A Cataloging Manual (AMIM), available via Cataloger’s Desktop

Other Manuals for Rare Materials

These are other manuals often used for certain types of rare materials.
**Artist Book Cataloged with DCRM(B)**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>040</td>
<td>DLC ǂb eng ǂe dcrmb ǂc DLC</td>
</tr>
<tr>
<td>100</td>
<td>1 Drucker, Johanna, ǂd 1952-</td>
</tr>
<tr>
<td>245</td>
<td>1 0 Jane goes out w' the scouts.</td>
</tr>
<tr>
<td>300</td>
<td>[8] pages : ǂb illustrations (linoleum prints) ; ǂc 32 cm</td>
</tr>
<tr>
<td>500</td>
<td>Letterpress printed in handset Century italic on Rives lightweight, four pages; printed in the garage of Rebis Press in Oakland; see Drucker, Chronology of books....</td>
</tr>
<tr>
<td>510</td>
<td>4 Drucker, J. Chronology of books from 1970 to 1994 (<a href="http://www.epc.buffalo.edu/authors/drucker/chron">www.epc.buffalo.edu/authors/drucker/chron</a>), ǂc 1980/2</td>
</tr>
<tr>
<td>710</td>
<td>2 Rebus Press.</td>
</tr>
<tr>
<td>710</td>
<td>2 Press Collection (Library of Congress) ǂ5 DLC</td>
</tr>
</tbody>
</table>

This is an example of a modern publication cataloged with DCRMB. Johanna Drucker is a well-known book artist. The cataloger may have chosen to use DCRMB because of the detailed information about illustrations, citation in field 510 of the *Chronology of books from 1970 to 1994* and the access points for Rebus Press and the Press Collection, which is copy-specific.

If your library owned a copy of this book and you wanted to catalog it using RDA, you would not input a new record. You could upgrade the record to RDA, adding “$e rda” to the 040 field after the subfield $e dcrmb. If you were to have a copy of the record in your local catalog, you might wish to delete the copy specific 710 in your local catalog record. It should not be removed from the WorldCat record.
Online (Manuscript)

<table>
<thead>
<tr>
<th>040</th>
<th>… +b eng +e rda +e pn +e dcrmm …</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>1 Dalayrac, N. +q (Nicolas), +d 1753-1809, +e composer.</td>
</tr>
<tr>
<td>245</td>
<td>1 4 Deux mots ou Une nuit dans la forêt.</td>
</tr>
<tr>
<td>260</td>
<td>0 [Italy] : +b [producer not identified], +c [1806?]</td>
</tr>
<tr>
<td>300</td>
<td>1 online resource (1 score (110 pages))</td>
</tr>
<tr>
<td>500</td>
<td>Production information supplied by cataloger.</td>
</tr>
<tr>
<td>588</td>
<td>Description based on online resource.</td>
</tr>
</tbody>
</table>

Online (Printed)

<table>
<thead>
<tr>
<th>040</th>
<th>… +b eng +e rda +e pn +e dcrmm …</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>1 Dalayrac, N. +q (Nicolas), +d 1753-1809, +e composer.</td>
</tr>
<tr>
<td>245</td>
<td>1 0 Deux mots ou Une nuit dans la forêt : +b comédie en un acte et en prose / +c paroles de Mr. Marsollier ; mise en musique par M. Dalayrac.</td>
</tr>
<tr>
<td>264</td>
<td>1 Paris : +b Madame Masson +c [1806?]</td>
</tr>
<tr>
<td>300</td>
<td>1 online resource (1 score (110 pages))</td>
</tr>
<tr>
<td>588</td>
<td>0 Online resource.</td>
</tr>
</tbody>
</table>

Online/Manuscript and Online (Printed)

In this case, we have records for two online resources, both cataloged using DCRM for Music, RDA, and the provider-neutral guidelines. On the left is the online version of the manuscript musical score. On the right is the online version of the printed musical score.

956677925 dcrmm manuscript score, online 110 pages
1028740766 dcrmm published score, online 110 pages
Transcription is not an issue specific to rare materials, but it is very important when considering whether a new record should be created for a rare resource.

Differences in capitalization, punctuation, and letterforms may indicate a different manifestation or just a difference in choice of cataloging instructions. Even knowing which cataloging standards were applied does not clarify the issue because the same instruction in the same standard often has an alternative saying to do the opposite. I have provided two examples from DCRM and RDA on the next slide.

All of these are valid transcriptions of the same title from a 1561 book by Lorenzo Valla (1407-1457) depending on which cataloging instructions are applied.

The DCRM manuals have instructions about transcribing ligatures (ae) and i/j and u/v. RDA has no special instructions about early letterforms, but LC-PCC PS for 1.4, Pre-Modern Forms of Letters covers i/j and u/v. The differences with the letters i/j and u/v are in part related to the evolution of the Latin language and in part related to printing conventions of the time period. The dashes were a printing convention used to split words and could be transcribed or omitted depending on cataloging instructions.

For example record in DCRM publication see
Different Options Available

- **DCRMR 0.4.05.1**: “… Generally normalize punctuation and capitalization based on current conventions, with an optional exception in punctuation (see 0.4.31.4). Optionally, retain original capitalization and punctuation following [RDA Toolkit: RDA Guidelines on basic transcription](#) and consistently apply it throughout the resource description.”

- **RDA 1.7.3 Punctuation**: “Transcribe punctuation as it appears on the source.” or Alternative: “If transcribing punctuation as it appears on the source significantly hinders clarity, either omit or modify the punctuation, as necessary.”
## 246 Fields for Variant Titles

<table>
<thead>
<tr>
<th>ISBN</th>
<th>Value</th>
<th>Count</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>245</td>
<td>1</td>
<td>0</td>
<td>Laurentij Vallae elegantiarum Latinae linguae libri sex ; ßb eiusdem, De reciprocatione sui &amp; suus libellus.</td>
</tr>
<tr>
<td>246</td>
<td>3</td>
<td></td>
<td>Laurentii Vallae elegantiarvm Latinæ linguae li-bri sex</td>
</tr>
<tr>
<td>246</td>
<td>3</td>
<td></td>
<td>Laurentii Vallae elegantiarum Latinae linguæ libri sex</td>
</tr>
<tr>
<td>246</td>
<td>3</td>
<td>0</td>
<td>Elegantiarum Latinae linguæ libri sex</td>
</tr>
</tbody>
</table>

Providing 246 fields for these variations in transcription is helpful to the user.
DIFFERENTIATING EDITIONS AND IMPRESSIONS
Supplied Edition Statement

• “If a manifestation lacks an edition statement but is known to contain significant changes from other editions, supply an edition statement, if considered important for identification or access.” (RDA 2.5.1.4, Optional Addition)

• “If transcribed information in the body of the description is not sufficient to distinguish the states, supply a statement of state in square brackets in the language and script of the cataloging agency.” (DCRM(G) 2B2.1.)

• Newer DCRMs specify to provide such information in a note rather than supplying an edition statement.
<table>
<thead>
<tr>
<th>Print, Published state</th>
<th>Print, Trial proof</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 1 0 Thew, Robert, †d 1758-1802.</td>
<td>100 1 Thew, Robert, †d 1758-1802</td>
</tr>
<tr>
<td>245 1 0 Second part of King Henry the Fourth. Act IV. Scene IV : †b The palace at Westminster. King Henry &amp; the Prince of Wales / †c painted by Josiah Boydell ; engraved by R. Thew, Histl. Engraver to H.R.H. the Prince of Wales.</td>
<td>245 1 0 [Second part of King Henry the Fourth. Act IV. Scene IV].</td>
</tr>
<tr>
<td>300 1 print : †b stipple engraving ; †c plate mark 57.5 x 42 cm, on sheet 66.8 x 52 cm</td>
<td>250 [Trial proof].</td>
</tr>
<tr>
<td>336 still image †b sti †2 rdacontent</td>
<td>300 1 print : †b stipple ; †c plate mark 56.6 x 42 cm, on sheet 65.5 x 52 cm</td>
</tr>
<tr>
<td>336 still image †b sti †2 rdacontent</td>
<td>336 still image †b sti †2 rdacontent</td>
</tr>
<tr>
<td>500 Title, artist, printmaker, publisher and date from published state.</td>
<td>500 Title, artist, printmaker, publisher and date from published state.</td>
</tr>
</tbody>
</table>

Trial proof: impression made before work on a printing plate or block is completed to check progress of the image (basically a draft)
Notes about Edition Information

• “If the resource does not contain an edition statement, but is known to contain significant changes from other editions, or an edition statement for it is provided by a reference source, do not supply an edition statement based on this information. Give the information in a note” (DCRM(M) 2B5.1.)
• “Always record edition information, such as an Edition statement that is provided by a bibliographic or reference source for resources not containing an edition statement, but known to contain significant changes from other editions, as a Note on edition statement” (DCRMR 3.26.32.1)
These are examples of different manifestations of the same Shubert score “Die Forelle” using the element Note on Edition Statement. “Deutsch 550” refers to a number entry in a thematic catalog of Schubert’s compositions.
The Importance of Notes

- Notes recorded in 5XX fields may provide important information identifying similar manifestations
- Notes may indicate different printings (different type-settings) that justify a new record for rare materials
- Copy-specific notes (590 or 5XX with ≠5) do not indicate different manifestations
### A bill (26 lines)

| 245 | 1 0 | A bill to establish an uniform system of bankruptcy throughout the United States. |
| 260 | [Philadelphia], Printed by Childs and Swaine, +c [1794?] |
| 300 | 13, [1] p.; +c 33 cm. (fol.) |
| 500 | Last line on p. [1] is numbered 26 and reads "for and recover the same in his own name and to his own use." |
| 510 | 4 Bristol +c B8949 |

### A bill (25 lines)

| 245 | 1 0 | A bill to establish an uniform system of bankruptcy throughout the United States. |
| 260 | [Philadelphia?], +b s.n., +c 1794? |
| 300 | 13, [1] p.; +c 34 cm. (fol.) |
| 500 | Last line on p. [1] is numbered 25 and reads "the same in his own name and to his own use." |
| 500 | Not in Evans or Bristol. |
| 500 | Signatures: [A]² B-C² D1. |
ELEMENTS FOR RARE MATERIALS

Note: These elements are often found in bibliographic records for rare materials, but they are not exclusive to rare materials.
Bibliographic Format

• RDA definition: “A proportional relationship between a whole sheet in a printed or manuscript resource, and the individual leaves that result if that sheet is left full, cut, or folded.”
• RDA 3.12 and DCRM R 6.29
• Bibliographic format identifies a manifestation by providing information about its leaves, e.g., chain-lines direction, uncut height, and watermark position
• May be recorded in field 300 and/or 340
  – Example: 300 39 pages :ǂb illustrations (woodcuts) ;ǂc 20 cm (8vo)
  – Example: 340 ǂm 8vo ǂ2 rdabf

This element can be recorded in field 300, field 340, or both. Subfield $m (Book format) was added to field 340 (Physical medium) in 2011.
<table>
<thead>
<tr>
<th></th>
<th>Hamlet 12mo</th>
<th>Hamlet 8vo</th>
</tr>
</thead>
<tbody>
<tr>
<td>245</td>
<td>1 0 Hamlet, Prince of Denmark : #b a tragedy</td>
<td>245 1 0 Hamlet, Prince of Denmark : #b a tragedy / #c written by Mr. William Shakespear.</td>
</tr>
<tr>
<td>260</td>
<td>London : #b Printed by J. Darby for M. Wellington at the King's Head, over</td>
<td>260 London [i.e. The Hague] : #b [s.n.], #c printed in the year 1710.</td>
</tr>
<tr>
<td></td>
<td>against St. Clement's Church, in the Strand, #c 1718.</td>
<td></td>
</tr>
<tr>
<td>300</td>
<td>107, [1] p. : #b 1 ill. (engraving) ; #c 17 cm (12mo)</td>
<td>300 127, [1] p. ; #c 17 cm. (8vo)</td>
</tr>
<tr>
<td>340</td>
<td>#m 12mo #2 rdabf</td>
<td>340 #m 8vo #2 rdabf</td>
</tr>
<tr>
<td>500</td>
<td>Signatures: A-i*.</td>
<td>500 Signatures: A-H*</td>
</tr>
<tr>
<td>510</td>
<td>4 ESTC #c T35952</td>
<td>510 4 ESTC #c N17297</td>
</tr>
</tbody>
</table>
Signatures

Image from Examples to Accompany Descriptive Cataloging of Rare Materials (Books), Example 7: Erasmus
https://www.loc.gov/cds/desktop/documents/DCRMBex/Images/DCRMBex_07C_ex07.jpg

• Signature: “A letter, numeral, symbol, or a group of such characters, printed at the foot of the rectos of the first few leaves of an intended gathering for the purpose of aiding binders in correctly assembling the sections” (DCRMR)

• Not an RDA element, but appropriate to record as Other Details of Extent (3.21.2.11)

• Covered by DCRMR 6.215.44
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>245</td>
<td>1 0</td>
</tr>
<tr>
<td>260</td>
<td>London: Printed by J. Darby for M. Wellington at the King's Head, over against St. Clement's Church, in the Strand, 1718.</td>
</tr>
<tr>
<td>300</td>
<td>107, [1] p.: 1 ill. (engraving); 17 cm (12mo)</td>
</tr>
<tr>
<td>500</td>
<td>Signatures: A-I⁶.</td>
</tr>
<tr>
<td>510</td>
<td>ESTC: T35952</td>
</tr>
</tbody>
</table>

<table>
<thead>
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<th>Value</th>
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</thead>
<tbody>
<tr>
<td>245</td>
<td>1 0</td>
</tr>
<tr>
<td>260</td>
<td>London [i.e. The Hague]: Printed in the year 1710.</td>
</tr>
<tr>
<td>500</td>
<td>Signatures: A-H⁸.</td>
</tr>
<tr>
<td>510</td>
<td>ESTC: N17297</td>
</tr>
</tbody>
</table>
References to Published Descriptions

• DCRMR 9.32.31
• Provides information from a published description about the manifestation
• Standard Citations Forms for Rare Materials Cataloging provides sources and instructions about citing them
  – Earlier versions of Standard Citations forms were book-focused and contained more abbreviations
### De anima R186612

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>245</td>
<td>1</td>
</tr>
<tr>
<td>264</td>
<td>1</td>
</tr>
<tr>
<td>300</td>
<td>[48], 400, [16] pages, viii leaves of plates (folded) : ✒ illustrations ; ✒ 16 cm (8vo)</td>
</tr>
<tr>
<td>500</td>
<td>Cf. Wing W2828 which has “Guilelm. Wells &amp; Robertum Scott” in the imprint.</td>
</tr>
<tr>
<td>510</td>
<td>ESTC ✒ R186612</td>
</tr>
<tr>
<td>510</td>
<td>Wing (CD-ROM, 1996), ✒ W2828</td>
</tr>
</tbody>
</table>

### De anima R186611

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>245</td>
<td>1</td>
</tr>
<tr>
<td>260</td>
<td>Londini : ✒ Prostant apud Gulielm. Wells, &amp; Robertum Scott, ✒ anno Dom. MDCLXXII [1672]</td>
</tr>
<tr>
<td>300</td>
<td>[54], 565 [i.e. 547], [16] p. : ill. ; 21 cm (4to)</td>
</tr>
<tr>
<td>510</td>
<td>ESTC ✒ R186611</td>
</tr>
<tr>
<td>500</td>
<td>Wing (CD-ROM, 1996), ✒ W2827</td>
</tr>
</tbody>
</table>

ESTC=English Short Title Catalogue

Wing refers to “Short-title catalogue of books printed in England, Scotland, Ireland, Wales, and British America, and of English books printed in other countries, 1641-1700” by Donald Wing
Reminders

• DDR tries both to differentiate legitimately separate records and to bring duplicates together
• Catalogers can assist DDR in both efforts by careful, accurate, and thorough cataloging
• Catalogers may help end users and each other by recording elements that distinguish among similar manifestations
• Keep in mind the cooperative environment of WorldCat and its variety
• If you believe a record has been merged incorrectly, email us (see next slide)

Cataloging Rare Materials Defensively: Conclusion

The contents of this presentation barely scratch the surface of what Duplicate Detection and Resolution tries to do. We have concentrated on a few ways in which you as a cataloger might be able to assist DDR in correctly differentiating between legitimately separate bibliographic records specifically for rare materials. We have merely touched upon many of the other “defensive cataloging” measures that can be applied more generally to many sorts of bibliographic materials. We have concentrated chiefly on how DDR tries to differentiate records and provided you with information about elements you might use to help users recognize the differences among similar manifestations, thereby helping your fellow catalogers know whether an existing record matches the manifestation they are cataloging.

We hope this presentation helps you think about how you catalog rare materials in the cooperative environment of WorldCat.

If you believe a record has been incorrectly merged with another, please email us. We can usually restore the records to their pre-merged state.
Questions

Thank you for your kind attention

askqc@oclc.org

When to Input a New Record

OCLC Bibliographic Formats and Standards (BFAS), Chapter 4
http://www.oclc.org/bibformats/en/input.html

Differences Between, Changes Within: Guidelines on When to Create a New Record

ALA’s Association for Library Collections and Technical Services (ALCTS)
https://www.ala.org/alcts/sites/ala.org.alcts/files/content/resources/org/cat/differences07.pdf

OCLC’s “Cataloging Defensively” Page
https://help.oclc.org/WorldCat/Cataloging_documentation/Reference/Cataloging_defensively

Questions

Thank you for your kind attention.

Outside of the context of this presentation, questions about “When to Input a New Record,” DDR, and other WorldCat quality issues may always be addressed to askqc@oclc.org.

On the screen, you see that AskQC address as well as the URLs for OCLC’s “When to Input a New Record,” the ALCTS document “Differences Between, Changes Within,” and OCLC’s “Cataloging Defensively” page.

Now it’s time for your questions.
We are publishing research findings from the Building a National Finding Aid Network project

- **IMLS National Leadership Grant project**
- **Project Goal:** Lay the foundation for a US finding aid network that serves as the central search point for all archival collections
- **Partners:** California Digital Library (lead), with partners at OCLC, the University of Virginia Library, Shift Collective, and Chain Bridge Group. The project also partnered with **statewide/regional finding aid aggregators** and **LYRASIS (ArchivesSpace)** as a technical consulting partner.

https://oc.lc/nafan-research
Building a National Finding Aid Network (NAFAN)

- OCLC led research with end users, archivists, and archival data
- Goal: Make archives more accessible
- Outputs: Five research reports
- Research will inform future NAFAN project activities

https://oc.lc/nafan-research
On the Call Today

Cynthia Whitacre
Senior Metadata Operations Manager

Jay Weitz
Senior Consulting Database Specialist

Kate James
Program Coordinator Metadata Engagement

Megan Johnson
Associate Data Analyst

Laura Ramsey
Senior Metadata Operations Manager

Virtual AskQC Office Hours: Cataloging Rare Materials Defensively
Thank You!

July 2023 Virtual AskQC Office Hours
Debiasing Dewey: Righting the past by rewriting the classification

Tuesday, 11 July at 10:00 AM Eastern
Thursday, 20 July 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