

Procedures for Cataloging Archival Collections.

UC San Diego catalogs archival collections according to both DACS and RDA, in compliance with the PCC BSR. Per current PCC guidelines, archival collections should be cataloged on the “mixed materials” work form. In addition to the guidelines in those standards the following local practices apply:

Records for unprocessed versus fully processed collections

Prior to September 2021, catalog records for collections that were unprocessed were coded as minimal (ELvl 7 or K) and then upgraded to ELvl blank (full), when the record was overhauled at the time the collections were fully processed. Since the records for unprocessed collections are really full in terms of descriptive cataloging, going forward new records for unprocessed collections will be encoded as full level cataloging. Fields that are only added to fully processed collections are noted throughout.

MARC Tag	Label	Instructions
Type	Record type	Always use type “p” mixed materials.
BLvl	Bibliographic level	“c” for collection
ELvl	Encoding level	“7” for accession level records ; Blank for processed collections; Note: when updating records for unprocessed collections, you may need to update the ELvl from 7 or K to blank.
Ctrl	Type of Control	“a” for archival control. (double check this coded).
Ctry	Country	“xxu” Coded for country of holding institution, not origin of materials.
DtSt	Type of date	“i” for inclusive dates
040	Cataloging source	Be sure to add \$e rda and \$e dacs. When upgrading a record for an unprocessed collection , redescribe and code as RDA and DACS compliant.
099	Call number	MSS, RSS, SAC, or SMC number. 099 __ MSS 806 099 __ RSS 1
1xx	Main entry	Person or corporate body who is responsible for the creation, assembly, accumulation, and/or maintenance of the materials (DACS 2.3.4). (Note: RDA restrictions on when corporate bodies can serve as creators do not apply. Frequently, the 1xx will be a corporate body.) Use creator as the relationship designator. 100 1_ Rowan, Lou, \$e creator

		110 2_Friends of the UCSD Library, \$e creator
245	Title	<p>Name of creator and nature of archival unit (e.g., papers and records). Note: dates of collection are recorded in the 264 versus the 245 in RDA compliant records. When enhancing existing records, update.</p> <p>245 10 Lou Rowan papers 245 10 Friends of the UCSD Library records</p>
264 _0	Production	<p>Record date range of collection materials in \$c. For <u>unprocessed collections</u>, include the word <u>approximately</u>. Remove approximately, when enhancing to I.</p> <p>[unprocessed collection] 264 _0 \$c approximately 1940-2010</p> <p>[processed collection] 264 _0 \$c 1919 – 1971</p> <p>If archivist provides bulk dates, they should be recorded after the inclusive date range. Following RDA style, bulk dates are set off with a comma and not parentheses. 264 _0 \$c 1987-2006, bulk 1988</p>
300	Physical description	<p>Record extent of collection in terms of linear feet with the number of containers in parentheses. In terms of MARC coding, \$f is used to designate unit of measurement. For lengthy statements of containers, record the whole statement in a \$a versus parsing out into \$a and \$f.</p> <p>300 __ 22 \$f linear feet \$a (51 archives boxes, 2 card file boxes and 1 flat box)</p> <p>For collections under one linear foot include a 0 before the decimal point.</p> <p>300 __ 0.4 \$f linear feet \$a (1 archives box, 1 map case folder)</p> <p><u>Born digital content</u> is recorded in terms of file size. For collections that have print components, record the digital component in \$e at end of 300</p> <p>300 __ 45 \$f linear feet \$a (45 \$f archives cartons) + \$e 106 GB of digital files</p> <p>If collection is entirely digital and has no print component, record number of units in \$a and unit of measure in \$f.</p>

		<p>300 __ 1.86 \$f GB</p> <p><u>Unprocessed accessions</u> are listed in separate 300 from processed materials. Use \$3 to identify</p> <p>300 __ 22 \$f linear feet \$a (43 archives boxes, 1 records carton, 2 shoe boxes, 2 flat boxes and 9 mapcase folders)</p> <p>300 __ \$3 2019 unprocessed accession: \$a 81 \$f linear feet \$a (81 records cartons and 2 flat boxes)</p>
33X	Content, media, and carrier type	<p>33X are repeatable. Apply for predominant content types and carriers (versus exhaustively).</p> <p>[example of collection that has text and audiocassettes]</p> <p>336 __ text \$b txt \$2 rdacontent</p> <p>336 __ spoken word \$b spw \$2 rdacontent</p> <p>337 __ unmediated \$b n \$2 rdamedia</p> <p>337 __ audio \$b s \$2 rdamedia</p> <p>338 __ sheet \$b nb \$2 rdacarrier</p> <p>338 __ audiocassette \$b ss \$2 rdacarrier</p>
351 <i>(fully processed collections only)</i>	Organization and arrangement	<p>When a collection is fully processed include list of archival series.</p> <p>351 __ Arranged in four series: 1. Biographical. 2. Correspondence. 3. Writings. 4. Editing.</p>
506	Restrictions	<p>For unprocessed collections, always include the following note. (Delete when upgrading the record, post processing.)</p> <p>506 UNPROCESSED COLLECTION. Please contact Special Collections & Archives at spcoll@ucsd.edu.</p> <p>Also include a restriction note, for any unprocessed accessions.</p> <p>506 __ 2019 accession is UNPROCESSED. Please contact Special Collections & Archives at spcoll@ucsd.edu.</p>

		<p>For collections that are stored offsite include standard local note. (Note since these are unique materials, include in OCLC Master for non-UCSD researchers discovering our collections via OCLC.)</p> <p>[SIO and SRLF] 506 __ STORED OFF-SITE: ALLOW ONE WEEK FOR RETRIEVAL OF MATERIALS. \$5 CU-S</p> <p>[Annex] 506 __ STORED OFF-SITE: ALLOW 48 HOURS FOR RETRIEVAL OF MATERIALS. \$5 CU-S</p> <p>For other restriction notes, generally copy wording in finding aid.</p> <p>506 __ Confidential correspondence and letters of recommendation are restricted until 2076</p>
520	Summary	<p>Always include a summary of the collection. Code first indicator as 3 abstract or 2 scope and content as appropriate.</p> <p>520 3_ Papers of writer, poet and editor Lou Rowan. Rowan studied with Louis Zukofsky and was influenced by the New York, Black Mountain, and Objectivist poets. Editor of the poetry journals Friendly Local Press and Golden Handcuffs Review, Rowan is also known for his poetry and fiction. The collection includes writings, correspondence, notebooks, biographical information, photographs, and digital files.</p>
524	Preferred citation	<p>Always include a preferred citation note in this form (substitute RSS, etc. for MSS as appropriate):</p> <p>524 __ Cite as: TITLE. MSS XXX. Special Collections & Archives, UC San Diego Library.</p>
541	Source of acquisition	<p>Note what year(s) the collection was acquired. There is no need to note the specific source of acquisition (e.g., donor or purchase). When enhancing update to new form.</p> <p>541 Acquired \$d 2018</p>
545	Biographical or historical data	<p>BRIEF biography (first indicator 0) or corporate history note (first indicator 1). Will often need to condense note in finding aid. For small collections it is okay to have a single abstract note (520) that covers both the biographical information and the collection summary and no separate 545.</p>

		<p>545 0_ A native of Southern California, Lou Rowan received most of his formal education in the Atlantic states. His informal education began in the Lower East Side of "The City," when the artistic experiments in and around St. Mark's Church in the Bowery flourished.</p> <p>545 1_ The San Diego Supercomputer Center (SDSC), an organized research unit of the University of California, San Diego, develops and uses technology to advance science. SDSC is funded by the National Science Foundation (NSF) and pursues research in the areas of high performance computing.</p>
555 <i>(fully processed collections only)</i>	Finding aid note	<p>This note should be in any record that has a finding aid.</p> <p>555 0 \$3 Finding aid \$b available on the internet: \$c folder level control</p>
6xx	Subject Headings	<p>First subject heading should be the name of the creator with \$v Archives.</p> <p>600 10 Rowan, Lou \$v Archives</p> <p>Add additional subjects as applicable for the collection. Note: \$v Archives has a lengthy scope note restriction and cannot be used on most topical headings.</p>
730	Added title	<p>Add the following 730s, based on collection number</p> <p>MSS</p> <p>7300 UCSD MSS. \$n XXX. \$5 CU-S. 7300 UCSD Manuscripts.</p> <p>RSS</p> <p>7300 UCSD RSS. \$n XXX. \$5 CU-S. 7300 UCSD Archives.</p> <p>SAC</p> <p>7300 UCSD SAC. \$n XXX. \$5 CU-S. 7300 SIO Archives. 7300 UCSD Archives.</p> <p>SMC</p> <p>7300 UCSD SMC. \$n XXX. \$5 CU-S.</p>

		7300 SIO Manuscripts 7300 UCSD Manuscripts
793 973 <i>(local field add in Alma)</i>	Local added title	Add any appropriate collection 793, such as 793 973 0_ Archive for New Poetry 793 973 0_ Baja California Collection. 793 973 0_ High Altitude Medicine and Physiology Collection. 793 973 0_ Melanesian Archive. If collections has been fully or partially digitized and made publicly available, then add the appropriate e-resource title hook. 793 973 0_ Open access resource; selected by the UC San Diego Library. \$p From Special Collections & Archives online manuscripts
856 <i>(fully processed collections only)</i>	URL	<p>[Updates from Oct. 15, 2021 in purple] [Updates from Jan. 31, 2022 in blue]</p> <p>Insert Links to finding aid. (Note: Alma import profile is programmed to strip out all 856 In Alma, you will need to add the 856 42 back into the bib record to ensure the finding aid displays.)</p> <p>(new: July 28, 2020) In Millennium Alma (not OCLC Master) add to end of field \$x Valid related resource</p> <p>OCLC: 856 42 \$3 Finding aid \$u http://library.ucsd.edu/speccoll/findingaids/XXX0000.html</p> <p>Millennium Alma: 856 42 \$3 Finding aid \$u http://library.ucsd.edu/speccoll/findingaids/XXX0000.html \$x Valid related resource</p> <p>(Note: Alma OCLC import profile is configured to retain 846 42s. Therefore, when exporting an updated record from OCLC, you may end up with a duplicate finding aid link that needs deleted.)</p> <p>Links to digitized content</p>

		<p>In OCLC, add 856s for add links to digitized content from a collection to the record in an 856 41 should always be listed after the finding aid 856. If collection is all digitized use “\$z View the collection,” if partially digitized “\$z View selected items” If the full collection is digitized no \$z is needed. If only selected items are digitized add “\$z View selected items”</p> <p>[Fully scanned collection] 856 41 \$u https://library.ucsd.edu/dc/collection/bb30391860</p> <p>[Partially scanned collection] 856 41 \$z View selected items \$u https://library.ucsd.edu/dc/collection/bb9694299m</p> <p>In Alma, create portfolio for DAMS object. DAMS URL will be recorded in the portfolio, not ah 856 in the bib record. (856 41 are stripped out by Alma OCLC load profile.) In the public note field in the portfolio record “View collection” for fully scanned collections and “View selected items” for partially scanned collections. (See Adding Access for Electronic Version to SC&A Print Records (UCSD login required) for additional details.)</p>
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