

## **Final Report of the Task Group on BIBCO Standard Record Requirements for Cartographic Materials (BSR/CART)**

### **Task Group on BIBCO Standard Requirements for Cartographic Materials**

#### *Members*

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#### *Charge*

Define a set of required elements for bibliographic records non-digital cartographic materials using a single encoding level.

#### **Characteristics of the BIBCO standard record (BSR)**

1. The BSR is a “floor” record containing a mandatory element set which replaces the BIBCO core and full level record standards. Emphasis is given to access points, not to extensive descriptive data. The BSR supports the importance of controlled subject and name access points in library catalogs.
2. One encoding level replaces the two used for the core and full level records.
3. The mandatory element set combines use of those elements that are mandatory and those elements that are mandatory if applicable. It avoids requiring unessential and redundant elements. Essential elements support user tasks to find, identify, select, and obtain needed resources.
4. BSRs are considered to be as full as is necessary for user tasks. The uniqueness of individual resources is represented by adding elements that are mandatory if applicable for the resource in hand. In addition, elements not included in the essential element set may be added if determined to be important for access by cataloger judgment, local policy and/or consortial agreements.
5. Main entry headings (1XX) and added entries (7XX) are supported by authority records established through the NACO program. Subject headings (6XX) from LCSH are supported by authority records established through the NACO and SACO programs.
6. Using the defined element set in the BSR will allow the consistency for more uniform data in catalog records and allow catalogers to concentrate on appropriate added access.
7. BSR content is supported through use of MARC 21 Format for Bibliographic Data.
8. The BSR is intended for use by experienced catalogers knowledgeable in AACR2, LCRIs, and national standardized classification systems, thesauri and subject heading systems.

#### **Metadata Application Profile (MAP) BIBCO Standard Record (BSR) for Cartographic Materials**

This document defines a set of required elements for bibliographic records for non-digital cartographic materials using a single encoding level. This single encoding level replaces the historic PCC BIBCO full and core levels for cartographic materials. BIBCO Standard Records (BSRs) for cartographic materials can be recognized by the presence of an Encoding Level of "blank" to indicate standard level record, code of "blank" in the Source fixed field, and the presence of "pcc" in field 042 to indicate that the record was created or upgraded by a BIBCO library. The BIBCO Core Level Record standard for cartographic materials and the BIBCO Standard Record for printed books were used as starting points for the BSR for Cartographic Materials.

As its name indicates, the BSR for Cartographic Materials is to be applied to all print cartographic materials that are monographic, including but not limited to sheet maps, remote-sensing images, map series, atlases, and globes. This standard excludes digital cartographic materials such as CD-ROMS and maps on the web, which have their own standard record requirements. The materials to be cataloged fall under the scope of Chapter 3 of the Anglo-American Cataloging Rules, 2<sup>nd</sup> ed. These guidelines include historical or rare maps and atlases as well as contemporary titles.

| <b>Element</b> | <b>Labels and notes</b>   | <b>Use</b> |
|----------------|---|------------|
|                | <b>Leader</b>   |            |
| 06             | Type of record "e" or "f"   | M          |
| 07             | Bibliographic level "m", or "s"   | M          |
| 08             | Type of control   | A          |
| 17             | Encoding level "blank"  | M          |
| 18             | Descriptive cataloging form "a"   | M          |
|                | <b>007 Variable Control Fields-Physical Description<br/>Fixed Field: Maps</b> |            |
| 00             | Category of material  | M          |
| 01             | Specific material designation   | M          |
| 03             | Color   | M          |
| 04             | Physical medium   | M          |
| 05             | Type of reproduction  | M          |
| 06             | Production/reproduction details   | M          |
| 07             | Positive/negative aspect  | M          |
|                | <b>008 Variable Control Fields-Fixed Length Data<br/>Elements: Maps</b>       |            |
| 06             | Type of date/Publication status   | M          |
| 07-10          | Date 1  | M          |
| 11-14          | Date 2  | A          |
| 15-17          | Place of publication  | A          |
| 18-21          | Relief  | A          |
| 22-23          | Projection  | A          |
| 25             | Type of cartographic material   | M          |
| 28             | Government publication  | A          |
| 29             | Form of item  | A          |

|                     |  |   |
|---------------------|--|---|
| 31                  | Index  | A |
| 33-34               | Special format characteristics   | A |
| 35-37               | Language   | M |
| 38                  | Modified record  | A |
| 39                  | Cataloging source "c"  | M |
|                     | Variable data fields   |   |
| 010                 | Library of Congress Control Number LCCN  | A |
| 020                 | International Standard Bibliographic Number ISBN "a"   | A |
| 034                 | Coded Cartographic Mathematical Data   |   |
|                     | \$a Category of scale  | M |
|                     | \$b, \$d, \$e, \$f, \$g, \$h, \$j, \$k, \$m, \$n, \$p, \$r, \$s, \$t, \$x, \$y, \$z, \$2   | A |
| 041                 | Language code  | A |
| 042                 | Authentication code "pcc"  | M |
| 050, 090, 082, etc. | Classification number: Assign at least one classification number from an established classification system recognized in the MARC 21 Bibliographic Format  | M |
| 100/110/111/130     | Main entry—personal name; corporate body; meeting name; uniform title  | A |
| 240                 | Uniform title. Supply if known or can be easily inferred from the item being cataloged (rarely used in sheet map cataloging)   | A |
| 245                 | Title and statement of responsibility  |   |
|                     | \$a Title proper   | M |
|                     | \$n, \$p, \$b, \$c   | A |
|                     | \$h (for microforms)   | M |
|                     | In cases of multiple parallel titles, MINIMALLY include the first parallel title and any English parallel title.   |   |
| 246                 | Varying form of title: \$a, \$n, \$p<br>Assess each item or collection and assign titles that cover variations deemed important to assist users. The inclusion of varying title information is intended to reflect individual cataloger judgment and/or local policy. Code the 246 for parallel title as 246:31; all other varying titles may be coded as 246:1# | A |
| 250                 | Edition statement  | A |
| 255                 | Cartographic mathematical data   |   |
|                     | \$a Statement of scale   | M |
|                     | \$b, \$c   | A |
| 260                 | Publication, distribution, etc. (imprint) \$a, \$b<br>Supply data appropriate for \$a and \$b if readily   | A |

|         |   |   |
|---------|---|---|
|         | available; otherwise, use [S.I.] and [s.n].<br>\$a Place of publication<br>For items with only one publisher but multiple places are presented, catalogers may give only the first place listed   |   |
|         | \$c   | M |
| 300     | Physical description \$a, \$b, \$c  | M |
|         | \$e Accompanying material<br>A note (tag 500) may be used in lieu of \$e at the cataloger's discretion  | A |
| 490     | Series statement. Transcribe here the form of the series statement as it appears on the prescribed source in the item.  | A |
| 500     | Source of title proper (if other than chief source)   | A |
| 500     | Relief note   | A |
| 500     | Other mathematical data   | A |
| 500     | Accompanying material<br>Tag 300 \$e may be used in lieu of this note at the cataloger's discretion   | A |
| 505     | Formatted contents note. Contents may be encoded at one of two levels; "basic" or "enhanced".   | A |
| 533     | Reproduction note   | A |
| 534     | Original version note. In general, for materials that are reproductions or republications, the convention is to use field 534 to record data pertaining to the original. However this does not preclude the use of field 533 when judged appropriate, e.g., in the case of microforms.  | A |
| 546     | Language note. Give the language(s) of the described materials if not apparent from the rest of the description. Also describe alphabets, script, or other symbol systems appearing in the item   | A |
| 600-630 | Name and Title Subject access fields. Use judgment in assessing each item. As appropriate, assign a complement of headings that provides access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity. Assign such headings from an established thesaurus, list, or subject heading system recognized by the MARC 21 Format for Bibliographic Data. Follow the conventions of the particular subject heading system being used, including instances in which paired or related headings are needed to represent fully the primary subject aspect. Include all subfields | A |

|            |   |   |
|------------|---|---|
|            | provided in the particular subject heading system that are necessary to provide appropriately specific access or represent relevant aspects of the subject or form.   |   |
| 650 or 651 | Subject access field<br>Include at least one topic subdivided geographically <b>OR</b> one geographic subject access field at a minimum.  | M |
| 655        | Genre field   | A |
| 700-740    | Added entry fields. Use judgment in assessing each item. Assign a complement of added entries that covers the significant relationships associated with the work, expression, or manifestation of which the item is a part. The inclusion and importance of added entries are intended to reflect individual cataloger's judgment and/or local policy, in the context of shared cataloging. | A |
| 8XX        | Series added entry. If cataloger judgment or local cataloging policy is to trace a series, include in this field the authorized form of the series as established in the LC Name Authority File.  | A |