



Module 2:

Identifying Manifestations (aka Bibliographic Records)

-- but not authorized access points
or relationships

RDA bibliographic records

- Two clues that the record is an RDA bibliographic record:
 - **Leader/18**: value “**i**” (ISBD)
 - **040** \$a DLC **\$b eng** \$c DLC **\$e rda**
[subfield \$b not required]

Sources of information

- Preferred source: source of title proper
- **More** eligible sources for information
 - In general, whole resource with sources in priority order
 - Then any other source
- **Fewer** categories for sources (RDA 2.2):
 - #1:** Pages, leaves, etc., or images of pages ...
 - #2:** Moving images
 - #3:** All other resources

ICP's representation principle

- Generally, for transcribed information = “Take what you see” and “accept what you get”
- **General** guideline at RDA 1.7.1 addresses **transcription** of what is on the resource:
 - **Capitalization: adjust** per appendix A
 - Punctuation, abbreviations, inaccuracies, symbols, initials, numbering: generally follow what is on source

Transcribed vs. recorded elements

- RDA **alternatives** to adjusting found **capitalization**:
 - Follow in-house guidelines or preferred style manual
 - Accept data from scanning, downloading, etc
- Elements **recorded rather than transcribed**: may adjust what is found on the resource or in another source

Found capitalization?

Accepting found capitalization:

245 10 \$a Cairo : \$b THE CITY VICTORIOUS /
\$c Max Rodenbeck.

250 ## \$a FIRST VINTAGE DEPARTURES EDITION.

Changing found capitalization:

245 10 \$a Cairo : \$b the city victorious /
\$c Max Rodenbeck.

250 ## \$a First Vintage Departures edition.

Language and script (RDA 1.4)

- Listing of elements to be **transcribed** from resource in **found language/script**
 - **Alternative**: give found form + romanization = **U.S. current practice** for some languages
- **Recorded** elements (e.g., extent) in English
- **Adding** information **within** an element: generally match language/script of element
- **Supplied** elements: generally in English

“What am I cataloging” in FRBR context

- It's the manifestation!
- But, MARC bibliographic record includes information also about work and expression (and sometimes item)
- So, different RDA chapters for fields 100-787

FYI: MARC bibliographic record and FRBR: summary

1XX/240 = work, expression

245-260, 490 = manifestation

300 = expression, manifestation

other 3XX = work, expression, manifestation

5XX = work, expression, manifestation

700-730 = work, expression

760-787 = work, expression, manifestation

8XX = work, expression [& manifestation]

RDA chapters for this module

- Scope of this module: LC's core elements for the US RDA Test -- they reflect the scope in the U.S. of bibliographic information being given now
- Chapter 2: Identifying manifestations and items
- Chapter 3: Describing carriers (manifestations)
- Chapter 7: Describing content (works & expressions) due to MARC coding for these elements
- Also one element from Chapter 4 and one element from Chapter 6

Elements; notes on elements

- RDA instructions on elements may refer to giving notes or giving “details on” (latter are notes in MARC)
- RDA instructions on notes are near the ends of the chapters but “details on” instructions are with elements

Core elements from Chapter 2: “Identifying Manifestations and Items”

Title proper (RDA 2.3.2)

- Scope = “the **chief name of a resource** (i.e., the title normally used when citing the resource)” = the title on what’s being cataloged
- Sources:
 - Preferred source of information: RDA 2.2.2-2.2.3
 - If no title within the resource: RDA 2.2.4
- MARC **245 \$a**

Title proper transcription

- **General** guidelines on titles: RDA 2.3.1
- Principle of **representation** (RDA 2.3.1.4):
 - **Don't correct errors** for monographs = no more “[sic]” or “[i.e., _____]” – give note to explain
 - **Do correct errors** for serials and integrating resources to have a stable title
- Changes in title proper: RDA 2.3.2.12-2.3.2.13 - same as AACR2

Examples: error in title proper

RDA record for a **monograph**:

245 \$a **Teusday's** tasks

246 \$i Corrected title: \$a Tuesday's tasks

AACR2 record for a **monograph**:

245 \$a **Teusday's** [i.e. Tuesday's] tasks

RDA record for a **serial**:

245 \$a Zoology studies

246 \$i Misspelled title on number 1:
\$a **Zoology** studies

Parallel title proper (RDA 2.3.3)

- Scope = title proper in another language or script
- Sources **expanded** to any source -- not just same source as title proper
- MARC **245 \$b**

Other title information (RDA 2.3.4)

- Scope = information that appears in conjunction with, and is subordinate to, the title proper of a resource.
- From same source as title proper
- **Supply only** for cartographic resources and moving image resources
- MARC **245 \$b**

Earlier and later titles proper (RDA 2.3.7 & 2.3.8)

- Earlier title proper
 - Of an integrating resource (MARC 247)
 - Of a serial or multipart monograph if not cataloged from first issue or part (MARC 246)
- Later title proper (MARC 246)
 - For minor changes in title proper of a serial
 - For changes in title proper of a multipart monograph

Statement of responsibility relating to title proper (RDA 2.4.2)

- Scope = “a statement associated with the title proper of a resource that relates to the identification and/or function of any persons, families, or corporate bodies **responsible** for the creation of, or contributing to the realization of, the **intellectual or artistic content** of the resource”
- **Sources expanded**: square brackets only if from outside the resource
- MARC **245 \$c**

If multiple statements ...

- If not giving all statements of responsibility, give **preference** to those identifying creators of **intellectual or artistic content** (RDA 2.4.2.3)
 - Only first recorded is required

On source: “introduction by _____”
“written by _____”

If only transcribing one in 245 \$c, give “written by _____”

Statement of responsibility ... title proper

- **Single** statement naming **more than one** person, family, or corporate body
 - **Transcribe as found** (no longer the AACR2 “rule of 3”)
 - **Option**: transcribe first name and give bracketed summary about information not transcribed – cataloger’s judgment
- Don’t need to transcribe to justify additional access points and vice versa

Statement of responsibility example

245 \$a ... / \$c by Susan Brown, Melanie
Carlson, Stephen Lindell, Kevin Ott, and
Janet Wilson.

Or, if **option** applied:

245 \$a ... / \$c by Susan Brown **[and four others]**

(no longer "[et al.]")

Information in statements ...

- RDA 2.4.1.4: transcribe as found

RDA record:

245 ... / \$c **Dr. Logan Carroll, Harvard
Medical School**

AACR2 record:

245 ... / \$c Logan Carroll

- but, an **option to abridge** a statement of responsibility if essential information not lost

Designation of edition and ... named revision of an edition

- RDA 2.5.2 and 2.5.6
- Scope of Designation of edition = “a word, character, or group of words and/or characters, identifying the edition to which a resource belongs”
- Scope of Designation of a named revision ... = “... particular revision of a named edition”
- MARC 250 \$a

Designation of edition and ... named revision of an edition

- Transcribe as found: do not abbreviate or convert numerals

250 \$a **Third revised edition**

250 \$a 2nd **enlarged ed., revised**

Numbering of serials: for first or only sequence

- Numeric and/or alphabetic designation of first issue or part of sequence – RDA 2.6.2
- Chronological designation of first issue or part of sequence – RDA 2.6.3
- Numeric ... of last issue or part of sequence – RDA 2.6.4
- Chronological ... of last issue or part of sequence – RDA 2.6.5

Numbering of serials

- General guidelines (RDA 2.6.1):
 - Transcribe terms and months as on the resource
 - Alternative to record numerals as on the resource
- Can give as formatted or unformatted 362 field

```
362 0# $a Volume X, number 1-
```

```
362 1# $Began with January 2010 issue.
```

Many RDA elements in MARC 260

- Production statement - RDA 2.7
- Publication statement - RDA 2.8
- Distribution statement - RDA 2.9
- Manufacture statement - RDA 2.10
- Copyright date - RDA 2.11 -- separate element from date of publication

- Proposals for changes in the MARC bibliographic format for these elements at June ALA meeting

Date of production (RDA 2.7.6)

- For a resource in unpublished form
 - Resources on the Web considered published
- Usually a year but can be a specific date or a span of time for record-keeping activity
- See “Date of publication” slide for changes about supplied dates
- In MARC 260 \$c

Place of publication (RDA 2.8.2)

- If more than one, only the first recorded is required – no “home country” provision
- **Supply** a probable place whenever possible for benefit of users and catalogers
- MARC 260 \$a

Supplying place

- Known local place: [Toronto]
- Probable local place: [Munich?]
[Göteborg?, Sweden]
- Known country, state, etc.: [Canada]
- Probable country, state, etc.: [Spain?]

Place of publication: RDA changes

- If no probable place, give “[Place of publication not identified]” – not “[S.I.]”
- Do not supply higher jurisdiction for found local place
- Do not correct fictitious or incorrect information; make a note to explain
- MARC 260 \$a

Examples: place of publication

260 \$a London

On resource: London -- New York -- Boston

260 \$a [Place of publication not identified]

260 \$a Minneapolis

500 \$a Actually published in St. Paul.

Publisher's name (RDA 2.8.4)

- If more than one, only the first recorded is required
- **Do not shorten the form** of name but can omit corporate hierarchy
- If no publisher identified, give “[**publisher not identified**]” – not “[s.n.]”
- In MARC **260 \$b**

Examples: publisher's name

260 \$b J.J. Wilson Publishing Company
not: 260 \$b Wilson Pub. Co.

260 \$b Humanities Association, Renaissance
Literature Section

on source: Humanities Association, Literature
Division, Renaissance Literature Section

260 \$a Toronto : \$b Pilkington Pub. Co.

on source: Toronto -- Pilkington Pub. Co.
Houston -- Davidson Publishers

260 \$b [publisher not identified]

Date of publication (RDA 2.8.6): RDA changes

- If no publication date on resource, **supply** a probable date **whenever possible**
- If no probable date (very rare) for single-part monographs, give “[**date of publication not identified**]”
- In MARC **260 \$c**

Supplying dates – 5 categories in RDA 1.9

1) Actual year known

260 \$c [2010]

2) Either one of two consecutive years

260 \$c [2009 or 2010]

3) Probable year

260 \$c [2010?]

Supplying dates – 5 categories in RDA 1.9

- 4) Probable range of years (“between ____ and ____?”)

260 \$c [between 2008 and 2010?]

- 5) Earliest and/or latest possible date known (“not before,” “not after,” or “between ____ and ____”)

260 \$c [not before January 15, 2010]

Multipart monographs, serials, and integrating resources

- RDA 2.8.6.5
- Give beginning and ending dates of publication if have first/last issue, part, or iteration

260 \$c 2001-2009.

Multipart monographs, serials, and integrating resources

- If the first and/or last issue, part, or iteration is not available, **supply an approximate** date or dates of publication

260 \$c 1998-[2010?]

- If date or dates cannot be approximated, don't record date(s) of publication – **do not give “[date of publication not identified]”**

Importance of supplying place and date of publication

- **Not doing so** means **distribution** information is used as a **substitute** if present; if that information not present, then **manufacture** information is used as a **substitute** if present
- **Instead**, use distribution or manufacture information **to help supply place and date of publication**
- If giving any distribution or manufacture information, give as complete a statement as possible

Distribution information instead?

260 \$a [Place of publication not identified]
: \$b ABC Publishers ; \$a Seattle : \$b
distributed by Iverson Company, \$c 2009.

On source: ABC Publishers, 2009

Distributed by Iverson Company, Seattle

Simpler to supply a place of publication:

260 \$a [Seattle?] : \$b ABC Publishers,
\$c 2009.

Distribution information instead?

260 \$a Omaha, Nebraska : \$b Means Pub. Co., \$c
[date of publication not identified], 2009.

On title page: Means Pub. Co., Omaha, Nebraska

On title page verso: 2009 distribution

Simpler to supply a date of publication:

260 \$a Omaha, Nebraska : \$b Means Pub. Co.,
\$c [2009?]

Sometimes must* give distribution information

260 \$a Providence : \$b [publisher not identified] ; \$a Boston : \$b KL, Inc. [distributor], \$c 2010.

On jewel box: Published in 2010 in Providence;
distributed in Boston and Ottawa by KL, Inc.

***Cannot supply a probable publisher**

Sometimes must* give manufacture information

260 \$a [United States] : \$b [publisher not
identified], \$c 2009 \$e (Arlington, VA :
\$f B. Ross Printing, \$g 2009)

On photograph: Published 2009; printed by B. Ross
Printing (Arlington, VA), May 2009

No distribution information

***Cannot supply a probable publisher**

Copyright date (RDA 2.11)

- Core element if publication and distribution dates not identified
 - LC: gave copyright date if present during Test
- Precede by copyright symbol (©) or phonogram symbol (℗)
- In MARC 260 \$c preceded by publication date and comma (soon 264 #4 \$c)

Examples: copyright date

260 \$a [Denver?] : \$b Colorado Department of Education, \$c 2009, ©2009.

On source: Published 2009 by Colorado Department of Education, Copyright 2009

260 \$a Chicago : \$b ELC Publishers, \$c [date of publication not identified], \$c ©2010.

On disc label: ELC Publishers, Chicago, ©2010

Title proper of series and ... of subseries (RDA 2.12.2 & 2.12.10)

- **Basic instructions** on transcribing **titles** in RDA 2.3.1 apply to these titles
 - Including “take what you see” and the agency’s policy on capitalization
- MARC **490 \$a**

ISSN of series and subseries

- RDA 2.12.8 and 2.12.16
- MARC 490 \$x now repeatable

490 \$a Title of main series, \$x ISSN of main series. \$a Title of subseries, \$x ISSN of subseries

Numbering within series and ... within subseries

- MARC 490 \$v
- Guidelines are generally the same as those for Numbering of serials

490 \$a ... \$v volume 32

490 \$a ... \$v Band LXXXVIII

Mode of issuance (RDA 2.13)

- Scope = “whether a resource is issued in one or more parts, the way it is updated, and its intended termination”
- MARC **Leader Bibl. Level**
 - “m” for both “single unit” and “multipart monograph”
 - “s” for “serial”
 - “i” for “integrating resource”

Frequency (RDA 2.14)

- Scope = “intervals at which the issues or parts of a serial or the updates to an integrating resource are issued”
- Make a note (RDA 2.20.12.3):
 - If appropriate term not in list in RDA 2.14.1.3 or the frequency is irregular
 - For former frequency
- MARC **310/321** for current/former frequency

Identifier for the manifestation (RDA 2.14)

- Scope = “a character string associated with a manifestation that serves to differentiate that manifestation from other manifestations”
- If there is more than one identifier for the manifestation, **prefer an internationally recognized identifier**, if applicable.

Identifier for the manifestation

- **Categories** of identifiers:
 - ISBN, ISSN, and others registered based on internationally recognized schemes
 - those assigned by publishers, distributors, government agencies, clearing houses, etc., based on internal schemes
 - “fingerprints” (i.e., identifiers constructed by combining groups of characters from specified pages of a printed resource)
 - music publisher numbers and plate numbers
 - **not URLs** (RDA 4.6)

Examples: Identifier for the manifestation

020 ## \$a 9789070002343

022 ## \$a 0046-225X

024 2# \$a M705015058

028 22 \$a H.32.610 \$b A. Leduc

086 0# \$a I 19.16:818

Note on issue, part used as basis for identification ... (RDA 2.20.13)

- Multipart monographs and serials: if not based on first issue or part
- Integrating resources: latest iteration consulted
- Any online resource: date resource viewed

- MARC **588 field**

Core elements from other chapters

Not including today those elements for cartographic and music resources:

- Elements included in handout of core elements
- Examples available in RDA, in MARC documentation, and in LC compilation of examples

Replacement for GMD - 245 \$h

- Developed with ONIX publishing community:
 - **Content** type -- RDA 6.9 -- MARC **336 field**
 - **Media** type -- RDA 3.2 -- MARC **337 field ***
 - **Carrier** type -- RDA 3.3 -- MARC **338 field**
- Libraries: in templates; macros for copy records
- OCLC: constant data records

* not core

Controlled vocabularies for content, media, carrier types

- **Closed** lists in RDA 6.9.1.3, 3.2.1.3, 3.3.1.3
- If more than one term appropriate, **two choices**:
 - Give all: repeat subfield \$a or repeat field
 - Pick term representing the predominant or most substantial content, media, carrier
- If no term appropriate, give “**other**” and **notify LC** via a message to LChelp4rda@loc.gov

MARC for content, media, carrier

- In each field (336-338):
 - \$a: term
 - \$b: code
 - \$2: “**rdacontent**” or “**rdamedia**” or “**rdacarrier**” as appropriate
 - \$3: materials specified - give if appropriate
- Libraries may use as search limits, display as icons rather than as terms in fields or apply style sheets to use different terms

Content type (RDA 6.9)

- Scope = “fundamental **form of communication** in which the content is expressed and the **human sense** through which it is intended to be perceived”
- For images, also whether in **two or three dimensions** and presence or absence of **movement**
- Examples: **performed music, still image, text**

Media type (RDA 3.2)

- Scope = “a categorization reflecting the **general type of intermediation device** required to view, play, run, etc., the content of a resource”
- Broad categories; specific types in Carrier type (RDA 3.3)
- **Examples: audio, computer, microform, unmediated, and video**

Carrier type (RDA 3.3)

- Scope = “a categorization reflecting the **format** of the storage medium and **housing** of a carrier in combination with the **type of intermediation device** required to view, play, run, etc., the content of a resource”
- **Don't confuse with term** used in **Extent** (MARC 300 \$a): some terms in common
- Examples: audio disc, computer disc, microfiche, volume, videodisc

One 336-338 example for now

Book:

336 \$a text \$2 rdacontent

337 \$a unmediated \$2 rdamedia

338 \$a volume \$2 rdacarrier

[Other examples after slides on Extent]

Extent (RDA 3.4)

- Scope = “the number and type of units and/or subunits making up a resource”
 - **Unit** = a physical or logical constituent of a resource (e.g., a volume)
 - **Subunit** = a physical or logical subdivision of a unit (e.g., a page of a volume)
- MARC **300 \$a**

Recording extent

- Give **if** the resource is complete or **if** the total extent is known
- Give number of units and appropriate term (RDA 3.4.1.3):
 - Sometimes a term from RDA 3.3.1.3 (carrier type list)
 - Another term to designate the type of unit (RDA 3.4.1.5) if term not in list or prefer a term in common use
 - Several categories covered by exceptions (e.g., text, still images, notated music, cartographic resources)

Some changes in recording extent

- **No abbreviations** for terms (e.g., “pages,” “volumes”)
- Use **“approximately”** (not “ca.”) and **“that is”** (not “i.e.”)
- Use **“unnumbered”** rather than square brackets enclosing the numeral
- **Changes in vocabulary** from AACR2, e.g.:
 - “computer disc” for both “computer disk” and “computer optical disc”

MARC 300 \$a, 336-338 examples

Book:

300 \$a 123 pages, 28 unnumbered pages
336 \$a text \$2 rdacontent
337 \$a unmediated \$2 rdamedia
338 \$a volume \$2 rdacarrier

Music CD:

300 \$a 1 **audio disc** {or: 1 CD}
336 \$a performed music \$2 rdacontent
337 \$a audio \$2 rdamedia
338 \$a **audio disc** \$2 rdacarrier

MARC 300 \$a, 336-338 examples

Score:

300 \$a 1 vocal score (xii, 300 pages)
336 \$a notated music \$2 rdacontent
337 \$a unmediated \$2 rdamedia
338 \$a volume \$2 rdacarrier

Map:

300 \$a 1 map
336 \$a cartographic image \$2 rdacontent
337 \$a unmediated \$2 rdamedia
338 \$a sheet \$2 rdacarrier

MARC 300 \$a, 336-338 examples

DVD:

```
300 $a 1 DVD {or: 1 video disc}
336 $a two-dimensional moving image $2
      rdacontent
337 $a video $2 rdamedia
338 $a video disc $2 rdacarrier
```

Online PDF:

```
300 $a 1 online resource (39 pages)
336 $a text $2 rdacontent
337 $a computer $2 rdamedia
338 $a online resource $2 rdacarrier
```

MARC 300 \$a, 336-338 examples

Website (with maps, text, and photographs):

300 \$a 1 online resource

336 \$a text \$2 rdacontent

336 \$a cartographic image \$2 rdacontent

336 \$a still image \$2 rdacontent

337 \$a computer \$2 rdamedia

338 \$a online resource \$2 rdacarrier

Can repeat subfield \$a in one field:

336 \$a text \$a cartographic image

\$a still image \$2 rdacontent

MARC 300 \$a, 336-338 examples

Book with accompanying CD of lecture

300 \$a 244 pages ... + \$e 1 CD
336 \$3 book \$a text \$2 rdacontent
336 \$3 CD \$a spoken word \$2 rdacontent
337 \$3 book \$a unmediated \$2 rdamedia
337 \$3 CD \$a audio \$2 rdamedia
338 \$3 book \$a volume \$2 rdacarrier
338 \$3 CD \$ audio disc \$2 rdacarrier

Can also give note or can repeat 300 field

300 \$a 244 pages ...
300 \$a 1 CD ...

Duration (RDA 7.22)

- Scope = “playing time, running time, etc., of the content of a resource”
 - Also, performance time for a resource containing notated music or notated movement
- MARC 300 \$a -- use abbreviations per RDA appendix B: “35 min.” “2 hr.”

MARC 300 \$b

- Subfield where many RDA ch. 7 attributes now are given (colour content, sound content, illustrative content, etc.)
 - MARC proposals for some changes to be discussed for better identification
- Don't abbreviate terms, e.g.,
 - “color” (not “col.”)
 - “sound” (not “sd.”) & “silent” (not “si.”)
 - “illustrations” (not “ill.”)

Dimensions (RDA 3.5)

- Scope = “measurements of the carrier or carriers and/or the container of a resource”
- U.S.: generally use inches for discs and audiotape reels (do abbreviate to “in.”)
- Use centimetres/millimetres for others (“cm” and “mm” are symbols, not abbreviations) - use ISBD full stop after symbol if 490 in record
- MARC 300 \$c

Dissertation or thesis information (RDA 7.9)

- Scope = “information relating to a work presented as part of the formal requirements for an academic degree”
 - Academic degree, faculty/institution, date
- MARC **502 field**: new subfields

```
502  $b Ph.D $c University of Louisville  
     $d 1997.
```

Supplementary content (RDA 7.16)

- Scope = “content (e.g., an index, a bibliography, an appendix) designed to supplement the primary content of a resource”
- MARC **504 field**

```
504 $a Bibliography: pages 238-239.
```

Language of the content (RDA 7.12)

- Scope = “language used to express the content of a resource”
 - Not programming language
 - Not subfield \$I in authorized access point
- LCPS about language names, etc.
- MARC 041 and 546 fields

Script (RDA 7.13.2)

- Scope = “set of characters and/or symbols used to express the written language content of a resource”
- **LC**: for some languages, see LCPS
- MARC **546 field**

Resources intended for children

- RDA 7.7: Intended audience
 - MARC 008/22 as applicable; MARC 521 field
- RDA 7.10: Summarization of content
 - LC: only for fiction
 - MARC 520 and 856 fields
 - LCPS 7.10.1.3

Uniform Resource Locator (RDA 4.6)

- Scope = address of the remote access resource being cataloged
- Not in AACR2 although information is included in AACR2 records
- MARC **856 field**

LC core elements not covered

- Cartographic resources
 - Layout
 - Digital file characteristics
 - Longitude and latitude
 - Horizontal scale
 - Vertical scale
 - Additional scale information
 - Projection of cartographic content

LC core elements not covered

- Music resources
 - Form of musical notation
 - Format of notated music
 - Medium of performance of musical content

Other “cataloger judgment” elements?

- Variant titles -- RDA 2.3.6 -- MARC 246
- Illustrative content -- RDA 7.15 (no abbreviations; open lists of vocabulary terms) -- MARC 300 \$b
- Colour content -- RDA 7.17 (use spelling “color” per LCPS) -- MARC 300 \$b
- Performers ... -- RDA 7.23 and 7.24 -- MARC 511 and 508
- Epoch and equinox -- RDA 7.5 and 7.6 -- MARC 255
- Sound content for moving image resources -- RDA 7.18 -- MARC 300

Other “cataloger judgment” elements?

- Various carrier characteristics from chapter 3 if important, e.g:
 - 3.6 - Base materials
 - 3.10 - Generation
 - 3.12 - Book format
 - 3.16 - Sound characteristic
 - 3.18 - Video characteristic
- If LC implements RDA, LC will reconsider decisions on “LC core plus” elements

Next?

- Questions about elements covered in this module?
- “Wildflowers” exercise

=====

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