

PCC Cataloging (LTS Procedure #124)

Policy: The PCC BIBCO standard record (BSR) is one of the choices for original cataloging in LTS. The BSR is a floor record which emphasizes access points over extensive descriptive data. When it is determined that fuller cataloging is needed to enhance identification or retrieval of an item, catalogers may use more descriptive fields as necessary.

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Cataloging Guidelines:

The BSR is a standard record that specifies an essential set of data elements required for each bibliographic format. Catalogers can decide to include additional fields beyond the mandatory standards to serve user needs, but emphasis is given to access points and not to extensive descriptive data.

The BSR document is here: [PCC RDA BIBCO Standard Record \(BSR\) Metadata Application Profile](#). It applies to the following formats:

- Archival materials
- Audio recordings
- Cartographic resources
- Electronic resources (computer file format, Ldr/06 "m")
- Graphic materials
- Moving images
- Notated music
- Rare materials (books, cartographic resources, graphics, and notated music)
- Textual monographs

Materials not cataloged at Cornell with PCC BIBCO standards:

- Rare books:
RMC monographs are generally cataloged beyond the BIBCO standard record for rare books. If all access points in the record are covered by authority records, the RMC cataloger codes the record as PCC. If the record contains provenance tracings, local subject headings (e.g. for publication date), or other headings not covered by authority records, it cannot be coded as PCC.
- Serials cataloged as monographs
- Serials; serials at Cornell may be cataloged using the [RDA CONSER Standard Record \(CSR\) Metadata Application Profile](#)

Encoding level of PCC record:

All BSR records carry the encoding level "blank." Code 4, core-level, was encouraged at one time but is now extinct. We must use "blank" for PCC.

Authority control:

PCC standards require that all access points in a PCC BIBCO standard record be under authority control and that all applicable authority records conform to RDA. Create or update authority headings according to NACO guidelines.

Create authority records in OCLC Connexion.

LTS catalogers do not create authority records for series. If no series authority exists, record the series as it appears on the piece as 490:0 and do not give an 8XX.

Record upgrades:

Existing records may be upgraded to the BIBCO standard, if it is desirable in the cataloger's judgement. These include:

- Vendor records (Typically Level 5)
- Level 3 records (abbreviated level), level 7 (minimal level), level K, or level I (OCLC)
- Member copy not already cataloged according to the BIBCO record standard and not containing 650s and/or nationally recognized class numbers.

Statistics

There are no special statistic codes in the transaction note for the BIBCO record standard. Use either "o" (original) or "u" (upgrade) as appropriate.