Virtual AskQC Office Hours

MARC Fields for Manuscripts and Archival Collections

OCLC Metadata Quality
November 2023
Housekeeping

This session is being recorded
Housekeeping

This session is being recorded

All session recordings, slides, and notes are available at oc.lc/askqc
Housekeeping

This session is being recorded

All session recordings, slides, and notes are available at oc.lc/askqc

Enter questions in chat to “Everyone” at any time during the presentation
Housekeeping

This session is being recorded.

All session recordings, slides, and notes are available at oc.lc/askqc.

Enter questions in chat to “Everyone” at any time during the presentation.

After the session, you will be directed to a brief, optional survey.
On the Call Today

Shanna Griffith
Senior Data Analyst

Cynthia Whitacre
Senior Metadata Operations Manager

Kate James
Program Coordinator
Metadata Engagement

Morris Levy
Consulting Database Specialist
MARC Fields for Manuscripts and Archival Collections

Kate James
Program Coordinator, Metadata Engagement
Today We Will Cover:

• Introduction
• Fixed Field Values
• Fields 338 and 340
• Field 524
• Field 856
• Fields for Archival Collections
• Conclusion
Cataloging Standards

- **Resource Description and Access (RDA)** for general cataloging including manuscripts and archival collections
- **Describing Archives: A Content Standard** (DACS) for archival materials, individual and collections
- **Descriptive Cataloging of Rare Materials (Manuscripts)** (DCRM(MSS)) for manuscripts, especially post-1600 manuscripts
- **Descriptive Cataloging of Ancient, Medieval, Renaissance, and Early Modern Manuscripts** (AMREMM) for early manuscripts
- **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
Manuscript Terminology

- **Manuscript**: “An unpublished document, either hand- or type-written.”—DCRMSS

- Types of manuscripts include
  - **Holograph**: manuscript written entirely in the hand of the author of the work
  - **Typescript**: manuscript produced with a typewriter

- A manuscript may also be a mixture of printed and unprinted content, e.g., a galley proof with manuscript annotations or a printed form with handwritten information
Examples of Manuscripts

Image of holograph letter, Library of Congress
(https://www.loc.gov/resource/mal.2460400/)

Image of typescript contract, Historic New Orleans Collection
(https://www.hnoc.org/virtual/shout-sister-shout/inspired)

Image of Cistercian gradual codex, Library of Congress
(https://www.loc.gov/item/2009536458/)

Image of manuscript map, Beineke Rare Book and Manuscript Library, Yale University
(https://collections.library.yale.edu/catalog/15234553)
Archival Collections Terminology

- **Archival collection**: “An organic accumulation of items created, received, and/or used by a person, family, or corporate body in the natural course of conducting their affairs. It may also be an artificial collection, intentionally acquired and assembled … reflects some common characteristic, e.g., a particular subject, theme, or form.”

- **Finding aid**: “A description of records that gives the repository physical and intellectual control over the materials and that assists users to gain access to and understand the materials.”
  - A finding aid may contain a summary, container list, biographical sketch, etc.

- **Bulk dates**: “The earliest and latest dates of the documents that constitute the largest part of the manuscripts being described.”

- **Inclusive dates**: “The earliest and latest dates of the materials being described, or of the activity in question as they relate to the materials being described.”

Definitions from DCRMMSS
Caveats about MARC Fields Covered

• This webinar discusses how these MARC fields may be used to describe manuscripts and archival collections
• All of the MARC fields discussed may be used for other types of resources
• This webinar does not cover MARC fields commonly used in cataloging all types of resources, e.g., 245, 500, and 650 fields
• Examples do not show all fields that would be used in cataloging
FIXED FIELD VALUES
OCLC Fixed Field

• This information applies to bibliographic records in Connexion and Record Manager.

• The OCLC Fixed Field consists of elements of the MARC 21 Bibliographic Leader and field 008, in addition to control fields 001 and 005.

• *Type*, *BLvl*, and *Ctrl* elements are part of the Fixed Field and may signify archival materials.
Working from a Material Type Template

• No template for sheets or manuscripts
• Eight Material Type Templates
  – Books: use for manuscripts with carrier type volume or sheet
  – Maps: use for manuscript sheet maps and atlases
  – Mixed Materials: use for collections in two or more forms with no predominant form, e.g., a collection of text, photographs, and sound recordings
  – Scores: use for manuscript sheet music
  – Other types are Computer Files, Continuing Resources, Sound Recordings, and Visual Resources
• Chose the appropriate material type template and adjust Type and Ctrl values as needed
• BLvl code might not need to be changed
Type: Type of Record Codes

• Code describes type of resource being cataloged
• Codes include
  – d=manuscript notated music
  – f=manuscript cartographic material
  – p=mixed materials
  – t=manuscript language material
• Note: The online system will not allow inappropriate combinations of \textit{Type} and \textit{BLvl}
BFAS Type: Type of Record>Special Guidelines

- Use the **Special Guidelines** section on the BFAS Type page to determine which code is appropriate.

<table>
<thead>
<tr>
<th>Material</th>
<th>Guideline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archival and rare material</td>
<td>Determine the form of material and use the appropriate code. ... For a manuscript letter, use code t. For a collection of mixed materials, use code p. ...</td>
</tr>
<tr>
<td>Manuscripts and unpublished materials</td>
<td>... Determine the form of material for a single manuscript or collection and use the appropriate code. For manuscript textual items, use code t. For manuscript notated music, use code d. For manuscript cartographic material, use code f. For online resources, use codes a, c, and e.</td>
</tr>
<tr>
<td>Mixed materials and kits</td>
<td>... For made-up collections in which no type of material predominates, use code p. For made-up collections in which one form of material predominates, use the appropriate code for that predominate material. ...</td>
</tr>
</tbody>
</table>
BLvl: Bibliographic Level

- All codes are valid for all formats except Books and Continuing Resources
  - For example, you using “s” (serial) if format is Books will give you a validation error message
- Codes are a, b, c, d, i, m, and s
- C (Collection): Made-up multipart group of items that were not originally published, distributed or produced together
- D (Subunit): A component of an archival unit described collectively elsewhere. A subunit may be folders, boxes, series, subgroups, or subcollections.
- M (Monograph/Item): A monograph is a nonserial item that is either complete in one part or complete or intended to be completed in a finite number of separate parts.
The following table outlines the relationship between formats and allowed Type and BLvl combinations.

<table>
<thead>
<tr>
<th>Format</th>
<th>Type</th>
<th>Name</th>
<th>BLvl</th>
</tr>
</thead>
<tbody>
<tr>
<td>BKS - Books</td>
<td>a</td>
<td>Language material</td>
<td>a, c, d, m</td>
</tr>
<tr>
<td></td>
<td>t</td>
<td>Manuscript language material</td>
<td></td>
</tr>
<tr>
<td>CNR - Continuing Resources</td>
<td>a</td>
<td>Language material</td>
<td>b, i, s</td>
</tr>
<tr>
<td>COM - Computer Files</td>
<td>m</td>
<td>Computer file</td>
<td>a, b, c, d, i, m, s</td>
</tr>
<tr>
<td>MAP - Maps</td>
<td>e</td>
<td>Cartographic material</td>
<td>a, b, c, d, i, m, s</td>
</tr>
<tr>
<td></td>
<td>f</td>
<td>Manuscript cartographic material</td>
<td>a, c, d, m</td>
</tr>
<tr>
<td>MIX - Mixed Materials</td>
<td>p</td>
<td>Mixed materials</td>
<td>c, d</td>
</tr>
<tr>
<td>REC - Sound Recordings</td>
<td>i</td>
<td>Nonmusical sound recording</td>
<td>a, b, c, d, i, m, s</td>
</tr>
<tr>
<td></td>
<td>j</td>
<td>Musical sound recording</td>
<td></td>
</tr>
<tr>
<td>SCO - Scores</td>
<td>c</td>
<td>Notated music</td>
<td>a, b, c, d, i, m, s</td>
</tr>
<tr>
<td></td>
<td>d</td>
<td>Manuscript notated music</td>
<td>a, c, d, m</td>
</tr>
<tr>
<td>VIS - Visual Materials</td>
<td>g</td>
<td>Projected medium</td>
<td>a, b, c, d, i, m, s</td>
</tr>
<tr>
<td></td>
<td>k</td>
<td>Two-dimensional nonprojected graphic</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o</td>
<td>Kit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>r</td>
<td>Three-dimensional artifact or naturally occurring object</td>
<td></td>
</tr>
</tbody>
</table>
Ctrl: Type of Control

- Indicates archival control status
- Codes are
  - blank=no specific type of control
  - a=archival
- Coding “a” means “The material is described according to archival descriptive rules, focusing on the contextual relationships between items and on their provenance rather than on bibliographic detail.”
- All forms of material can be coded “a”
- Individual manuscripts and archival collections may be coded blank or “a”
**Example: Manuscript Language Material**

<table>
<thead>
<tr>
<th>Type</th>
<th>t</th>
<th>[manuscript language material]</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLvl</td>
<td>m</td>
<td>[monograph/item]</td>
</tr>
<tr>
<td>Ctrl</td>
<td>a</td>
<td>[archival]</td>
</tr>
<tr>
<td>040</td>
<td>… ‡b eng ‡e dacs …</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>1</td>
<td>Lincoln, Abraham, ‡d 1809-1865.</td>
</tr>
<tr>
<td>245</td>
<td>1 0</td>
<td>President Abraham Lincoln letter to Secretary of War Edwin M. Stanton, ‡f 1863 Aug. 12.</td>
</tr>
<tr>
<td>300</td>
<td>1</td>
<td>item</td>
</tr>
<tr>
<td>336</td>
<td>text ‡b txt ‡2 rdacontent</td>
<td></td>
</tr>
<tr>
<td>337</td>
<td>unmediated ‡b n ‡2 rdamedia</td>
<td></td>
</tr>
<tr>
<td>338</td>
<td>sheet ‡b nb ‡2 rdacarrier</td>
<td></td>
</tr>
</tbody>
</table>
# Example: Manuscript Notated Music

<table>
<thead>
<tr>
<th>Type</th>
<th>d</th>
<th>[manuscript notated music]</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLvl</td>
<td>m</td>
<td>[monograph/item]</td>
</tr>
<tr>
<td>Ctrl</td>
<td>blank</td>
<td>[no specific type of control]</td>
</tr>
<tr>
<td>040</td>
<td>… b eng e rda e dcrmm …</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>1</td>
<td>Pacini, Giovanni, d 1796-1867, e composer.</td>
</tr>
<tr>
<td>245</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>300</td>
<td>1</td>
<td>score (4 pages) ; c 22 cm x 18 cm</td>
</tr>
<tr>
<td>336</td>
<td>notated music b ntm 2 rdacontent</td>
<td></td>
</tr>
<tr>
<td>337</td>
<td>unmediated b n 2 rdamedia</td>
<td></td>
</tr>
<tr>
<td>338</td>
<td>volume b n 2 rdacarrier</td>
<td></td>
</tr>
<tr>
<td>500</td>
<td>Bound manuscript vocal score …</td>
<td></td>
</tr>
</tbody>
</table>
Example: Mixed Materials

<table>
<thead>
<tr>
<th>Type</th>
<th>p</th>
<th>[mixed materials]</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLvl</td>
<td>c</td>
<td>[collection]</td>
</tr>
<tr>
<td>Ctrl</td>
<td>a</td>
<td>[archival]</td>
</tr>
<tr>
<td>040</td>
<td>…  b  e  dacs  …</td>
<td></td>
</tr>
<tr>
<td>245</td>
<td>0  0  0</td>
<td>Early cameras collection, 1889-1926.</td>
</tr>
<tr>
<td>300</td>
<td>2.6  f  linear ft. (7 boxes)</td>
<td></td>
</tr>
<tr>
<td>520</td>
<td>The collection includes a Kodak No. 2 camera manufactured by the Eastman Kodak Company and formerly owned by amateur photographer Mary King Porter, as well as a photograph album with photographic prints she made from images captured with the camera, September 1890-October 1891, of persons and sites in Minnesota and Wisconsin.</td>
<td></td>
</tr>
</tbody>
</table>
Example: Subunit of Collection

<table>
<thead>
<tr>
<th>Type</th>
<th>g</th>
<th>[projected medium]</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLvl</td>
<td>d</td>
<td>[subunit]</td>
</tr>
<tr>
<td>Ctrl</td>
<td>a</td>
<td>[archival]</td>
</tr>
<tr>
<td>040</td>
<td></td>
<td>… b eng e dacs …</td>
</tr>
<tr>
<td>300</td>
<td></td>
<td>63 videocassettes</td>
</tr>
<tr>
<td>773</td>
<td>0</td>
<td>8 From Harvard University, Radcliffe Institute, Schlesinger Library: a Chicago, Judy, d 1939- t Papers, 1947-2004 (inclusive), 1957-2004 (bulk) w (MH)007292643-1</td>
</tr>
</tbody>
</table>
FIELDS 338 AND 340

Image courtesy of Wikimedia Commons

Image courtesy of Wikimedia Commons
(https://commons.wikimedia.org/wiki/File:Why_Not_in_Vermont%3F_Postcard_1912.jpg)

Image courtesy of Wikimedia Commons
(https://commons.wikimedia.org/wiki/File:Haftarah_scroll_Hungarian_Jewish_Museum.jpg)
338 Carrier Type (R)

- Carrier type reflects the format of the storage medium and housing of a carrier in combination with the media type (which indicates the intermediation device required to view, play, run, etc., the content of a resource)
- A manuscript that is sheets bound or fastened together has carrier type **volume**
- A manuscript that is one or more unbound sheets has carrier type **sheet**
- A manuscript that is a small sheet of opaque material has carrier type **card**
- Three-dimensional artifacts, aka “realia,” have carrier type **object**
- An archival collection may have multiple carrier types
  - Could record all or predominant types
### 338 Example: Archival Collection (Frym Papers)

<table>
<thead>
<tr>
<th>Type</th>
<th>BLvl</th>
<th>245</th>
<th>338</th>
<th>351</th>
<th>506</th>
</tr>
</thead>
<tbody>
<tr>
<td>p</td>
<td>c</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[mixed materials]</td>
<td>[collection]</td>
<td>Gloria Frym papers.</td>
<td>sheet $#b$ nb $#2$ rdacarrier</td>
<td>volume $#b$ nc $#2$ rdacarrier</td>
<td>audiocassette $#b$ ss $#2$ rdacarrier</td>
</tr>
</tbody>
</table>
338 Example: Archival Collection (Cameras)

Type p [mixed materials]
BLvl c [collection]
245 0 0 Early cameras collection, ǂf 1889-1926.
300 2.6 ǂf linear ft. (7 boxes)
338 object ǂb nr ǂ2 rdacarrier
338 volume ǂb nc ǂ2 rdacarrier
520 The collection includes a Kodak No. 2 camera manufactured by the Eastman Kodak Company and formerly owned by amateur photographer Mary King Porter, as well as a photograph album with photographic prints she made from images captured with the camera, September 1890-October 1891, of persons and sites in Minnesota and Wisconsin.
340 Physical Medium (R)

- Physical description information that may also be found in fields 007, 008, 300, and 500
- Allows for use of controlled vocabulary terms with source specified in subfield ǂ2
- BFAS recommends using a separate field for each term
- May be used to record RDA elements Production Method (3.9), Base Material (3.6), Applied Material (3.7), and others
- Examples:
  - 340 ǂl Coptic bindings ǂ2 aat
  - 340 ǂd illumination (image-making process) ǂ2 aat
  - 340 ǂg parchment ǂ2 rdamat
  - 340 ǂg blue (color) ǂ2 aat
## 340 Subfields

<table>
<thead>
<tr>
<th>Subfield Code</th>
<th>Description</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>♠a</td>
<td>Material base and configuration (R)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠b</td>
<td>Dimensions (R)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠c</td>
<td>Material applied to surface (R)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠d</td>
<td>Information recording technique (R)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠e</td>
<td>Support (R)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠f</td>
<td>Reduction ratio value (R)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠g</td>
<td>Color content (R)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠h</td>
<td>Location within medium (R)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠i</td>
<td>Technical specifications of medium (R)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠j</td>
<td>Generation (R)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠k</td>
<td>Layout (R)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠l</td>
<td>Binding (R)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠m</td>
<td>Book format (R)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠n</td>
<td>Font size (R)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠o</td>
<td>Polarity (R)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠p</td>
<td>Illustrative content (R)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠q</td>
<td>Reduction ratio designator (R)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠0</td>
<td>Authority record control number or standard number (R)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠1</td>
<td>Real World Object URI (R)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠2</td>
<td>Source (NR)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠3</td>
<td>Materials specified (NR)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠6</td>
<td>Linkage (NR)</td>
<td>Authority control number or standard number (R)</td>
</tr>
<tr>
<td>♠8</td>
<td>Field and sequence number (R)</td>
<td>Authority control number or standard number (R)</td>
</tr>
</tbody>
</table>
340 Example: Manuscript Map

245 0 2 A map of the seat of war at New Orleans.
300 1 map: ǂb color; ǂc 23 x 32 cm
340 paper ǂ2 rdamat
340 ǂc ink ǂ2 rdamat
340 ǂc pencil ǂ2 rdamat
340 ǂc watercolour ǂ2 rdamat
340 ǂd drawing (image making) ǂ2 aat
340 ǂd handwriting ǂ2 aat
500 Pen-and-ink, pencil, and watercolor.

Image courtesy of Library of Congress (https://lccn.loc.gov/2012591006)
FIELD 524
524 Field Preferred Citation of Described Materials Note (R)

- A note about the format for the citation of the described materials that is preferred by the custodian
- RDA element Preferred Citation (2.16) and DACS Citation Note (7.1.5)
- Multiple citation formats for the same resource may be recorded in multiple instances of field 524
- Do not confuse with field 510, which is used in rare material cataloging for a citation in a published bibliographic description
524 Example: Archival Collection

100  1  Bringier, Louis Amedee, ‡d1828-1887.
245  1  0  Louis A. Bringier and family papers, ‡f 1786-1901 ‡g (bulk 1845-1880).
524  Louis A. Bringier and Family Papers, Mss. 43, 139, 544, Louisiana and Lower Mississippi Valley Collections, LSU Libraries, Baton Rouge, La.

Image of Bagatelle Plantation, Library of Congress
(https://www.loc.gov/resource/hhh.la0115.photos/?sp=5)
FIELD 856
856 Electronic Location and Access (R)

• Information required to locate and access electronic resources, including online resources
• May provide a URL for an online version of the resource (2nd indicator “1”) or an online version for a component part of the resource (2nd indicator “4”)
• May provide a URL for a related resource (2nd indicator “2”) such as a finding aid
• If the related resource is described in a bibliographic record, a linking entry may also be used
856 Indicators and Subfields

- **Note:** These are the ones most likely to be used in current cataloging of archival resources. This is not a complete list of indicators or subfields.

<table>
<thead>
<tr>
<th>1st Indicator</th>
<th>Second Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Blank]</td>
<td>1</td>
</tr>
<tr>
<td>[Blank]</td>
<td>Version of resource</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>Related resource</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Version of component part(s) of resource</td>
</tr>
</tbody>
</table>

**Subfields:**

- ǂu Uniform Resource Identifier (R)
- ǂ3 Materials specified (R)
- ǂz Public note (R)
- ǂ7 Access status (R)
  - 0 = Open Access; 1 = Restricted Access
Example: Version of Resource

100  1  Gandhi, ‡c Mahatma, ‡d 1869-1948, ‡e author
245  1  2  A common platform
300  6 sheets ; ‡c 23 x 15 cm
336  text ‡b txt ‡2 rdacontent
337  unmediated ‡b n ‡2 rdamedia
338  sheet ‡b nb ‡2 rdacarrier
500  Title from caption on leaf 1.
530  Also available in digital form on the Library of Congress Web site
856  4  1  ‡u https://hdl.loc.gov/loc.asian/asianscd.2002531352

Image courtesy of Library of Congress (https://www.loc.gov/item/2002531352)
### 856 Example: Finding Aid and Version of Component Parts

<table>
<thead>
<tr>
<th>Authority Record Number</th>
<th>Authority Record Title</th>
<th>Find Your Record</th>
<th>Finding Aid Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 1</td>
<td>Bringier, Louis Amedee, ‡d1828-1887.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>245 1 0</td>
<td>Louis A. Bringier and family papers, ‡f 1786-1901 ‡g (bulk 1845-1880).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>351</td>
<td>The papers are organized into five series: Financial and legal papers; Correspondence; Printed items and graphic materials; Writings; and Manuscript volumes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>555 8</td>
<td>Finding aid available.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>856 4 4</td>
<td>‡u <a href="https://louisianadigitallibrary.org/islandora/search/%22Mss.%2043%2C%20139%2C%20544%22?type=dismax">https://louisianadigitallibrary.org/islandora/search/%22Mss.%2043%2C%20139%2C%20544%22?type=dismax</a> ‡z View selected digitized letters from this collection in the Louisiana Digital Library</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FIELDS FOR ARCHIVAL COLLECTIONS
351 Organization and Arrangement of Materials (R)

• Information about the organization and arrangement of a collection of resources
• May be used in records for archival collections to provide the series, groups, etc., and patterns used in their arrangement
• RDA element System of Organization (7.8) and DACS element System of Arrangement (3.2)
• Subfields include: ǂa Organization (R); ǂb Arrangement (R); ǂc Hierarchical level (NR); ǂ3 Materials specified (NR)
351 Example: Archival Collection


300 63 videocassettes

351 Arranged in five series: I. The Dinner Party and responses to the work. II. Other art projects. III. Seminars and lectures. IV. Interviews. V. Documentaries.

The Dinner Party by Judy Chicago, Brooklyn Museum (https://www.brooklynmuseum.org/exhibitions/dinner_party/)
545 Biographical or Historical Data (R)

• A note with biographical information about an individual or historical information about an institution or event used as an access point
• For archival collections, used for the entity around whom the collection is organized
• DACS Administrative/Biographical History (2.7)
• First indicator values:
  – Blank=no information provided
  – 0=Biographical sketch
  – 1=Administrative history
Artist, feminist, and writer Judy Chicago was born Judy Cohen on July 20, 1939 in Chicago, Illinois. She studied at the Art Institute of Chicago and the University of California, Los Angeles, where she received her M.F.A. degree in 1964. Increasingly sensitive to the need for an environment in which women artists could express themselves freely without regard to the male-dominated art world, Chicago pioneered feminist art education programs at California State University at Fresno (1969-1971) and at the California Institute of the Arts (1971-1973), where she and artist Miriam Shapiro directed an installation called Womanhouse (1971). In 1973 she organized the Feminist Studio Workshop, the first independent feminist art education program in the country.
The Louisiana State University Department of Theatre was established in 1928. Swine Palace, a non-profit professional theatre company supporting the educational mission of the Department of Theatre, was created in 1992.
555 Cumulative Index/Finding Aids Note (R)

- A note identifying the availability of cumulative indexes and/or finding aids whose only or major focus is the described material
- For archival collections, tells user that a finding aid is available
- RDA Related Work (25.1) and DACS Finding Aids (4.6)
- Subfields include: ǂa Cumulative index/finding aids note (NR); ǂb Availability source (R); ǂu Uniform Resource Identifier (R)
- A URL for a finding aid may be provided in subfield ǂu of this field or in an 856 field
  - Where to record finding aid may depend upon indexing and display in local catalog
## 555 Example: Finding Aid Link in Field 856

<table>
<thead>
<tr>
<th>Field</th>
<th>Code</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>245</td>
<td>1</td>
<td>0 Curt Schuette collection of the New Almaden Corporation records, ǂf 1928-1944.</td>
</tr>
<tr>
<td>555</td>
<td>8</td>
<td>ǂb Finding aid available online and in Special Collections Reading Room.</td>
</tr>
<tr>
<td>856</td>
<td>42</td>
<td>ǂ3 Finding aid available online ǂu <a href="http://www.oac.cdlib.org/findaid/ark:/13030/ft3v19n631">http://www.oac.cdlib.org/findaid/ark:/13030/ft3v19n631</a></td>
</tr>
</tbody>
</table>
### 555 Example: Finding Aid Link in Field 555

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td></td>
</tr>
<tr>
<td>351</td>
<td></td>
</tr>
<tr>
<td>555</td>
<td>0</td>
</tr>
</tbody>
</table>
555 Example: No Link to Finding Aid

245 1 0 Charles White papers, ‡f 1968-1974.

500 Finding aid contains index to subjects and correspondence.

520 Correspondence, convention materials, minutes, financial reports, grievances, reports, and other materials relating to Charles White's activities as an officer of UAW Local 1112 in Lordstown, Ohio. Includes material relating to: Leonard Woodcock, Irving Bluestone, Gary Bryner and Bill Casstevens. Important subjects covered in the collection are: Health Care, Insurance, Production Standards and Methods and Skilled Trades.

555 8 Finding aid in the repository.

Note: Field 856 may be used in a holdings record instead of or in addition to a bibliographic record.
CONCLUSION
Cataloging Decisions Needed

• Which standard(s) to use
• What descriptive information is important to include in record
• How information should be recorded
  – Note
  – Structured description/controlled vocabulary
• Links and/or relationships to related resources
Common Mistakes to Avoid

- Incorrect carrier type term in field 338
- Using Fixed Field Type code “p” (mixed materials) for an archival collection of one type of material
- Using 2nd indicator “1” (publication) instead of “0” (production) in field 264
- Incorrect coding of 856 2nd indicator
  - Values changed in 2022
Words of Advice

• When using templates, verify field values are appropriate
• Read definitions of controlled vocabulary terms
• Field 500 may not be the best 5XX field, but information is better recorded there than not at all
• Remember cataloging manuscripts and archival collections may require a more flexible approach to description
BFAS Information

• Type: Type of Record
  – See Guidelines section for table with relationship between format templates
    and allowed Type and BLvl combinations
  – See Special Guidelines section for help determining Type codes

• BLvl: Bibliographic Level

• Ctrl: Type of Control

• See the appropriate field block in contents
  (https://www.oclc.org/bibformats/en.html) for other fields mentioned,
  e.g, see 3XX Fields for 340 Physical Medium
On the Call Today

Shanna Griffith
Senior Data Analyst

Cynthia Whitacre
Senior Metadata Operations Manager

Kate James
Program Coordinator
Metadata Engagement

Morris Levy
Consulting Database Specialist
Thank You!

2024 Virtual AskQC Office Hours
TBD

Registration and session links available at oc.lc/askqc

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

Photo by Eric Rothermel on Unsplash