Collection-Level Cataloging (LTS Procedure #1)

Scope: *Collection-level cataloging involves the creation of a single bibliographic record for groups of library materials that have been intentionally brought together at the technical processing stage. These groupings are made by the original catalogers, sometimes in consultation with the selectors.*

Contact: Laura Daniels

Unit: Cataloging

Date last updated: August 4, 2023

Date of next review: April 2024

Note: RMC and the Kheel Center routinely create collection-level records for collections of mixed materials (materials in a variety of formats) and sometimes for collections of print materials. In doing so, they follow the cataloging rules published and followed by the Society of American Archivists: *Describing Archives: a content standard.* (Chicago: SAA, 2004). Under these rules, the title in the 245 field is understood to be a made-up title devised by the cataloger, and is not given in square brackets; the collection's date or span of dates is given in the 245 field, in a **$f** following the title; and there are many other differences, including the routine inclusion of a number of fields not commonly used in cataloging monographs. For details, see the Manuscript Cataloging Worksheet and Details on Fields for Use in Manuscript Cataloging in the RMC Technical Services Manual.

Elements of Collection-Level Records

Further Explanation of Variable Fields

A. Elements of Collection-Level Records

Fixed fields minimum:

1. Leader, Type of Record: **a** for published language materials; **t** for manuscript (unpublished) language materials, including typescripts or mimeographs; **p** for mixed materials (published and unpublished materials, or print materials and any other kind of non-print format)
2. Leader Bibliographic Level = **c** (collection)
3. Encoding Level = 7
4. 008: Place of publication
5. Publication Status (Note: **i**, inclusive dates of collection, or **k**, range of years of bulk of collection, are more likely than **m**, multiple dates)
6. Date 1(yyyy); Date 2(yyyy)
7. Contents
8. Language

Variable fields:

1. Geographic area code (043 field; optional)
2. LC call number (050; optional, supply if needed for local CUL purposes)
3. 1XX field if appropriate
4. Devised title (245 field)
5. Publication statement (264 field)
6. Collation (300 field)
7. Content/Media/Carrier, 336/337/338
8. Notes (5XX fields)
9. Subject headings (6XX fields)
10. Added entry headings (7XX fields)

The above tags are based on *Cataloging Service Bulletin* no. 53.

Holdings record examples:

Holdings statement: 35 pieces (1978-1995)

Holdings statement: papers 1-12

Barcoding and item record:

If a box, portfolio, or boards are made, barcode only the container.

Always note the number of pieces on the item record! If you request that the Bindery make a box or MM case for the collection, the box or case counts as one piece in addition to all the items that make up the actual set.

The decision to keep the item as an open entry or a closed entry should be made on the the basis of the cataloger's perception of the collection as complete or "under construction." A request for boards or a box to be made by the bindery should also state this intention. "Prepare box; additional material will be included in the future," "Make boards; additional material will be included in the future."

New pieces:

If additional pieces are later added to the title, update the Holdings record and do any necessary editing (as is done when adding a piece to any open-entry multi-volume record; e.g., size in the 300 field, additional information in the 505 field, additional 6XX and 7XX fields)

B. Further explanation of variable fields

1. Main entry heading (1XX field) if appropriate

Most collection-level records will be so diverse that title main entry is likely. If a creator main entry is appropriate but the name is not represented in the name authority file, the RDA form of the name is constructed and used. Give the relationship designator if appropriate.

2. Devised title (245 field).

The title of each record is to be constructed by the cataloger. If the selector has suggested a title, the cataloger may change it when processing the collection. This title should begin with the substantive elements of the collection and is generally in English, e.g., Spanish Civil War pamphlets, Manam language publications. Note: **NO SQUARE BRACKETS** around the devised title in RDA. Always give a matching 500 note, "Title devised by cataloger."

3. Publication statement

(264 field, 1st indicator) consisting of place and publisher if available, or only dates of coverage. For unpublished resources, use 264 indicator 2=0.

All three elements of the publication statement may be included in collection-level records if appropriate. In most cases, however, because of the diversity of the material, only the date element ($c) will be recorded.
a. If the collection is finite, a single date or inclusive dates are to be used following RDA 1.9.
b. If it is expected that additional materials will be added to the collection, use the same guidelines as processing any open-entry multi-volume work.

In order to allow batch uploading/updating of these records into OCLC, follow these guidelines:

If the Fixed Field Type of Record is **a**, Language material, implying that the material is published, you must supply **subfield a** and **b** in your 264, even if just $a [Place of publication not identified] :$b [publisher not identified].

If the Fixed Field Type of Record is **t**, Manuscript language material, implying that the material is unpublished, you may use 264: 0: without subfields a and b, just c.

If the Fixed Field Type of Record is **p**, Mixed material, you may use 264: 0: without subfields a and b, just c.

The problem with these guidelines comes when you have materials that were published, but published in various places by various publishers. On very old records, you may see a 264 $b of "various publishers," sometimes abbreviated as "v.p." That is no longer legal. CUL used to use a 264 with just a $c and still code the Type of Record as **a**. OCLC no longer allows us to batch upload our records when they have been done that way.

Temporary solutions: (1) Use 264: 0: plain $c but code the Type of Record **t.** You can justify this by saying that although the individual pieces were published, you are cataloging the set and the set was not published. Or (2), do it the way that seems correct, and upload the record into OCLC manually.

4. Physical description

(300 field) containing the number of pieces in the collection at the time of cataloging (if no more to be added) or "volumes"; an indication of illustrative matter; and the range of volume sizes. Use the word "volumes" if appropriate; "pieces" or "items" is also acceptable.

5. Notes (5XX fields)

Always give a 500 note, "Title devised by cataloger."

If needed, describe the contents with a note starting "Consists of ..." or "Contains ..." or "Includes ..." using a plain 500 note or a 520:2 : Example from OCLC: "Contains the professional and personal papers of Bubbles. Includes correspondence between him and family members and associates ..."

Pertinent notes may be given when judged important for the collection.

Formal contents notes (first indicator 0, 1 or 2) are made only in the case of collections of regular monographic material. For such collections, contents notes indicating *author, title, illustrator (when appropriate), edition (when appropriate), and date of publication (when important)* may be provided. Do not give subtitles unless very important. In standard made-up sets, each piece in the collection is assigned a volume number which is included in the contents note. Made-up sets of less standard material may not have numbered pieces in the 505 (see Poulty example below).

EXAMPLES:

Communist Party of the United States of America pamphlets.
[1] The American way to jobs, peace, democracy. 1954 -- [2] The constitution and by-laws of the Communist party of the United States of America. 1938 -- [3] How socialism will come to the United States. 1971 -- [4] The platform of the class struggle. 1928.

Poultry related pamphlets and ephemera.
American Buff Leghorn Club (8 newspaper clippings, 1 letter; in envelope) -- American Poultry Association pamphlet -- News & notes from American Poultry Historical Society, December 1986 (includes an article about Maurice F. Delano) -- Poultry books at special prices / American Poultry Journal Publishing Co. -- What and how to feed / American Poultry Journal Publishing Co. -- Reginald Appleyard (newspaper clipping) -- Cornish chronology / compiled by H.P. Clarke -- Selling day-old chicks doing "custom" hatching / Cyphers Incubator Company -- Poultry fanciers illustrations for sale, or to be used on any printing you order / Clarence C. -- DePuyHind-sights / John J. Dillon -- List of old poultry books for sale / by Robert Dunlop, Phelps, N.Y. -- Souvenir / Florida Ostrich Farm -- The "Howard", sanitary poultry house / Howard Manufacturing Co. -- International Single Comb Black Minorca Forum / International Single Comb Black Minorca Club -- Jewell Game Farm [1947 calendar] -- Mrs. Johnson's own poultry experience -- Unser Bekanntwerden mit den Malaien und Cochin = Our development of information about Malays and Cochins / Werner K.G. Moebes -- Morton B. Cooper pamphlet -- D.C. Noxon's price list of pure bred poultry and eggs / D.C. Noxon -- Oak Hill Poultry Farm pamphlet -- Poultry-keeper's memorandum -- Pratts practical handbook -- Pratts practical pointers on the care of poultry -- S. M. White, Keytesville, Chariton Co., MO (3 pamphlets, 1 letter; in envelope) -- Burpee's illustrated circular of Scotch collie dogs and fancy poultry / W. Atlee Burpee & Co. Also included are an invitation to the Michigan State and Detroit Poultry & Pet Stock Associations Show (January 7, 8, 9, 10, 1903); 6 post cards; 1 coaster; 5 ribbons from the West Shore Fanciers' Association, Sheboygan, Wis., 1912.

6. Subject headings (6XX fields) The assigned subject headings serve as a primary access mechanism to the majority of items represented by the collection-level record.

Italian Communist Party pamphlets.
Partito comunista italiano.
Italy–Politics and government–20th century.

Mohammad Ayub Khan pamphlets.
Ayub Khan, Mohammad, 1907-1974.
Pakistan--Politics and government.

Italian Fascist books by and about Benito Mussolini.
Mussolini, Benito, 1883-1945.
Fascism--Italy.
Italy--Politics and government--1914-1945.

----

      a. The cataloger may use LCSH, or FAST, or, if it is more convenient, both.

      b. Subject headings assigned should be as specific as the collection warrants.

      c. There is no limit to the number of subject headings that may be assigned, but a reasonable limitation should be observed.

----

7. Added entry headings (7XX fields)

      a. If an added entry heading is appropriate but the name is not represented in the LC Name Authority file, the RDA form of the name is constructed and used. Give relationship designators as appropriate.

      b. An analytical 7XX 12 author-title heading may be provided for all or some of the volumes in a collection of regular monographic material, subject to cataloger's judgment. Obvious name and title access points should be provided for other collections. If considered unusually important, it is possible to give both a controlled access point (7XX 12) and an uncontrolled access point (740 02) for the same title.

      c. Within collections there may be occasions when persons or corporate bodies are both an author or issuing body and the subject. Access should be provided through a subject heading (6XX) and a name entry (7XX).