

CCM Module 11: Physical Attributes (Fields 300, 336, 337, & 338)

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CCM Module 11: Physical Attributes (Fields 300, 336, 337, & 338)

The general instructions for recording the physical attributes of a serial are found in RDA Chapter 3 Describing Carriers and in RDA 6.9 Content Type. The instructions are found in separate parts of RDA because some physical attributes, such as extent, are considered manifestation level attributes. Content type is considered an expression level attribute so those instructions are found in Chapter 6. In the MARC21 format, the most commonly recorded physical attributes are given in fields 300 (Physical Description), 336 (Content Type), 337 (Media Type), and 338 (Carrier Type). Of these only fields 336 and 338 are core elements for serials per RDA. While parts of field 300 are considered core per RDA, they are considered “core if” per CONSER practice. Field 337 is considered core per CONSER practice.

- How to record the number of volumes (i.e., extent of the resource)
- When and how to record illustrative content
- How to record the size of the serial
- When and how to include a statement of accompanying material
- How to record the content type
- How to record the media type
- How to record the carrier type

References

RDA/LC-PCC PSs

Extent: 3.4

Illustrative content: 7.15, 7.29.2.3.1

Dimensions: 3.5

Accompanying material: 3.1.4/LC-PCC PS

Content type: 6.9

Media type: 3.2

Carrier type: 3.3

Definitions of terms used in this module

Accompanying material. Material issued with, and intended to be used with, the item being catalogued.

Carrier. A physical medium in which data, sound, images, etc., are stored. For certain types of resources, the carrier may consist of a storage medium (e.g., tape, film) sometimes encased in a plastic, metal, etc., housing (e.g., cassette, cartridge) that is an integral part of the resource. (RDA)

Carrier type. A categorization reflecting the format of the storage medium and housing of a carrier in combination with the type of intermediation device required to view, play, run, etc., the content of a resource. (RDA)

Colour content. The presence of colour, tone, etc., in the content of a resource. Colour content is also the specific colours, tones, etc., (including black and white) present in the content of a resource. (RDA)

Content type. A categorization reflecting the fundamental form of communication in which the content is expressed and the human sense through which it is intended to be perceived. For content expressed in the form of an image or images, content type also reflects the number of spatial dimensions in which the content is intended to be perceived and the perceived presence or absence of movement. (RDA)

Extent. The number and type of units and/or subunits making up a resource. (RDA)

Illustrative content. Content designed to illustrate the primary content of a resource. (RDA)

Media. The means used to convey information or artistic content. (RDA)

Media type. A categorization reflecting the general type of intermediation device required to view, play, run, etc., the content of a resource. (RDA)

11.1. Extent

11.1.1. Definitions

RDA provides the following definition:

Extent. The number and type of units and/or subunits making up a resource.

RDA 3.4 provides instructions for recording the extent of a resource. Specifically *RDA* 3.4.1.3 Recording Extent states:

“Record the extent of the resource by giving the number of units and an appropriate term for the type of carrier as listed under 3.3.1.3. Record the term in the singular or plural, as applicable.”

Of the list of terms for type of carriers given in *RDA* 3.3.1.3, the ones most likely to be used in serials cataloging are “online resource,” “microfiche,” “microfilm,” “computer disc,” and “volume.” Note that *RDA* 3.4.1.3 allows catalogers the option of using a term in common usage if a) the carrier is not listed in 3.3.1.3 or b) as an alternative to a term listed in 3.3.1.3 if preferred by the cataloging agency.

11.1.2. Serials that are still being issued

For current serials, the extent (subfield \$a) is required only for tangible non-print serials. If supplied, it contains only the designation for the type of resource.

300 ## \$a volumes

300 ## \$a online resource

300 ## \$a CD-ROMs [*use of term in common usage*]

11.1.3. Serials that are complete

If a serial has ceased publication or the record is continued by another due to a major change, record the number of units published, when this information is available. When recording the number of units, record the number of *bibliographic* rather than *physical* units. For example, if a serial is numbered as vol. 12, no. 2-v. 14, no. 5, record as “3 volumes,” regardless of how many physical pieces are involved. If a serial has continuous numbering with only one level of enumeration, record the number of issues. For example, if a serial is numbered as no. 1-no. 25, record as 25 volumes.

If a serial has only a chronological designation, record the number of units in terms of years, when known. The number should include the total number of years named. For example, a serial covering Dec. 1982-Jan. 1985 would be recorded as 4 volumes. When the total number of units is uncertain or unknown, omit this information. This area does not have to be completed when closing off a record if the information is unavailable or difficult to determine.

```
300    ##  $a 10 CD-ROMS
300    ##  $a 1 online resource
300    ##  $a 32 volumes
300    ##  $a volumes [serial complete, number of units not
                    ascertainable]
```

11.2. Illustrative content

When providing a statement for the illustrative content for a serial, consider the whole serial. If it is likely that all or most issues will contain illustrations, record the statement. If only one, or an occasional issue, contains an illustration, omit the statement. Disregard title page illustrations and advertisements. Most importantly, do not spend very much time on this aspect of the record!

When deciding what and how to record as an illustration statement for a serial, refer to RDA 7.15. RDA 7.15.1.3 contains an alternative for specifying the exact type of illustrative content present in a resource. LC-PCC PS 7.15.1.3 states that the LC practice for the alternative is to generally use only the term “illustration” or “illustrations” as the case may be. PCC members may apply the alternative.

```
300    ##  $a volumes : $b illustrations
```

If illustrations are added in subsequent issues, add this information to the 300 field. If illustrations are dropped, make a note if considered to be important (RDA 7.29.2.3.1).

11.3. Dimensions

11.3.1. Height

The height, given in centimeters, is given for purposes of shelving, since publications that are very large or very small may require special shelving, and for purposes of identification. If the height includes a fraction, round off to the next whole centimeter (*RDA* 3.5.1.3). If a serial is bound by a publisher, measure the bound volume, but do not measure in-house binding.

11.3.2. Height and width

Following *RDA* 3.5.1.4.14, record both the height and width when the width is less than half the height or greater than the height; record as height x width. Record the height and width also when the serial consists of a single sheet (*RDA* 3.5.1.4.11). If intended to be folded, give the height when folded.

300 ## \$a volumes ; \$c 20 x 32 cm

300 ## \$a volumes ; \$c 21 x 34 cm folded to 8 cm

11.3.3. Changes

If the height changes, record the lesser height followed by the greater, regardless of the chronological sequence (*RDA* 3.5.1.8.1, *RDA* 3.5.1.6).

Original size:
29 cm

Later size:
26 cm

In record:

300 ## \$a volumes ; \$c 26-29 cm

11.4. Accompanying material

11.4.1. Definition

Accompanying material is material issued with, and intended to be used with, the item being catalogued.

11.4.2. When to record accompanying material

First, consider what you have in hand. Do you have a main work with accompanying material or do you have two independent works that could be cataloged separately? In the first situation you need to ask what is the main work and what is the accompanying material. Frequently, accompanying material is in a different physical format. While a hard copy (paper) item is often the main work, there are other situations in which the main work is the microfiche or CD-ROM and the paper is merely a guide or index to it.

Treat an item as accompanying material when it is issued at the same time by the same publisher and author, and when it has a general title or is otherwise dependent on the main work. Supplements and indexes may be cataloged separately or mentioned in a note but are never recorded as accompanying material.

Once you have determined what you have in hand, decide how to describe it. As with the illustration statement, consider the entire serial. Will each issue be likely to contain such material or is this more likely a one-time occurrence? If the latter is true, it may be more appropriate to add a note to the record about the extent of the accompanying material (RDA 3.22.2), or the accompanying material may be ignored.

11.4.3. How to record accompanying material

According to LC-PCC PS 3.1.4., the description of the carrier characteristics of the accompanying material may consist of the extent and any other characteristics applicable to the accompanying material. If a detailed description is not necessary, record the extent only.

The description of the carrier characteristics of the accompanying material may be provided either as a separate additional MARC field 300 or as an accompanying material subfield (\$e) added to the MARC field 300 of the main part. In CONSER records, prefer to record accompanying material in 300 subfield \$e.

When recording extent of accompanying material, the number of units represents the total number issued (not the number accompanying each issue) and thus can only be given if the serial is complete. In most cases the number of units is omitted. For the type of unit, use an

appropriate term from the list of carrier types at RDA 3.3.1.3, or a term in common usage (RDA 3.4.1.3).

Recorded in 300 \$e

```
245    00  $a Amadeus : $b il mensile della grande musica.  
300    ##  $a volumes : $b illustrations (chiefly color) ; $c 29 cm +  
        $e sound discs [each issue accompanied by a CD]
```

Recorded as a note

```
245    00  $a OCLC micro.  
300    ##  $a volumes : $b illustrations ; $c 23 cm  
500    ##  $a Some issues accompanied by diskettes.  
        [some issues have accompanying material]
```


11.5. Content type

11.5.1. Definition

A categorization reflecting the fundamental form of communication in which the content is expressed and the human sense through which it is intended to be perceived. For content expressed in the form of an image or images, content type also reflects the number of spatial dimensions in which the content is intended to be perceived and the perceived presence or absence of movement. (RDA)

11.5.2. How to record content type

RDA 6.9 provides instructions on recording the content type of a resource. Content type is the form in which the content is expressed which reflects the human sense through which it is perceived. This is a required element and the terms used come from a controlled vocabulary which is given in RDA 6.9.1.3. For the vast majority of serials, the term used will be “text.” This data is recorded in MARC21 field 336. Only \$a (the term) and \$2 (term source) are required.

```
336    ##  $a text $2 rdacontent
```

11.6. Media type

11.6.1. Definition

A categorization reflecting the general type of intermediation device required to view, play, run, etc., the content of a resource. (RDA)

11.6.2. How to record media type

The instructions for recording the type of media are provided in RDA 3.2. The media type is the device required to use resource. As with content type, RDA provides a controlled list of terms to use, found in RDA 3.2.1.3. Of the terms given, “computer,” “microform,” and “unmediated” are likely the terms you will be using. The term “unmediated” is used for printed textual resources since no device is required to use such a resource. While not a core RDA element, it is a CONSER core element per LC-PCC PS 3.2. Only \$a (the term) and \$2 (term source) are required.

```
337    ##  $a microform $2 rdamedia
337    ##  $a unmediated $2 rdamedia
```

11.7. Carrier type

11.7.1. Definition

A categorization reflecting the format of the storage medium and housing of a carrier in combination with the type of intermediation device required to view, play, run, etc., the content of a resource.(RDA)

11.7.2. How to record carrier type

The carrier type is an RDA core element with instructions given in RDA 3.3. The carrier type reflects the format of the storage medium and housing of the resource. RDA provides a controlled list of terms for this element as well, in 3.3.1.3. Only \$a (the term) and \$2 (term source) are required.

```
338    ##  $a online resource $2 rdacarrier
```

```
338    ## $a volumes $2 rdacarrier
338    ## $a microfilm roll $2 rdacarrier
```

SUMMARY

- Use "volumes" for all printed serials, regardless of the terminology used by the serial.
- When a serial is complete, give the number of bibliographic, not physical, volumes in subfield \$a when the information is readily available.
- For most illustrated serials, use "illustrations" in subfield \$b, when appropriate.
- Measure the height of the serial as published. Do not measure in-house binding.
- Provide data about the content, media, and carrier type using either terms from the controlled vocabularies given in RDA or, if appropriate, a term in common usage.