C14 Collection-Level Cataloging

TABLE OF CONTENTS

C14.1 INTRODUCTION

C14.2 SELECTION

C14.2.1 Categories
C14.2.2 Formats
C14.2.3 Responsible units

C14.3 ARRANGEMENT AND DESCRIPTION

C14.3.1 Arrangement

C14.3.1.1 Organized at time of receipt
C14.3.1.2 Not organized at time of receipt
C14.3.1.3 Originally acquired for item-level treatment

C14.3.2 Preservation And Shelving/Storage

C14.3.2.1 Materials designated for custodial divisions
C14.3.2.2 Materials designated for the general collections in CMD's custody
C14.3.2.3 Materials designated for Collections Management Division special custody

C14.3.2.3.1 Containers
C14.3.2.3.2 Labeling

C14.3.2.3.2.1 Items
C14.3.2.3.2.2 Containers

C14.3.3 Description

C14.4 CATALOGING

C14.4.1 Responsible Units
C14.4.2 MUMS Files
C14.4.3 Standards
C14.4.4 Elements

C14.4.4.1 1XX field: Main entry heading
C14.4.4.2 240 field: Uniform title
C14.4.4.3 245 field: Title

C14.4.4.4 *246 field: Variant form of title*
C14.4.4.5 *260 field: Imprint*

C14.4.4.6 *300 field: Physical description*

C14.4.4.6.1 Extent of item (including specific material designation)
C14.4.4.6.2 Other physical details
C14.4.4.6.3 Dimensions

C14.4.4.7 *351 field: Organization and arrangement of materials*
C14.4.4.8 *4XX fields: Series*
C14.4.4.9 *5XX fields: Notes*

C14.4.4.9.1 505 field: Formatted contents note
C14.4.4.9.2 506 field: Restrictions on access
C14.4.4.9.3 520 field: Summary, etc.
C14.4.4.9.4 524 field: Preferred citation of described materials
C14.4.4.9.5 540 field: Terms governing use and reproduction
C14.4.4.9.6 541 field: Immediate source of acquisition
C14.4.4.9.7 544 field: Location of associated archival materials
C14.4.4.9.8 545 field: Biographical or Historical Note
C14.4.4.9.9 555 field: Cumulative index/finding aids note
C14.4.4.9.10 561 field: Provenance note
C14.4.4.9.11 580 field: Linking entry complexity note
C14.4.4.9.12 583 field: Action note

C14.4.4.10 *6XX fields: Subject headings*
C14.4.4.11 *7XX fields: Added entry headings*
C14.4.4.12 *852 field: Location*
C14.4.4.13 *856 field: Electronic location and access*
C14.4.4.14 *952 field: Catalogers' permanent note*
C14.4.4.15 *050 field: Call number*

C14.4.4.15.1 Individual area studies and special format divisions
C14.4.4.15.2 Classified collections
C14.4.4.15.3 Materials serviced by Collections Management Division

C14.4.4.16 *082 field: Dewey decimal number*
C14.4.4.17 *043 field: Geographic area code*
C14.4.4.18 *Fixed fields*

C14.4.4.18.1 **Leader/17 (FFD 1): Encoding level**
C14.4.4.18.2 **008/35-37 (FFD 15): Language**
C14.4.4.18.3 **008/06 (FFD 20): Type of date**
C14.4.4.18.4 **008/07-10 (FFD 21): First date**
C14.4.4.18.5 **008/11-14 (FFD 22): Second date**
C14.4.4.18.6 **008/15 (FFD 23): Country of publication**
C14.4.4.18.7 **Leader/07 (FFD 27): Bibliographic level**

C14.4.5 **Cataloging Divided Into More Than One Record**

C14.4.5.1 *245 field: Title*
C14.4.5.2 *260 field: Imprint*
C14.4.5.3 *300 field: Physical description*

C14.4.5.4 *5XX fields: Notes*
C14.4.5.5 *505 field: Contents note*

C14.5 SPECIAL PROCEDURES

C14.5.1 **Recording Statistics / STARS**

C14.5.1.1 *For Public Service Collections and other cataloging areas*
C14.5.1.2 *Cataloging Directorate*

C14.5.2 **Adding or Removing Items From Collections In CMD Custody**

C14.5.2.1 *Adding items to collections*
C14.5.2.2 *Removing items from collections*

C14.6 **Appendix 1: Lesser-Known Language Materials**

C14.6.1 DEFINITION

C14.6.2 PROCEDURES

C14.1 INTRODUCTION

Collection-level cataloging involves the creation of a single bibliographic record for a group of monographic, serial, or archival materials. Collection-level cataloging draws from long traditions both of bibliographic cataloging and archival processing for complex collections of historical materials. Collection-level cataloging for the latter takes advantage of the natural relationships which exist among the items within the collection and recognizes the importance of capturing these relationships in the bibliographic record.

This manual is divided into three sections: **Selection, Arrangement and Description,** and **Cataloging**. The first section, **Selection**, describes the types of materials that are candidates for collection-level cataloging and explains which parts of the Library are authorized to make these decisions. The second section, **Arrangement and description**, provides general advice concerning methods of organizing and processing collections, pointing the way to the array of already published resources in this area. The third section, **Cataloging**, describes characteristics of collection-level MARC records, stating requirements and pointing out alternatives.

C14.2 SELECTION

C14.2.1 Categories

Collections at the Library of Congress normally fall into one of three basic categories:

a) groups of items that come to the Library already well organized by a previous owner;
b) groups of items that come from a single source, but with minimal or no previous organization;
c) groups of items that are assembled into collections for the purposes of technical processing and storage; such collections are often termed "artificial."

All three types of collections share certain factors in common. All are represented by bibliographic records which describe groups of materials rather than items, and all tend to be organized around similar unifying factors. Such factors may include:

a) personal author;
b) issuing body;
c) form or genre;
d) subject;
e) language or nationality;
f) provenance (source).

C14.2.2 Formats

Collection-level cataloging may be utilized for newly acquired materials, as well as for older materials selected from the Library's uncataloged arrearages. Types of materials appropriate to consider for collection-level cataloging treatment include:

a) groups of manuscripts, photographs, moving images, maps, sound recordings, and other special media, generally archival in nature, which constitute collections "of historical significance" and which generally are acquired by the Library as collections;

b) groups of monographic or serial materials, generally from unprocessed arrearages, which share subject information to the extent that subject access can adequately be provided with a single classification number, or one or more subject headings;

c) groups of pamphlets or ephemera in various media which do not merit item-level or minimal-level cataloging, but which collectively are judged to be of research value; such materials may be selected from unprocessed arrearages or newly received; they may have been acquired by the Library as organized collections or as individual items.

C14.2.3 Responsible Units

Units of the Library responsible for designating materials for collection-level treatment are:

a) the divisions of Public Service Collections, in particular, the special format divisions and the American Folklife Center;
b) the divisions of Area Studies Collections;
c) selection officers in the Collections Policy Office;
d) Serial Record Division;
e) Overseas Operations Field Offices.

In the case of special format materials, decisions concerning selection, arrangement, preservation, and level of cataloging are the responsibility of the particular custodial division(s) involved. In the cases of special format materials that are cataloged in the Special Materials Cataloging Division (SMCD), these decisions are made jointly by SMCD and the relevant custodial division.

In the case of newly acquired library materials on topics of interest to the Area Studies Collections divisions, the selection officers receiving and reviewing the materials should consult staff members from the relevant divisions before designating materials for collection-level treatment.

Catalogers and others who handle materials before descriptive cataloging has been completed in the workflow may also nominate groups of materials for collection-level treatment. Such nominations must be approved by the divisions of Area Studies Collections or by the Collections Policy Office, and the initials of the selecting official should be placed on the cataloging record in a 955 note *(q.v.)*.

NOTE: Exceptionally, materials which had been given full-level descriptive cataloging in overseas offices but meet Washington's conditions for treatment as candidates for collection-level cataloging, may be processed as collection-level cataloging. LCCN numbers for all item-level records that have to be cancelled in the process must be included in field 010 in separate subfields z of the collection-level record. This is so that libraries for whom the field offices procure monographs will be able to track the status of the cancelled records.

C14.3 ARRANGEMENT AND DESCRIPTION

Arrangement and description are terms used to describe various types of processing activities which bring order and control to collections of materials. They commonly involve the physical handling, sorting, and listing of materials, as well as preservation and storage considerations.

C14.3.1 Arrangement

Arrangement is the process of sorting individual items into meaningful groups and of placing those groups into meaningful relationships with each other. Materials can be arranged in many logical ways, and the "look" or design of the arrangement and the records and documents which will reflect that arrangement should be determined by examining the material to consider the types of access most likely to serve the needs of researchers and other potential users. Individual collections will require differing levels and methods of arrangement. For these reasons, decisions about arrangement must be made on a collection-by-collection basis.

C14.3.1.1 Organized at time of receipt

For collections that come to the Library already well organized, every effort should be made to maintain this order. Maintaining the order of collections of documents tells something about the previous owner(s) of the materials and is for this reason, a basic tenet of archival practice. In certain instances, this principle must be modified, as, for example, with photographic film (both motion and still), where preservation and storage factors may mitigate against the maintenance of original physical order.

C14.3.1.2 Not organized at time of receipt

Collections that come to the Library lacking any recognizable order must be examined, sorted, and arranged in some fashion prior to cataloging. Customary types of arrangement include:

1) by source or provenance;
2) by form, e.g., correspondence, minutes, navigation charts, computer files;
3) by content or topic;
4) by date of item or group, i.e., in chronological order;
5) in alphabetic order.

Collections consisting of large numbers of individual items are normally divided into ranges of hierarchical groupings commonly referred to as record groups, series, file units, and documents. Additional guidance in these matters may be found in Fredric M. Miller's *Arranging and Describing Archives and Manuscripts* (Chicago: Society of American Archivists, 1990), or in local processing guidelines located in special collections divisions.

C14.3.1.3 Originally acquired for item-level treatment

Materials originally acquired for item-level treatment that are designated for artificial collections (see C14.2.1) also need to be examined, sorted, and arranged before bibliographic records are created. The sorting and weeding process is especially important for those arrearage materials originally designated for item-level treatment; items in the following categories should be removed from the arrearage materials as not eligible for collection-level cataloging:

1) issues of nonanalyzable serials;
2) issues of numbered monographic series that fit guidelines for "series not worth analysis" (DCM Z1, 64X section) — SAR may not exist yet;
3) issues of numbered monographic series with decision "classify as a collection" in SAR 646 field;
4) volumes of numbered multipart items classed as a collection;
5) other items in numbered or unnumbered monographic series generally are not eligible for collection-level cataloging — contact CPSO for a decision if there is one issue or only a few issues of a series in the arrearage materials and the series is not otherwise represented in the catalog;
6) volumes of unnumbered multipart items that fit guidelines for "2A cataloging" (DCM C12.7); such multipart items bear common or closely related titles, e.g., *Guide to historical resources in [name of county], Starting and operating a business in [name of state]*;
7) duplicates of items already fully cataloged in the Library of Congress;

8) editions of works already fully cataloged in the Library of Congress;
9) materials for which there are NCCP records in the BOOKS file;
10) materials for which there are item-level copy records in bibliographic utilities;
11) materials that *really* should be represented by item-level cataloging records (may be either full-level or MLC records).

After weeding out items in the above categories, the cataloger or processor must then decide upon the arrangement of the remaining materials, i.e., those that will now constitute the collection. The cataloger in consultation with the authorizing official, also decides on the level of fullness which the collection level-cataloging will receive, e.g., whether the material will receive contents notes (C14.4.4.9.1) and/or author-title analytics, whether the material will be classed in the general collections or housed by CMD, etc.

C14.3.2 Preservation And Shelving/Storage

Individuals charged with sorting and arranging collections are normally also required to make initial judgments concerning requirements for preservation and storage. Since these requirements are often highly technical, the Preservation Office maintains a group of experts, who serve as liaisons to custodial divisions and to the Cataloging Directorate. These experts provide guidance and make determinations about preservation techniques and proper storage environments.

C14.3.2.1 Materials designated for custodial divisions

In the case of materials designated for the custody of the **area studies or special format divisions**, preservation and storage practices should follow the Library of Congress policies established for specific formats. Problems or questions concerning policy implementation may be referred to the Cataloging Policy and Support Office.

C14.3.2.2 Materials designated for the general collections in CMD's custody

In the case of items that are considered extensive or significant enough to warrant separate binding, follow the usual shelflisting, labeling and binding procedures for monographs in book form, with the exception that no Dewey decimal number is required, so materials do not pass through the Decimal Classification Division. Items with brittle paper or needing special care should be referred to the Preservation Directorate before continuing processing/cataloging activities.

C14.3.2.3 Materials designated for Collections Management Division special custody

In the case of pamphlets, leaflets, and other ephemeral materials, staff from the Preservation Directorate and the Collections Management Division are responsible for final decisions concerning preserva and storage. Workflow and specific procedures, and responsibility for particular tasks may necessarily vary collection to collection, and it is wise to decide these issues in advance by consulting the preservation speci in the Preservation Directorate; catalogers may also contact the specialist in CPSO for advice.

C14.3.2.3.1 Containers

Containers are commonly available from the Preservation Office and come in two basic size letter and legal. Specially sized boxes may also be prepared as necessary upon request. Workflow decisic i.e., which boxes to use and who does the boxing and labeling of containers should be made by catalogers, preservation and CMD staff working in concert. A finding aid (see

C14.3.3), a printout of a MARC bibliographic record containing a 505 contents note (see C14.4.4i1), or an abbreviated item listing should accompany each box when it is shipped to storage.

C14.3.2.3.2 Labeling

C14.3.2.3.2.1 Items

Individual pieces should be marked with the letters CLC on one line, followed on the second line by the Library of Congress classification number and, on the third line, by the sequence number assigne the document. This number is normally simply consecutive. These data should be placed on the verso of th page or in another prominent area--without effacing or covering important text or artistic work. Rare material should not be marked in any way may be placed in acid-free folders or envelopes, to which typed labels may attached.

CLC
HC147
No. 1

C14.3.2.3.2.2 Containers

Containers should be labeled with the same indicia, but with the inclusive numbers of the item inside each container specified. Alternatively, each box may be numbered sequentially.

CLC		**CLC**
HC147	or	**HC147**
Nos. 1-34		**Box 1**

C14.3.3 Description

Description is the process of organizing and recording the information about collections that was gathered during the sorting and arranging stages. For extensive collections, finding aids are compiled t provide researchers with a level of detail well beyond that available through the catalog record.

For collections with a small number of items, the entire description of a collection may be accomplished within the framework of a MARC record. (See C14.4.4: 9.1, 9.3 and C14.4.4.10-11). In many c finding aids are appropriate to extensive collections with large numbers of items and to collections cataloged according to *Graphic Materials* (GIHC), or *Archives, Personal Papers, and Manuscripts* (APPM).

Finding aids vary widely in format, style, and complexity. Commonly, they consist of two parts The first is a narrative introduction which contains: (1) biographical sketches or agency histories, etc.; (2) collection descriptions highlighting strengths, gaps, weaknesses, and characterizing its extent and depth; and (3) information concerning restrictions on access and use. The sec part, listings of the items or groups of items contained in the collection, occupies the major portion of finding For collections arranged hierarchically, the listings may stop at a more generalized level, e.g., series, or ma extend down to the container or item level.

The finding aid technique is in use in several divisions of the Library, including the American Folklife Center, the Manuscript Division, the Music Division, the Prints and Photographs Division, the Motion Picture, Broadcasting and Recorded Sound Division, and the Rare Book and Special Collections Division. M detailed information about preparing finding aids may be found in such works as Fredric M. Miller's *Arranging and Describing Archives and Manuscripts,* and in *Administration of Photographic Collections* by Mary L. Ritzenthaler, Gerald J. Munoff, and Margery S. Long.

Currently work is underway at a national level to prepare standards for accessing and sharing finding aids online, for example, through the Internet, using an SGML (Standard Generalized Markup Language document-type definition called Encoded Archival Description (EAD). The Library is participating in this vent and is anticipating sharing finding aids with researchers through this technique.

C14.4 CATALOGING

C14.4.1 Responsible Units

a) Materials designated for CLC by the several custodial divisions of Public Service Collections are cataloged by the staffs of the respective divisions and/or by the Specia Materials Cataloging Division, Cataloging Directorate.

b) Materials designated for CLC by Area Studies Collections are cataloged by teams within the Cataloging Directorate working together with the recommending staff.

c) Materials designated for CLC by the Collections Policy Office selection officers are cataloged by teams within the Cataloging Directorate according to language and subject expertise.

d) Materials designated for CLC by overseas offices are cataloged by the designating office, unless that office is not yet authorized to do so.

C14.4.2 MUMS Files

Collection-level records for specific media should reside in the file appropriate to that record type, or in the serials file in cases where seriality is considered the most significant aspect:

Media	MUMS file
Books, pamphlets, broadsides, etc.	Books file (bo)
Serials	Serials file (se)
Computer files	Computer files file (cf)
Prints, photographs, films, videos, filmstrips, kits, etc.	Visual materials file (av)
Manuscripts, records, etc.	Mixed materials file (mss)
Maps[1]	Maps file (ma)
Scores, sound recordings	Music file (mu)

Collections of mixed materials which are predominantly of one format will generally reside in the file appropriate to that format. Collections of mixed materials in which no one material predominates, should reside in the file determined to be the most relevant by the cataloger. Collections of manuscripts, records, etc. held by a division other than the Manuscripts Division can nevertheless be represented in the MIXED MATERIALS file.

[1] Atlases currently reside in the books file. After format integration is completed, they will become part of the maps file.

C14.4.3 Standards

The basic rules which guide the bibliographic description and added entry access portions of collection-level cataloging are the *Anglo-American Cataloguing Rules* (2nd ed.) (AACR2), the *Library of Congress Rule Interpretations* (LCRI), and the special format cataloging manuals:

Archival Moving Image Materials (AMIM). Washington: LC, 1984.
Archives, Personal Papers, and Manuscripts (APPM). 2d ed. Chicago: SAA, 1989.
Graphic Materials (GIHC). Washington: LC, 1982.
Map Cataloging Manual. Washington: LC, 1991.
Descriptive Cataloging of Rare Books (DCRB) 2d ed. Washington: LC, 1991.

For subject access, the *Library of Congress Subject Headings* (LCSH) and *Subject Cataloging Manual: Subject Headings*, *Subject Cataloging Manual: Classification*, and *Subject Cataloging Manual: Shelflisting* are utilized. Pictorial materials also use the *Thesaurus for Graphic Materials* (TGM).

C14.4.4 Elements

Specialized practices for collection-level cataloging are arranged element by element according to field number. Fields for which no special collection-level instructions are required are not listed here. Other fields than those listed here may be used on collection-level cataloging records by following normal MARC guidelines and the standards listed above.

C14.4.4.1 1XX field: Main entry heading

An appropriate main entry heading is determined by application of AACR2, in conjunction with the AACR2-based manuals designed for treatment of specific materials, e.g., *Archives, Personal Papers, and Manuscripts* (APPM).

Collections can be so diverse that title main entry is often appropriate (*cf.* AACR2 21.7). 1XX main entries do, however, occur. Specific instances include collections of works, papers, etc., by one personal author or emanating from a single corporate body (AACR2 21.4). Collections of laws governing one jurisdiction normally fall into this category, with main entry under jurisdiction (AACR2 21.31B1). In addition, *Archives, Personal Papers, and Manuscripts* permits personal or corporate name main entry for materials cataloged archivally under the following circumstances:

1) when the collection consists of the papers of two or more persons, main entry is created either: (1) under the more prominent name or, (2) under the name of the person whose papers predominate;
2) when the collection is known under the name of the person who made the collection, main entry is under the name of that person, followed by the relator, "collector."

Examples of CLC 1XX entries:

```
110 1# $a Austria.
240 10 $a Laws, etc. (Royal decrees, mandates, letters patent, etc.)
245 10 $a Wir Franz der Erste, von Gottes Gnaden Kaiser von
          Oesterreich ... : $b [a collection of decrees of the
          Emperor of Austria].
            (Rules used: AACR2)

100 1# $a Wittick, Ben, $d 1845-1903, $c photographer.
245 10 $a Native Americans of the Southwest $h [graphic].
            (A collection of 46 photographs; rules used: for main
            entry AACR2; for title GIHC)

110 2# $a Bollingen Foundation.
245 00 $k Records, $f 1939-1973.
            (Rules used: APPM)

100 1# $a Purland, Theodocius, $e collector.
245 00 $a Collection of materials on mesmerism, $f 1842-1854.
            (Rules used: APPM)
```

If a main entry heading is appropriate but the name is not represented in the LC authority files, the AACR2 form of the name is constructed and used. An authority record must be created when needed to break conflicts, to trace a needed cross reference in a particular circumstance, or to establish a uniform title not already in use in the catalog.

C14.4.4.2 240 field: Uniform title

For collections of law materials, the cataloger will construct a uniform title introduced by the form prescribed in AACR2, 25.15A1: Laws, etc. The remainder of the title is enclosed in parentheses (...), and consists of terms descriptive of the major types of materials within the collection.

```
240 10 $a Laws, etc. (Imperial or royal decrees, mandates, etc.)
```

C14.4.4.3 245 field: Title

When material incorporated into collection-level cataloging records has diverse authorship, collection-level records are entered under title main entry. The title of each record is constructed by the cataloger. Titles should generally be in English with an attempt to make them both descriptive and distinctive, highlighting the factor(s) which hold the collection together. Consistency in title construction within major collections is another desirable feature. Types of data appropriate for such supplied title statements may include:

1) name of collection (for previously named collections);
2) name of creator, creating body, collector or source (provenance);
3) languages;
4) geographic locations;
5) genre or form;
6) principal subjects--persons, events, topics, activities, objects, and dates of subject coverage.

NOTE: When records are cataloged according to *Archives, Personal Papers, and Manuscripts*, dates given in the title field represent the inclusive or span dates for the material being described, rather than the da of subject coverage.

With the exception of titles for graphic, archival and manuscript collections, these cataloger-supplied titles are enclosed in square brackets ([...]). The reason for this difference is that most manuscri graphic, and archival collections lack formal bibliographic indicia. Therefore, the principle of transcription doe not apply. Brackets lose their particular significance in relation to "transcription from chief source of informat rules, which characterize bibliographic description of published print materials. Specialized rules for manuscripts, graphic and archival collections specifically eschew the use of brackets for cataloger-supplied (*cf. Archives, Personal Papers, and Manuscripts* (APPM) and *Graphic Materials* (GIHC)). The lack of brackets also applies to field 260 for GIHC *(q.v.)*.

Examples of CLC 245 main entries:

```
245 00 $a [Finnish social service publications].
            (A collection of 27 book items; rules used: AACR2)

245 00 $a New York World-Telegram and the Sun Newspaper Photograph
          Collection (Library of Congress) $h [graphic].
            (Ca. 1,000,000 photographic prints; rules used: GIHC)

245 00 $a [Palladium role playing games publications] $h [computer
          file].
            (A collection of 12 files; rules used: AACR2)

245 00 $a [Manam language publications].
            (An open collection; rules used: AACR2)
```

```
245 00 $a [Association of American Railroads collection of maps,
          mainly of the United States as a whole, sections of the
          United States, individual states and cities, showing
          railroads or railroad related information : $b including
          maps of London environs, western Canada, and Europe].
            (A collection of 154 maps and 4 profiles; rules used:
            Map Cataloging Manual)

245 00 $a [Footage of peace rallies and marches in the 1970s].
                        (A collection of film segments; rules
                        used: AMIM)

245 00 $a Grenfell Press archive collection.
            (Ca. 10,000 items of assorted materials relating to
            the production of books; rules used: APPM)

245 00 $a Analecta Anglicana : $b commonplace books, $f [17--].
            (5 v. of notes, extracts, cut materials from printed
            items, and engravings by an unknown person; rules
            used: APPM)
```

When a record is likely to exceed system limitations in the 505 fields (see also C14.4.4.9.1), consider the best means of representing the collection to get around these limitations. This may be accomplished by further refining the nature of the collection by dividing it into parts that can each be represented in a single record (e.g., from "pamphlets concerning tobacco consumption" to "pamphlets encouraging smoking" and "pamphlets discouraging smoking"), or simply by dividing the cataloging for the collections into more than one record. (See C14.4.5.)

```
245 00 $a [PRC Tibetan Collection. $p Chinese and Tibetan
          veterinary medicine publications].

245 00 $a [Washington D.C. pamphlets. $n Record 1 of 2].
            (50 pamphlets from the Landover pamphlets collection;
            rules used: AACR2)
```

C14.4.4.4 246 field: Variant form of title

Variant titles by which a collection may be known are recorded: (1) if they differ substantially from the title statement in field 245, and (2) if they may be anticipated to constitute a significant point of research access to the collection.

```
245 00 $a [PRC Tibetan Collection. $p Works of Liu Shao-ch#i in
          Tibetan].
246 3# $a Works of Li$u-hra$o-chi.
            (Rules used: AACR2)
```

```
245 00 $a [Cowboy footage].
246 3# $a Red Raider at the roundup.
500 ## $a Variant title from donor inventory; also appears on an
          interior frame at 537 ft.
            (Rules used: AMIM)

110 2# $a Bohemia (Kingdom)
240 10 $a Laws, etc. (Guild statutes)
245 10 $a [Bohemian guild statutes and regulations for the
          production of various commodities in the Kingdom of
          Bohemia : $b a collection of decrees of Empress Maria
          Theresa as Queen of Bohemia].
246 3# $a Regulations for industry, trade, and commerce in the
          Kingdom of Bohemia
            (Rules used: AACR2)
```

C14.4.4.5 260 field: Imprint

All three elements of the imprint may be included in collection-level records if appropriate. In most cases, however, owing to the diversity of the material incorporated, only the date element ($c subfield) will be recorded. If the collection is finite, a single date or inclusive dates are used.

```
260 ## $c 1978.
260 ## $c 1980-1984.
260 ## $c 1780-1977, bulk 1890-1940.
```

If additional materials are expected to be added to the collection, inclusive dates based upon the materials initially cataloged are used in the imprint. If the collection is developed from a single item, an open date is used. The dates are enclosed in angle brackets.

```
260 ## $c <1966-    >
260 ## $c <1965-1973>
```

Field 260 is not generally used in records created according to *Archives, Personal Papers, and Manuscripts*. Instead, date information is recorded in subfield "f" (inclusive dates, *i.e.*, the time during which the entirety of the contents of the described record unit were created), or subfields "f" and "g" (bulk dates, *i.e.*, the time period during which the bulk of the described materials were created) in field 245.

245 00 $a Short-Harrison-Symes family papers, $f 1760-1878.

245 00 $k Records, $f 1939-1973 $g 1965-1972.

The *Graphic Materials* manual employs field 260 to record date/publication information, but no brackets are used with collection-level records, since data are considered too diverse for transcription in collection-level descriptions.

C14.4.4.6 300 field: Physical description

C14.4.4.6.1 Extent of item (including specific material designation)

The extent of the collection is given by counting the number of items it contains. A separate physical description statement is provided for each category of material (specific material designation).

```
300 ## $a 17 v.
300 ## $a 90 sound recordings
300 ## $a 28 computer files
300 ## $a 37 photographic prints
300 ## $a ca. 350 pieces
```

If it is expected that additional materials will be added to the collection, the extent is based upon the number of items initially cataloged. This number, followed by three spaces, is enclosed in angle brackets.

```
300 ## $a <17   > v.
300 ## $a <36   > videocassettes
300 ## $a <27   > maps
300 ## $a <ca. 450   > broadsides
```

Angle-brackets are not used when following the rules in AMIM, APPM, and GIHC.

For current serial material cataloged as a collection, do not count items, and do not use empty angle brackets; give only the specific material designation, i.e., v.

C14.4.4.6.2 Other physical details

Information about specific details may be given according to the appropriate chapters in *AACR2* and the specialized manuals. This need only be done if these are considered of particular significance to the collection.

C14.4.4.6.3 Dimensions

Size may not be an important element and its inclusion is, therefore, optional. If included, a range is to be given if the items in the collection are not of uniform size. If desired, the dimensions of containers may be given.

```
300 ## $a [ ... ] $c 28 cm.
300 ## $a [ ... ] $c 23-30 cm.
300 ## $a [ ... ] $c 16 and 35 mm.
300 ## $a [ ... ] $c 4 3/4 in.
300 ## $a [ ... ] $c 10-12 in.
300 ## $a [ ... ] $c 60 x 90 cm. or smaller
300 ## $a 20 pamphlets ; $c in box 12 x 26 x 35 cm.
```

C14.4.4.7 351 field: Organization and arrangement of materials

Details about the organization and arrangement of a collection, such as the way in which materials are subdivided into smaller units, may be given in this field.

```
351 ## $a Organized in two LOTs: Portrait photographs of
          celebrities (LOT 12735), and American scenes (LOT
          12736); $b 1,310 portraits arranged alphabetically
          by sitter; and 85 American scenes arranged by state with
          unidentified locales at the end.
```

C14.4.4.8 4XX fields: Series

4XX fields may be given when it is useful to trace a series, e.g., in cataloging a collection of maps. 4XX fields are not ordinarily needed for collections of monographic print (book) materials because printed (book) items in monographic series generally are not eligible for collection-level cataloging. See C14.3.1.3, categories 2) - 4) for explanation.

C14.4.4.9 5XX fields: Notes

In accordance with the rules provided in AACR2 and the specialized manuals, provide notes which are judged to be of importance to the collection being described. Special notes may relate to provenance, collection arrangements and complexities, restrictions and access, finding aids, scope, and content. Description of content is accomplished both through the use of notes,

particularly the 505 contents note and the 520 summary note, *(q.v.)*, and through the preparation of separate finding aids (C14.3.3). Rules for constructing and sequencing such notes may be found in AACR2 and the specialized manuals. Additional examples and instructions for tagging these notes may be found in the *USMARC Format for Bibliographic Data*. Only those notes with a special relevance to CLC are listed in these guidelines. All are optional and catalogers should use judgment in determining their importance and applicability to specific collections.

C14.4.4.9.1 505 field: Formatted contents note

Formatted contents notes provide an ISBD-structured method of recording item-level information within a CLC record. Elements that may be incorporated into contents notes for CLC include author, title, edition, date of creation or publication, duration or extent of item, scale, etc. When materials lack a pre-existing arrangement and the cataloger has devised his/her own arrangements, he/she assigns a number to each item that is both recorded within square brackets ([ ]) in the contents note and written on each item. When additional materials are added to a collection, the cataloger extends the 505 note to incorporate the new materials. This approach is often used for collections of printed materials, e.g., books, pamphlets, etc. For collections of materials that lack routine bibliographic indicia, the more narrative 520 summary note may be preferred *(q.v.)*.

```
505 0# $a [1] Il fascismo e l'Italia : pagine scelte dalle opere / di
          Benito Mussolini (2. ed.  1932) -- [2] Uno e molti :
          interpretazioni spirituali di Mussolini / Asvero Gravelli
          (1938)-- [3] Mussolini [ ... ].
```

```
505 0# $a [1] Belehr- und Anweisung, wie sich die Flussieder im
          Königreiche Böheim bey Verfertigung der Potasche zu verhalten
          haben, damit ein reines und ... taugliches Guth erzeiget werde
          (17--) -- [2] Artikel für die Schön- und Schwarzfärbergesellen
          (1773) -- [3] Neue Bruderschaftsordnung für die bürgerlichen
          Gold-, Silber- und Galanteriearbeiter (1776) -- [4] Artikel
          für die bürgerlichen Feilhauermeister (1778) -- [5] Artikel
          für die Tuch- und Kotzenmachergesellen (1778) -- [6] Artikel
          für die bürgerlichen Zinngiessermeister (1778) -- [7] Artikel
          für die Tuchscherergesellen (1780).
```

The quantity and type of data elements included in formatted contents notes for specialized media are specified in their respective manuals. For example, in cataloging sound recordings, the manufacturer's number may be used as a volume number.

```
505 1# $a ACD-002. ChØn YØng-nok 1 -- ACD-005. Kim ChØng-ho -- ACD-006.
          Cho YØng-nam -- ACD-008. '86-'87 MBC Campus Song Festival --
          ACD-021. Cho TØk-bae.
```

For large collections, extensive contents notes may sometimes be required. In such cases, it is wise wherever possible to record items in some recognizable order, such as alphabetically by title, or chronologically by date of creation/publication. Owing to MUMS system limitations, multiple 505 fields are required for large collections. As a general rule, each 505 field should extend no further than 15-20 lines, *e.g.*,

```
505 0# $a [1] Fest-Schrift zum 50-jährigen Jubiläum des Gesangvereins
          "Frohsinn," Hamburgo Velho, Rio Grande do Sul, Brasil : 1888
          -1938 -- [ ... ] [9] Cueste lo que cueste : se terminará la
          construcción del palacio de los trabadores --
505 0# $a [10] Dos discursos de Juan Marinello al servicio de la causa
          popular -- [11] Italia y Cuba / Fernando Ortiz (1917) -- [12]
          [ ... ].
```

System limitations also require that no more than five 505 fields may appear in a single record. If the collection requires more than five 505 notes, separate bibliographic records must be created. This may be accomplished by further refining the nature of the collection by dividing it into parts that can each be represented in a single record (e.g., from "pamphlets concerning tobacco consumption" to "pamphlets encouraging smoking" and "pamphlets discouraging smoking"), or simply by representing the collection in more than one bibliographic record. (See C14.4.5.)

```
245 00 $a [Women's rights pamphlets. $n Record 1 of 2].
505 0# $a [1] The enfranchisement of women, an ancient right, a modern
          need: a paper / read by Mrs. McIlquham. Rev. and enl. ed.
          (1891) -- [2] Minutes of the Jubilee Convention (1869-1919) of
          the National American Woman Suffrage Association -- [ ... ]


245 00 $a [Women's rights pamphlets. $n Record 2 of 2].
505 0# $a [51] How Mississippi laws discriminate against women /
          National Woman's Party -- [ ... ] [100] Women's wages today :
          one reason for a legal minimum in New York State / Consumers'
          League of New York State and Consumers' League of the City of
          New York.
```

When adding volumes to collection level records for printed materials, such as books and pamphlets, that either lack or have unnumbered contents notes, create an incomplete contents note for the added materials. Begin the numbering in this note with the next number higher than that previously listed in field 300$a.

```
245 00 $a [Cree language publications].
300 ## $a <11   > v. : $b ill. ; $c 12-22 cm. [as existed in record
                                                 prior to change]
505 2# $a The pilgrim's progress / by John Bunyan -- A collection of
          hymns translated into the dialect of the Cree Indians of
          Western Hudson's Bay, Northern Manitoba, and Saskatchewan --
          Ayamihe-masinahikane e nehiyawastek -- Wi-sah-ke-chah-k and
          the closing-eyes dance.
505 1# $a [12] The eagle and bobcat dances -- [ ... ].
```

C14.4.4.9.2 506 field: Restrictions on access

When access to a collection or a portion thereof is restricted, construct a 506 note to explain the nature and extent of the restrictions. For restrictions upon copying and use of all or portions of collections, see field 540.

```
506 ## $3 All materials except videocassettes $a Restricted.

506 ## $a Restricted access; $c Written permission required; $b Donor.

506 ## $a Restricted; cannot be audited until 2050; $d Members of
          donor's family.

506 ## $a Restricted: Material extremely fragile; $c Access by
          appointment only.
```

C14.4.4.9.3 520 field: Summary, etc.

Summary notes may be used either in addition to or as a replacement for a 505 contents note. Summary notes are narrative, free-text form, and are normally used to provide information about the scope and contents of collections. Types of information to be recorded in summary notes may include: types and forms of materials, their arrangement, dates of subject coverage, and the most significant topics, persons, places, or events. Frequently, summary notes replace 505 contents notes when a decision has been made to prepare separate finding aids for specific collections. Reasons for such a decision include the large size or complexity of hierarchical relationships within a given collection.

```
520 ## $a Letter books and ledgers of Alexander Gusdorf and his brother,
          Gerson Gusdorf, who ran a general store in Taos, N.M.

520 ## $a Miscellaneous cartographic records with an emphasis on
          biogeography of the United States and Alaska, 1872
          -1941. Includes published and photoprocessed maps of Alaska
          and coastal waters, 1888-90, many of which were compiled from
          surveys made on the "Albatross"; maps, 1908-19, annotated by
          the Alaskan Fisheries Division [ ... ]

520 ## $a Most of the fraktur, a form of Pennsylvania German folk art,
          are printed or manuscript birth and baptismal certificates
          (Taufscheine), with watercolor decoration.  The manuscript
          fraktur also include several writing samples (Vorschriften);
          two valentines; drawings of various flowers, birds, animals,
          houses, a farm, and Dauphin County Prison in Harrisburg, Pa.;
          biblical scenes; and other designs.  Among the printed fraktur
          are numerous views of Adam and Eve in paradise [ ... ].  Of
          special interest is the Life and Ages of Man print.  There is
          also an apparently unrelated Italian print, La Via del
          Paradiso, acquired with the fraktur.

520 ## $a Correspondence, diaries (1914-1953), articles, speeches,
          lectures, clippings, scrapbooks, printed matter, photographs,
          memorabilia, and organizational records relating to Sanger's
          extensive activities on behalf of birth control in the U.S.
          and throughout the world [ ... ].
```

If a finding aid is available, a note to that effect should appear either in field 555 (*q.v.*) or, if preferred, in a 500 general note.

C14.4.4.9.4 524 field: Preferred citation of described materials

This note field is used to provide a specific format preferred by the custodian or donor for citing the collection being described.

```
524 ## $a Smithsonian Archives Record Unit 54, Joseph Henry Collection,
          1808, 1825-1878, Box 1, Folder 6, Item 3.


524 ## $a Department of Public Instruction.  Division of Management,
          Planning and Federal Services.  Public School Enrollment,
          1974-1975.  Computer file.
```

C14.4.4.9.5 540 field: Terms governing use and reproduction

In contrast to the 506 field, which is used to describe restrictions on access, this field explains restrictions on the further use of materials within the collection once access has been granted. Included are restrictions on reproducing, exhibiting, quoting, etc.

```
540 ## $a Restricted; information about rights of reproduction available
          at Reference Desk.

540 ## $3 Transcripts $a Photocopying prohibited; $d donor.
```

C14.4.4.9.6 541 field: Immediate source of acquisition

This field may be used to record the immediate source from which the collection was acquired by the Library.

```
541 ## $c Exchange; $a Auburn University; $d 1954.

541 ## $d Received: 5/22/89; $3 master copy; $c gift; $a Mrs. James
          Hickey.
```

C14.4.4.9.7 544 field: Location of associated archival materials

This field may be used to provide the name and address of institutions holding materials bearing a significant relationship to the materials being described.

It may also indicate additional Library of Congress locations for special format materials forming part of the collection but transferred to the custody of the specific division responsible for that format.

```
544 ## $d Sigmund Freud papers; $e Also located at; $a Sigmund Freud
          Home; $a London; $c United Kingdom.

544 ## $d Sound and video recordings $e transferred to $a Library of
          Congress Motion Picture, Broadcasting and Recorded Sound
          Division.
```

C14.4.4.9.8 545 field: Biographical or historical note

This field may be used to provide biographical information about an individual or historical information about an institution or event used as the 1XX or 245 main entry for the collection.

100 1# $a Van Vechten, Carl, $d 1880-1964, $e photographer.
545 ## $a Primarily known as a music and dance critic and novelist, Van Vechten gained a reputation as a theatrical and society photographer. Many of the sitters were acquaintances of Van Vechten; he photographed them in his studio, in private sittings, and also at social gatherings.

C14.4.4.9.9 555 field: Cumulative index/finding aids note

This field may be used to specify the existence of a separate finding aid which has been created for the collection. Finding aids may be defined as any descriptive media — electronic or manual — that provide intellectual or administrative control over elements within collections. Separate finding aids are commonly used for collections whose contents are extensive, and/or whose internal relationships are highly complex. This note most commonly appears on CLC records in conjunction with 520 Summary notes *(q.v.)*.

```
555 0# $a Title listing in Asian Division card catalog.

555 0# $a Card files (on approx. 187,000 cards and 5,339 rolls of
          microfilm); $c Item-level control.

555 8# $a Inventory in Geography & Map Division Reading Room.
```

C14.4.4.9.10 561 field: Provenance note

This field may be used to provide any relevant history concerning the materials described in the collection from the time of their creation up until the time of their accessioning. Note that the immediate source of the Library's acquisition of the materials is recorded in field 541 *(q.v.)*.

```
561 ## $a On permanent loan from the collection of J. Paul Getty.
```

C14.4.4.9.11 580 field: Linking entry complexity note

This field contains a note that identifies a complex relationship between the materials described in the record and other items which cannot be adequately generated from the linking entry fields.

```
580 ## $a Forms part of the Margaret Mead Collection.
```

C14.4.4.9.12 583 field: Action note

This field contains copy-specific information about processing and reference actions, such as solicitation to acquire material, date of last correspondence, tracking preservation activities, discarding, etc.

```
583 ## $a Preserve; $b PA-601; $c 1983/12/04.

583 ## $a Fumigate; $n 37 $o archive boxes; $b b79-54; $c
          1979/06; $5 DLC

583 ## $3 Item numbers 10, 14, & 22 $a removed; $l cataloged
          separately; $c 7/95.
```

C14.4.4.10 6XX fields: Subject headings

The assigned subject headings serve as a primary means of access to materials of all kinds that are described in collection-level records. For content and subject description, see C14.4.4: 9.1 and 9.3 and C14.3.3; for additional content access, see C14.4.4.10-11.

Types of subject headings assigned include topical, personal, geographic, corporate, etc. Headings from the Library's automated name and subject authority files are used in conjunction with *Subject Cataloging Manual: Subject Headings*. The Prints & Photographs Division uses a specialized thesaurus: *Thesaurus for Graphic Materials* (TGM).

Assigned subject headings should be as specific as the collection warrants. The applicability of terms referring to only portions of the collections may be specified in subfield 3, e.g.:

```
650 #0 $a Kathak (Dance) $3 videocassettes only
```

There is no limit to the number of subject headings that may be assigned, but, in the cases of collections constructed for reasons of economy in processing, a reasonable limitation should be observed.

Uncontrolled subject terms (field 653) may be used to provide supplementary subject access, following the guidelines stated in *Subject Cataloging Manual: Subject Headings*, H160.

```
245 00 $a [Marcian F. Rossi collection].
600 10 $a Polo, Marco, $d 1254-1323? $x Journeys $x Maps.
650 #0 $a World maps $y 14th century.


245 00 $a [Italian Communist Party pamphlets].
610 20 $a Partito comunista italiano.
651 #0 $a Italy $x Politics and government $y 20th century.

245 00 $a American theater programs of the late 19th and
          20th centuries.
650 #0 $a Theater programs $z United States $x Specimens.
650 #0 $a Theater $z United States $x History $x Sources.


100 1# $a Elliott, Harrison, $d 1879-1954, $e collector.
245 00 $a Paper specimens, personal papers, and research material
          relating to the history of papermaking.
653 ## $a Papermaking molds.
```

C14.4.4.11 7XX fields: Added entry headings

The number and extent of added entry headings depends upon their usefulness for access. Accordingly, decisions for these entries may be made separately for each collection, and practices may vary widely. Types of added entries considered useful for various types of materials include: author/title analytics, government bodies or individual sovereigns (e.g., as authors of laws, etc.), creators of collections, names of collections, etc. The special format manuals may also provide guidance for catalogers.

If an added entry heading is not represented in the Library's catalog, the AACR2 form of the name is constructed and used. An authority record must be created where needed to break conflicts, to trace a needed cross reference in a particular circumstance, or where the heading is needed for a related work added entry, and no bibliographic record for the item exists in the machine catalog.

In cases where persons or corporate bodies are both the author or issuing body and the subject of a collection, the subject entry (6XX) may offer sufficient access to a collection. When it is judged that access through an added entry (7XX) would also be useful, one may be given.

C14.4.4.12 852 field: Location

This field may be used to provide the name and address of the institution and sub-unit holding the collection being cataloged.

```
852 ## $a Library of Congress $b Prints and Photographs Division $e
          Washington, D.C. 20540-4840 USA $n dcu

852 ## $a Library of Congress $b Manuscript Division $e Washington
          (D.C.)
```

C14.4.4.13 856 field: Electronic location and access

This field may be used to specify the location or means of access to electronic finding aids prepared for the collection or portions thereof.

```
856 7# $3 finding aid $d fsa $n Library of Congress, Washington, D.C. $2
          file
```

C14.4.4.14 952 field: Catalogers' permanent note.[1]

The initials of the selecting official or staff member authorized to assign groups of material for collection-level cataloging should be placed in this field, cf. C14.2, Selection.

```
952 ## $a clc per ls/Sel. Off.
```

C14.4.4.15 050 field: Call number

C14.4.4.15.1 Individual area studies and special format divisions

The call number for collections in the custody of individual area studies and special format divisions will be constructed according to guidelines provided by the relevant division.

```
050 00 $a Collection-Level Cataloging $u <LL RBR--KJP5007.97.A28>
050 00 $a Orien-China-Collections-[sequential number]
050 00 $a Text 1945-1-80 $u <Orien Japan Cage>
050 00 $a G3701.P3 coll $b .A5 $u Amer RR
050 00 $a LOT 12263 $u (H) <P&P>
```

[1]Not applicable to certain custodial divisions, *e.g.*, the Prints and Photographs Division.

C14.4.4.15.2 Classified collections

The call number for collections that are shelved with the classified collections is assigned according to existing practice.

C14.4.4.15.3 Boxed materials serviced by Collections Management Division

Certain materials not in the Area Studies Collections divisions are shelved separately from the regular classified collections and are specially serviced by the Collections Management Division. Construct the shelf numbers for these materials as follows:

```
      050 00 $a Collection-Level Cataloging $u <Coll Mgmt--JS206.Y63>
      050 00 $a Collection-Level Cataloging $u <Coll Mgmt--DT658.22>
      050 00 $a Collection-Level Cataloging $u <Coll Mgmt--BX7433>
also  050 00 $a Lesser-Known Languages $u <Coll Mgmt--Manam>
```

Each class number should be unique. If a class number is used more than once, make each subsequent use unique by adding a work letter to the end of it. Work letters are lower case alphabetic symbols, **a, b, c, etc.**

```
      050 00 $a Collection-Level Cataloging $u <Coll Mgmt--N6988>
      245 00 $a [Russian exhibit catalogs, 1991-1994].

      050 00 $a Collection-Level Cataloging $u <Coll Mgmt--N6988a>
      245 00 $a [Russian exhibit catalogs, 1995-1998].
```

To determine whether or not a class number is unique, perform an ONUM search on subfield "u" of field 050. Searches should be structured to include all letters and numbers but to exclude all spaces and marks of punctuation.

```
      onum CollMgmtN6988
      onum CollMgmtN6988a, etc.
```

When assigning a work letter to a class number, assign the next unused single letter.

```
      050 00 $a Collection-Level Cataloging $u <Coll Mgmt--BF1074g
      050 00 $a Collection-Level Cataloging $u <Coll Mgmt--BF1074h>
```

If all single work letters have been used, add double letters to the class number in subfield "u".

```
050 00 $a Collection-Level Cataloging $u <Coll Mgmt--GV950aa>
050 00 $a Collection-Level Cataloging $u <Coll Mgmt--GV950ab>
```

C14.4.4.16 082 field: Dewey decimal number

Dewey decimal numbers are not assigned for collection-level records.

C14.4.4.17 043 field: Geographic area code

Assign geographic area codes according to existing practice *(q.v.), Subject Cataloging Manual*, D155.

C14.4.4.18 Fixed fields

Listed below are the fixed fields particularly relevant to collection-level cataloging. Other fixed fields are coded following standard practice.

C14.4.4.18.1 Leader/17 (FFD 1): Encoding level

This fixed field should contain the value 7, indicating "minimal level cataloging." Value $, indicating "full-level cataloging," is also an option for certain types of materials, *e.g.*, manuscripts and still images.

C14.4.4.18.2 008/35-37 (FFD 15): Language

The language or the primary language of the collection is given. If no language is primary, give the language that files first in English alphabetic order.

C14.4.4.18.3 008/06 (FFD 20): Type of date

Collection-level alternatives are: i (inclusive dates of collection), k (range of years of bulk of collection), and m (multiple dates).

C14.4.4.18.4 008/07-10 (FFD 21): Date 1

The earliest date, or a single or first date in the imprint, is given.

C14.4.4.18.5 008/11-14 (FFD 22): Date 2

The latest date, or second date in the imprint, is given. If the imprint contains a single date but fixed field 20 is value m, the collection being cataloged is "open," *i.e.*, not yet complete, and 9999 is given in fixed field 22.

C14.4.4.18.6 008/15 (FFD 23): Country of publication

If all the items were published in a single country (or state, province, etc.) the code for that country is given. If the items were published in more than a single country, the code vp# is given. If all items are unpublished the code xx# is given.

C14.4.18.7 Leader/07 (FFD 27): Bibliographic level

This fixed field must contain the value c for collection-level.

C14.4.5 Cataloging Divided Into More Than One Record

Once the decision has been made to divide the cataloging for a collection into more than one record or that there is a need for an additional record (see C14.4.4.9.1), use the following guidelines. Fields for which no special multiple-record instructions are required are not listed here; use the guidelines in C14.4.4 above. Except as noted below for 245 (Title), 300 (Physical description), a special 500 note related to the multiple record condition, and 505 (Contents note), the data elements in each record are the same, as they would be were a single record used. When creating additional records or adding items to collections, modify existing records according to the same guidelines.

C14.4.5.1 245 field: Title

Follow the guidelines in C14.4.4.3 above but indicate in the title in an $n subfield that the collection is being represented in more than one record. The clearest means of doing this is to indicate the specific number of the record out of the total number of records as in "Record 1 of 2" to ensure that viewers of the record know that the collection is represented in more than one record.

```
Record 1:   245 10 $a [Papacy ca. 1600. $n Record 1 of 2 : $b a made-up
                      collection of documents / $c issued by Innocent
                      IX, Gregory XIV, or Clement VIII as administrative
                      heads of the Catholic Church and of the Papal
                      States].
```

```
Record 2:   245 10 $a [Papacy ca. 1600. $n Record 2 of 2 : $b a made-up
                      collection of documents / $c issued by Innocent
                      IX, Gregory XIV, or Clement VIII as administrative
                      heads of the Catholic Church and of the Papal
                      States].
```

If additions are anticipated, record the total number of records in angle brackets ("Record 1 of <2 > : ... ") according to standard practice.

C14.4.5.2 260 field: Imprint

If no additions are anticipated and the records are closed, give the same 260 field in each record.

```
Record 1:   260 ##  $a [Rome], $c 1591-1596.
Record 2:   260 ##  $a [Rome], $c 1591-1596.
```

If additions are anticipated, leave the records open, give the same 260 field in each record but use angle brackets in the date subfields according to standard practice to indicate that additions are anticipated.

```
Record 1:   260 ##  $a [Rome], $c 1591-<1596   >
Record 2:   260 ##  $a [Rome], $c 1591-<1596   >
```

C14.4.5.3 300 field: Physical description

Indicate in the extent statement in the $a subfield of each record the number of items represented in the record out of the total number of items in the collection, using terminology appropriate to the material being described.

```
Record 1:   300 ## $a Items 1-40 of 80 in 1 bound volume ; $c 31 cm.
Record 2:   300 ## $a Items 41-80 of 80 in 1 bound volume ; $c 31 cm.
```

If the last record is being left open for additions, use angle brackets in each of the records accordingly:

```
Record 1:   300 ## $a Items 1-40 of <80   > ; $c 31 cm.
Record 2:   300 ## $a Items 41-<80   > of <80   > ; $c 31 cm.
```

C14.4.5.4 5XX fields: Notes

With the exception of the 505 contents note, give the same 5XX fields in each record. In addition, indicate in a note in each record that the entity being cataloged is represented by more than one record and state the control numbers of the other records involved. Formulate the note to reflect the situation at hand, e.g.:

```
Record 1:   500 ## $a The contents below list the first forty items in
                      the volume; the last forty are listed in LC
                      bibliographic record 97-124700.

Record 2:   500 ## $a The contents below list the last forty items in
                      the volume; the first forty are listed in LC
                      bibliographic record 97-123256.
```

C14.4.5.5 505 field: Contents note. Numbering within contents notes should be consecutive from one record to another.

```
Record 1:   505 0# $a [1] The enfranchisement of women, an ancient right
                      a modern need : a paper / read by Mrs. McIlquham.
                      Rev. and enl. ed. (1891) -- [2] Minutes of the
                      Jubilee Convention (1869-1919) of the National
                      American Woman Suffrage Association -- [ ... ]

Record 2:   505 0# $a [51] How Mississippi laws discriminate against
                      women / National Woman's Party -- [ ... ] [100]
                      Women's wages today : one reason for a legal
                      minimum in New York State / Consumers' League
                      of New York State and Consumers' League of the
                      City of New York.
```

If additions are anticipated, set indicator 1 to value "1" (Incomplete contents) in each contents note until the record is completed.

C14.5 SPECIAL PROCEDURES

C14.5.1 Recording statistics / STARS

C14.5.1.1 For Public Service Collections and other cataloging areas

Catalogers from the divisions of Public Service Collections and other areas outside the Cataloging Directorate create and maintain their own statistical records according to methods designed to meet their specific requirements.

C14.5.1.2 Cataloging Directorate

Catalogers from the Cataloging Directorate utilize a PC-based reporting system, STARS. For general directions regarding the use of this system, see DCM B5 and SCM D5. Practices specific to collection-level cataloging:

1) Complete a StarsSlip for each new collection-level record created. Record "collection-level cataloging" as the "activity." Record format, i.e., scores, sound recordings, computer files, monographs, serials, microforms, as the "type." New records are recorded as "clc" time.

2) When adding items to existing collection-level records, complete a different StarsSlip, recording "added volumes" as the "Activity." Record format (see above) as the "type." Adding volumes is recorded as "regular" time.

3) In the "Auxiliary statistics" area of the StarsSlip, record the number of items represented by the record (for new records), or the number of items added to the record (for existing records) under the category, "Collection-level items cleared."

4) No. of titles / no. of volumes:

   a) For materials which are destined to the custody of the Collections Management Division and are not shelflisted, record a zero (0) in both the "Title" and "Volume" areas.

   b) For materials which will be separately bound and stored in the stacks, and therefore have a full shelflist [Cutter] number, record the number of records created in the "Title" area, i.e., 1; record the number of items in the "Volume" area.

5) Catalogers in the Special Materials Cataloging Division who require statistical breakdowns of numbers of items by medium will maintain such statistics manually.

C14.5.2 Adding or removing items from collections in CMD custody

C14.5.2.1 Adding items to collections

When an item is identified as belonging to an existing collection, the cataloger:

1) updates the cataloging record by changing fields 300, 505, and other fields, as necessary;

2) adds information to the finding aid or item listing;
3) labels the item(s) (cf., C14.3.2.3);
4) places the item(s), together with the updated record and finding aid or list, in an interoffice envelope and forwards the envelope to CMD;
5) adjusts statistics (cf., C14.5.1).

C14.5.2.2 Removing items from collections

When an item is designated to be removed from the collections, the cataloger records this information in a 583 note (*q.v.*), updates the finding aid, and forwards the copies of the revised MARC record and finding aid to CMD.

C14.6 Appendix 1: Lesser-Known Language Materials

C14.6.1 DEFINITION

The Library has developed special collections of materials commonly known as "lesser-known language materials." These materials are generally pamphlets and small monographs, often children's stories or religious materials, that are collected as examples of the indigenous languages of Latin America, Africa and Papua-New Guinea primarily. It is important to distinguish materials in these languages destined for item-level cataloging from those to be added to "lesser-known language" collection-level cataloging records. Materials that are **not appropriate** for collection-level cataloging include:

dictionaries
grammars
readers
phrase books

developed by the Summer School of Linguistics (Instituto Linguistico de Verano) and similar bodies. Item-level cataloging treatment should also be accorded to materials with parallel indigenous and Spanish (or other known language) titles on the title page with text chiefly in Spanish (or the known language). Note that materials should not be accorded collection-level treatment simply because the Library lacks staff with the relevant language expertise to catalog these pieces.

C14.6.2 PROCEDURES

Lesser-known language materials should be processed and cataloged according to the provisions of DCM C14. Additional special procedures are as follows:

1. Material may be identified as "lesser-known language"/collection-level cataloging (LKL/CLC) material at any time from Initial Bibliographic Control through cataloging. Do not make APIF records for such materials. If there is an existing APIF record, cancel it, and record the cancelled LCCN in field 010 subfield z of the collection-level record.

2. Forward LKL/CLC materials as follows:

   a) those from Papua-New Guinea to the RCCD Southeast/South Asia Team;
   b) those from Africa to the HLCD Germanic Team;
   c) those from Latin America to the SSCD Romance Languages Team.

When in doubt about whether material should be handled as LKL/CLC, forward it with a query to one of these teams. When in doubt about the identification of a language, forward the material to the most appropriate team, as listed above.

3. Catalog and label materials according to the instructions laid out in DCM C14. Pay particular attention to correct identification of the language of the piece before creating new records or adding to existing records.

4. Do any necessary subject research, authority work, and record maintenance. When changing a language name, correct the 245 and 650 fields of LKL/CLC records, but do not change the 050 field.

5. When in doubt about language authority work, forward pieces to the appropriate specialists in HLCD (African languages), RCCD (Papua-New Guinea), and SSCD (Latin America).

6. Once cataloging and processing of the LKL/CLC pieces is completed, forward the material to CMD with a print-out of the record covering the material.