

SPECIAL COLLECTIONS CATALOGING PROCEDURE

CATALOGING MANUSCRIPTS AND ARCHIVES COLLECTIONS

C3: Updating OCLC & PAC MARC "K" level to "I" level records

These are only basic guidelines and do not cover all variations or possibilities. Manuscript / archives catalogers should consult the manual of *OCLC Bibliographic Formats & Standards* and Steve Hensen's *Archives, Personal Papers, and Manuscripts* for construction of descriptive content.

In addition, this is not an exhaustive list of MARC fields; the guidelines refer only to those fields that the Mandeville Special Collections Library (MSCL) typically uses in its records.

Generally, all final MARC records for manuscript and archives materials are coded as full, "I", level records. Single items and small collections are cataloged as they are received in the department. Large collections should have an accession ("K") level record entered into the database at the time they are received in the department; the "K" record will then be upgraded to "I" after the collection is fully processed and/or a finding aid is produced.

All manuscript and archives materials should be described on one of four format types: books format (wfm) for collections predominantly comprised of textual materials; audiovisual format (wfmj) for collections / items predominantly comprised of visual images; sound recordings format (wfmj) for collections / items predominantly comprised of audiotapes; mixed materials format (wfmp, type=p) for collections where a predominant type of material cannot be discerned (predominance should generally be measured quantitatively, although in some cases qualitatively criteria may dominate).

Table of Constant Data Records

<u>Type of Materials</u>	<u>Format type</u>	<u>PAC mat type</u>	<u>CDR Name</u>
Textual MSS	wfm	h	spmans
Textual RSS	wfm	h	sprecs
Visual MSS	wfmj	a	spmvis
Visual RSS	wfmj	a	sprvis
Auditory MSS	wfmj	r	spmaud
Auditory RSS	wfmj	r	spraud
Mixed materials, MSS	wfmp	h	spmmix
Mixed materials, RSS	wfmp	h	sprmix

[A corresponding K level constant data record exists for each of the constant data records in the table above. To load the K level cdr, simply insert a k between the "p" and either "m" or "r" of any of the cdr names in the table.]

Code all PAC records for archives and manuscript materials for the material type that parallels the OCLC record type ["h" for textual based materials; "a" for visual images; "r" for sound recordings].

All records for archives and manuscript materials are coded as being under archival control ["ctrl" fixed field

= a].

For subsequent accessions to already cataloged collections, do not produce a subsequent "K" level accession record. Instead, enter a brief addition to the 520 field (at least in the PAC record, if the OCLC record will not accept the addition) describing the new accession. Reserve "K" level accession records only for new collections; for existing collections and single items, maintain "I" level records.

FULL LEVEL RECORDS ("I")

C3a: Description

Fixed fields:

Type	Type of Record	t (predominantly paper) k (predominantly visual) l (predominantly auditory) p (mixed materials, with no type predominating)
Bib lvl	Bibliographic level	m for single items; c for collections, d for analyzed parts
Enc lvl	Encoding level	l
Ctrl	Control	a
Desc.	Descriptive Cataloging Form:	a
Dat tp	Type of Date Code	s (for single ms.) l (for inclusive dates) q or s (when dates are unknown) K (for bulk dates)
Dates		Date 1, Date 2
Ctry	Place of Publication	(use list of country codes)
Repr:	Form of reproduction (code only if what is being described is a microform of an original and the original is not owned by the UCSD library.)	[blank]
Lang:	Language	(use list of language codes) (N/A for visual materials)
Mod Rec:	Modified Record Code	[blank]
Source:	Catalog Source Code	d

Variable Fields

006 use 006 fields to bring out characteristics of other types of materials present in the

collection that are not represented by the record type.

007 use for visual and auditory materials and code appropriately according to the nature of the material.

010 record NUCMC nos. when available.

040 CUS \$e appm \$c CUS

041 use only when more than one language is significantly represented in the materials; e.g., a bilingual manuscript or a collection containing significant portions of materials in another language.

090 Enter classification number for the item or collection followed by the designated MSS / RSS number.

ex: **090 \$a F865 .C67 \$b C67 MSS 26**

1xx Required in almost all cases, as title main entry is rarely appropriate for manuscript materials and university records.

245 Title Statement. Use the title of the manuscript if there is one. Otherwise use a generic form title (e.g., correspondence, collection, papers, records, etc). Follow the title with appropriate dates.

exs: **100 1 Voltare, Jack,...**
245 10 Five letters, \$f 1913-1915.

100 1 Blackburn, Paul,...
245 10 Freedom from pain : \$k holograph manuscript, \$f 1960.

100 1 Whiteside, Stephen.
245 10 Papers, \$f ca. 1978-1992.

100 1 Ritter family.
245 10 Papers, \$f 1841-1916, \$g 1862-1905.

When appropriate, put form of material information in \$k, but be sure to construct readable titles. Put information that would make the title tend toward the verbose (e.g., photocopy of typescript, autograph letter signed) in a note field.

ex: **100 1 Blackburn, Paul.**
245 10 Freedom from pain : \$k holograph manuscript, \$f 1960.

Do not abbreviate standard forms of material listed in *APPM* 4.1B4 (e.g., use "manuscript," not "ms."), even though such abbreviations are common to our finding aids. This applies to the entire record.

246 13 If a form title is used, make a title added entry in a form combining the main entry in normal order followed by the form title (do not make such a heading if it results in an awkward title statement that no researcher would be expected to apply in searching). Also, provide additional "246" headings for any and all other titles researchers might apply in searching.

ex. **100 1 Rothenberg, Jerome.**
245 10 Papers.
246 13 Jerome Rothenberg papers

260 Use for published reproductions only. Otherwise dates for manuscripts and archives are entered in the 245 area.

300 Enter a statement of extent. For single items and small collections, elements are number of items, leaves, or sheets stated in \$a, and dimensions are stated as centimeters in \$c. Use other subfields as needed.

ex: **300 2 items ([12] leaves) ; \$c 26 cm. or smaller.**
 300 1 item ([6] leaves) ; \$c 31 cm.

For collections, elements are: \$a linear feet \$f number of and type of containers. Use other subfields as needed, except for \$c, which is not used at all for collections.

Repeat the 300 field as many times as needed to highlight significant portions of a collection. Use the \$3 in the first position.

Do not repeat \$a. In the following example, the collection consists of 124 boxes, 2 of which contain photographs:

ex: **300 12 cu. ft \$f (124 boxes)**
 300 \$3 150 photoprints \$f (2 boxes)

351 State how the collection is arranged. This statement is unnecessary for single items and may also be unnecessary for small collections. If it is used to describe a small collection, it states a single, simple arrangement.

ex: **351 Arranged chronologically.**

 351 Arranged alphabetically by name of correspondent.

For large collections, the arrangement statement usually indicates the number and names of series defined in the collection.

ex.: **351 Arranged in 10 series: 1. Poetry manuscripts. 2. Correspondence. 3. Financial files....**

Repeat the arrangement statement for each distinct accession or processing unit of a collection with multiple accessions.

ex. **351 \$3 1982 accession \$a arranged in 5 series: 1. Correspondence. 2. Family photographs.**

 351 \$3 1984 accession \$a arranged in 2 series: 1. Manuscripts. 2. Court documents.

355 Use the security classification control field only when the documents require more specific description than that provided for by the 506 restrictions note.

Enter notes in the order prescribed by *APPM* and illustrated in the following 5xx fields:

530 Include publisher information in \$b

533 Indicate any reproduction formats contained in the collection such as photocopies.

ex: **533 Photocopies of typescripts.**

For microfilms and some other reproduction formats created in the department, note that

the film was created in La Jolla, Calif. at UCSD and the date it was created. Also indicate the number of reels, if it is a master negative or printing negative, and the type of film.

ex. 533 **Microfilm. \$b [La Jolla, Calif.] : \$cUniversity of California, San Diego \$d [1987]. \$e33 reels ; 35 mm.**

545 Give a brief biography of the person or administrative history of the department that is the source of the records, i.e., the main entry.

For single and small collections, keep the historical / biographical note very brief.

ex: **545 American poet and artist.**

520 Record a summary of the contents of the collection.

This is optional for single manuscripts and small collections. If used, make a very brief summary statement.

541 Indicate the date item / collection was acquired. (For SIO, also state the method of acquisition for either manuscripts or archives [e.g., gift, purchase, transfer] and the source of the acquisition.)

ex: **541 Acquired \$d 1984.**
541 Ellen Revelle; \$c gift; \$d December 25, 1992.

561 Indicate former owners when known, including immediate former owners without indicating method of deposit (sale, donation, etc.). However, do not indicate the creator of the collection as a former owner, nor do a former owner tracing for him or her.

ex: **561 Provenance: Hazel Atwood.**

506 Indicate any restrictions to access in effect. The formula typically to be used for the restriction note is: generic description of the restricted materials + location in the collection + name of restricting agency or authority + term of restriction.

ex. **506 Diaries in Box 2 have been restricted by John Poet until 25 years after his death.**
506 Letters of recommendation in Box 8, Folders 16-18, are restricted according to federal and state statutes until 2048.

Restriction notes should never indicate the name(s) of the person(s) to whom the contents of the file pertain.

540 Indicate if the literary rights have been assigned to or acquired by the UC Regents. Otherwise omit the field.

555 8_ Identifies the availability of cumulative indexes and/or finding aids whose only or major focus is the described material.

ex. **555 8 Finding aid \$b available in library and on the Internet: \$c folder level control.**

524 Preferred form of citation for the collection. **Main entry in normal, non-inverted order, and form title. Collection no. Standard UCSD Library citation.** Be sure that the name matches the form of the main entry. Use first indicator b (blank) to generate the MARC

display constant "Cite as:". The name/title sequence should mirror what is recorded in the 246 field. Follow *Chicago Manual of Style* rules of capitalization for the title statement.

ex: **524 Helen Adam Manuscript(s). MSS 283. Mandeville Special Collections Library. UCSD.**

ex. **524 George Oppen Papers. MSS 16. Mandeville Special Collections Library. UCSD.**

ex. **524 Roger Revelle Papers. MC-6A. SIO Archives. UCSD.**

C3b: Analyzing Parts of a Collection

Analytical records for manuscript collections are created sparingly. Create a record for a discrete part of a collection (e.g. a particular manuscript, letter or series) only after the collection has been fully processed and it is determined that certain items or groupings merit added bibliographic description and control. Consider such benefits as describing special research value or emphasizing particular facets that collection-level description might mask. In creating relevant analytics, follow procedures for describing manuscripts and university records as formulated above. Modify or add appropriate fields as indicated below.

Fixed fields: Code Bib lvl as "d"

Variable fields:

090 Assign classification number for the item followed by MSS / RSS extension number for the collection to which the item belongs.

580 Linking complexity note. Use only when subunit is a part of an existing collection and that relationship cannot be adequately described in the 773 field.

740 Enter the heading appearing in the 246/524 fields of the parent record, e.g., John B. Goodman collection.

773 Host Item Record. Indicates the link to the parent or main record.

Code the first indicator blank. In subfield 7, code the each of the four positions according to directions given in the OCLC formats.

The 773 for Goodman analytics would appear as:

**773 0 \$7 p1bc \$a Goodman, John B. \$q (John Bartlett), \$d 1901-1991. \$t
Collection.**

C3c: Subject Headings and Additional Name Headings

6xx Record appropriate subject headings for all fields that apply.

Use the subdivision "--**Archives**" under headings for persons, families, corporate bodies, ethnic groups and types of persons and institutions for collections of documentary materials.

Use the subdivision “--**Manuscripts**” as a form subdivision when it pertains to a facsimile. Typically, the heading is used to describe works about manuscripts rather than examples of manuscripts.

For clarification of usage of these two subdivisions, see the Subject Cataloging Manual, sections 1095, 1230, and 1855.

600/610 Generally, for collections, a personal / corporate name heading is made for the person(s) or agency that is the creator of the collection. A personal name heading is not made for artificial collections unless there are clearly materials in the collection about the collector.

Use the form subdivision “Archives” under 600 / 610 headings.

Ex. **600 10 Oppen, George \$x Archives.**

610 20 University of California, San Diego. \$b John Muir College \$x Archives.

650 Use any pertinent topical headings, using the “--**Archives**” form subdivision where permissible (e.g., for classes of persons, ethnic groups, or types of corporate bodies and insitutions).

Alternatively, use the subdivision “--**Sources**” or “--**History--Sources**” as appropriate.

For individual manuscripts, use any pertinent topical heading with or without geographic, chronological, or other form or topical subdivision as desired based on instructions in the *SCM*.

655 Use appropriate genre headings. Take terms from RBMS thesauri and *LC's Descriptive Terms for Graphic Materials* and not from RLIN's (Hickerson / Engst) form and genre list.

7xx Use only for principal co-creators, for significant name / title analytics, for names of correspondents, and for other names followed by relator terms indicating a function related to authorship, provenance, or physical creation of materials (e.g., artist, illustrator, former owner, interviewer, etc.).

730 0 Use the appropriate collection headings for grouping members of formal (e.g., Archive for New Poetry) or generic (e.g., manuscripts) collection. Sometimes a record will require two and possibly three collection headings. One for the generic collection and one for the specific collection.

Generic collection headings in effect are:

730 0 UCSD Archives.
730 0 UCSD RSS \$n ###.
730 0 UCSD RSS \$n SIO ###.
730 0 UCSD MSS \$n ###.
730 0 UCSD MSS \$n SIO ###.

Use other collection headings as needed and approved.

856 42 All MSCL records for MSS / RSS materials contain at least one 856 statement linking the catalog record to the home page of the UCSD Libraries Finding Aids database [N.B.: New

indicators for 856 were adopted on 3/15/98. Earlier records have indicators 7b(blank); those will be updated on a project basis]:

ex. **856 42 \$z Search the UCSD Libraries finding aid database \$u**
 http://orpheus.ucsd.edu/speccoll/testing/mscl-fa1.html

When using more than one 856 statement, link to the EAD-encoded finding aid first, to the HTML encoded finding aid second, to the finding aid database next, and to any other related url's last.

ex. **856 42 \$z View the EAD-coded finding aid (SGML browser required) \$u**
 http://orpheus.ucsd.edu/speccoll/testing/sgml/mss0112.sgml
 856 42 \$z View the HTML-coded finding aid \$u
 http://orpheus.ucsd.edu/speccoll/testing/html/mss0112a.html
 856 42 \$z Search the UCSD Libraries finding aids database \$u http://...
 856 42 \$z View the SIO Archives homepage \$u http://...

C3d: Create Item Record Fields

949 For MSCL:
 ***recs-b;bn-culsp;bl-h** [or other mat type];

 Mat types:
 “h” for textual materials
 “a” for visual materials
 “r” for sound recordings

 For SIO:
 ***recs-b;bn-sio;b1-h** [or other mat type];

 Mat types:
 “h” for textual materials
 “a” for visual materials
 “r” for sound recordings

949 For MSCL:
 \$z 090 \$t 34 \$l cpm \$s o \$a [class number] \$b [MSS / RSS cutter numbers]

 For SIO:
 \$t35 \$l sar \$s o

910 Input initials of cataloger

ex: **910 bdw**

C3e: Classification

[N.B.: This information does not apply to SIO]

A: Current materials are classified using LC Classification numbers. For collections of manuscripts or university records that fit no particular category in the appropriate biography or literature tables of the LC schedules, construct the second Cutter from the Biography Table in the *Subject Cataloging Manual* (G 320).

ex. **090** **PS3529.P57 A11 MSS 10**
 (American literary author)

090 **QC16.E5 A2 MSS 90**
 (physicist)

B: No date will be used in the classification number for manuscripts and university records; the classification numbers will conclude with a terminal suffix comprised of the collection number, e.g. MSS 20 or RSS 32.