BASICS OF CATALOGING WITH MARC CONTENT DESIGNATION

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CATALOGING PRINCIPLES:

- Cataloging can be considered an art;
- It offers uniformity to information that varies;
- Cataloging usually follows a system of rules;
- The potential catalog user is taken into consideration;
- The description is based on the physical item (as much as this is possible in today’s electronic world)
CATALOGING RULES:

- What are “cataloging rules”?
- They are an approach to organizing bibliographic information in a systematic way.
- They are a way to give order and consistency to disorder and inconsistency.
- Rules are usually sufficiently flexible to permit an acceptable treatment of exceptions.
HISTORY OF CATALOGING:

- An overabundance of books provokes the creation of the first library catalogs as guides to a collection
- The first catalogs were no more than lists of books
- The development of the idea of main entry arrive rather late in the history of cataloging
- There was a change in the philosophy of cataloging that corresponds to the development of computers and machine-readable data
ANTONIO PANIZZI (1797-1879)
THE FATHER OF ANGLO CATALOGING:

- Italian lawyer and man of letters (writer)
- Worked in the Library of the British Museum, 1856
- Created a catalog with a high level of bibliographic detail
- Introduced the idea of using movable cards in trays instead of pages in a book
- Continued a tradition that began before the Roman era in the Alexandrian Library
ANGLO-AMERICAN RULES FOLLOWING THOSE OF PANIZZI:

- Earliest rules published by the American Library Association, 1949
- Anglo-American Cataloguing Rules (AACR), 1968
- Anglo-American Rules incorporated ISDB in 1974
- Resource Description and Access (RDA) rules, under development, would replace AACR2 (not published).
CATALOGING ON CARDS:

- Use of paragraphs
  - Call number
  - Main entry
  - Body of the entry (title, edition, imprint, etc.)
  - Collation, pagination
  - Titles of publications in series
  - Subject headings
  - Secondary (added) entries

- Punctuation
  - Not standardized
  - Eventually replaced by ISBD standards
ARRIVAL OF THE COMPUTER:

- Precipitated by the catalog card crisis (too many cards!);
- Exacerbated by the lack of staff to file cards;
- Motivated by the promise of new services available to the public, based on the existence of machine-readable data;
- Accepted by librarians who wanted to improve and expand access to the materials they were providing to users of their collections
ISBD - International Standard Bibliographic Description

- Developed in Copenhagen in 1969 at the same time as MARC for bibliographic data;
- Separates the different parts of the bibliographic description of an item with;
- ISBD has been incorporated into most cataloging codes developed or modified since 1969;
- The description is divided into eight (8) sections
SECTIONS OF ISBD:

1) Title statement
2) Edition statement
3) General material designation (GMD)
4) Imprint statement
5) Physical description
6) Series (collection) statement
7) Notes
8) Standard numbers (ex.: ISBN, ISSN, ISMN)
CONNECTIONS BETWEEN ISBD, AACR & MARC:

- The fields and subfields in the MARC 21 formats correspond to the “areas” of ISBD;
- Chapters in AACR correspond to ISBD sections;
- Changes to the rules (in general) require corresponding changes in the MARC formats, or at least review to consider the accommodation of the data resulting from the revised rule in the MARC data elements;
- The three are used by the entire world; documentation has been translated in various languages.
SECTIONS OF ISBD AND MARC 21 FIELDS:

1) Title statement - Field 245
2) Edition statement - Field 250
3) General material designation - Field 340
4) Imprint statement - Field 260
5) Physical description - 3XX fields
6) Series statements - 4XX fields
7) Notes - 5XX fields
8) Standard numbers (ISBN, etc.) - 02X fields
MODERN CATALOGING STYLE:

- The MARC style is similar to the card style (the order of data is generally the same);
- Data is more standardized and codified;
- Records are divided into MARC data elements;
- ISBD principles are incorporated as much as possible into the MARC data (punctuation is sometimes suppressed at data element boundaries, particularly between fields)
ESTABLISHMENT OF DIFFERENT TYPES OF BIBLIOGRAPHIC RECORDS:

Types of MARC 21 bibliographic records:

1) Books and manuscripts
2) Cartographic material (maps)
3) Music
4) Audiovisual material
5) Films
6) Software programs
7) Periodicals (more accurately, a way of publishing and control of material)
ACCESS POINTS CORRESPOND TO AUTHORITY DATA ELEMENTS:

Categories of headings in MARC:

1) Personal name
2) Corporate name
3) Conference and meeting name
4) Uniform title
5) Subject/topical term
6) Geographic name
7) Genre/form
8) Chronological
9) Classification
OTHER TYPES OF RECORDS:

- Bibliographic data elements are related to elements in other types of records:
  
  1) **Holdings records** (information relative to a copy in a library--especially for periodicals; this type of record can be associated with a corresponding bibliographic record)

  2) **Community information record** (information about events, programs, organizations, and services available to the public)
ANALOGIES BETWEEN FORMATS:

- Sometimes, different MARC formats (MARC 21, UNIMARC, UKMARC, etc.) have analogous elements;
- These are different implementations of the MARC structure (ISO 2709);
- Although your library doesn’t use the same format as another, certain elements can be converted if necessary;
- The correspondence is not always perfect; certain formats offer less elements than others.
BIBLIOGRAPHIC ELEMENTS REQUIRED IN ALL MARC 21 RECORDS:

000 - Positions 05, 06, 07, 17, 18
001 - Control Number
003 - Control Number Identifier
005 - Date and Time of Last Transaction
008 - Positions 00-05, 06, 07-14, 15-17, 35-37
040 - Cataloging Source ($a, $c)
245 - Title Statement ($a)
260 - Imprint ($a, $b, $c)
300 - Physical Description ($a, $c)
OTHER COMMON ELEMENTS:

02X - Standard Numbers
084 - Classification
1XX - Main Entry (only one permitted)
440 - Series Statement
5XX - Notes (500, 502, 504, 505, 520)
6XX - Subject Entries (650, 651)
7XX - Added Entries
852 - Location
WORKFLOW WITH MARC:

The creation of a bibliographic record requires at least three steps:

1) Physical inspection of the bibliographic item
2) Selection and organization of bibliographic data according to cataloging rules and local procedures
3) Choice of elements from the MARC format for each piece of bibliographic information
4) Entry of bibliographic information into the system
CHOICE OF FIELDS:

- The choice of fields depends on the information to be input.
- Cataloging rules control the choice of fields, not the MARC format.
- For example: when there is a title to transcribe, a choice is made among the MARC title fields available for use.
- One must avoid the tendency to make decisions based purely on the format.
WORKFLOW PROBLEMS:

- At times, catalogers are limited in the choice of bibliographic elements by the implementation of the MARC format in their library.

- By lack of familiarity with the MARC format, it may be difficult to relate bibliographic data with corresponding MARC data elements.

- It is difficult or impossible to create a MARC record without applying some kind of cataloging rules.
POTENTIAL SOLUTIONS TO THIS PROBLEM:

- In future MARC documentation, cataloging rules and other documentation may be integrated by means of hypertext links;

- Sophisticated interfaces will facilitate data entry and the introduction of MARC content designation, including coded data and required MARC data elements

- Harvesting of metadata may make some electronic resources virtually “self-cataloging”
THE CHALLENGE OF NEW TECHNOLOGY:

- We are still in the infancy of automation;
- Each year, computer hardware and software (programs) is changed and improved;
- Public demand for more information and better access continues to develop;
- The role of libraries and their databases is changing, but libraries continue to be on the “cutting edge” of technology and information sharing.