

B15. Miniature Books

B15.1. Definition

Miniature books are books measuring 10 centimeters or less in height **and** 10 cm. or less in width. A book exceeding 10 centimeters in its longest dimension is not a miniature book.

Most miniature books are not intrinsically rare books. However, by Library of Congress policy, they are not housed in the general collections because of their small size. Unless a miniature book falls by its nature under the custody of another division (e.g., the Asian Division, the Law Library, the Music Division, or the Children's Literature Center), it is assigned by default to the custody of the Rare Book and Special Collections Division (RBSCD).

B15.2. Categories of Miniature Books Included in These Routines

Routines described in DCM B15 apply to those miniature books for which RBSCD has custody:

- 1) miniature books selected as rare by RBSCD;
- 2) miniature books that would have gone to the general collections but are housed instead in RBSCD;
- 3) miniature books that would have gone to the P&P Case in the Prints and Photographs Division but are housed by special arrangement in RBSCD.

Miniature books that are destined for other locations should be processed according to the normal routines established by those custodial units. Note that all contemporary non-rare juvenile toy, moveable, and pop-up books as well as miniature "board" books (books printed on coated paper covering thick cardboard pages) are assigned to the Children's Literature Center (cf. CSM G 620).

B15.3. Selection Routines

Selection policies and routines for miniature books are the same as for other categories of books. Before starting to process a miniature book, catalogers should feel confident that an item has been selected for the Library's collections. Doubtful cases should be submitted to the Selection Office for reselection.

Slip items in scope for rare books (cf. DCM B14 and CSM G 810) with the Rare Material Selection slip (form 82-9, rev 2/97) and place them on the appropriate shelf in the Special Materials Cataloging Division for forwarding to RBSCD for selection.

B15.4. Processing Routines

Miniature books are processed on the appropriate team in the Cataloging Directorate in the same way as any other book (with the addition of the data prescribed in B15.5 below) up to and including shelflisting (cf. CSM G 810; CSM G 620). Once shelflisting is complete, place the item on the appropriate shelf in the Special Materials Cataloging Division for forwarding to RBSCD.

Miniature books that have been ordered by RBSCD or selected as rare by RBSCD are cataloged by the Rare Book Cataloging Team in the Special Materials Cataloging Division.

B15.5. Data Elements Especially Applicable to Records for Miniature Books

B15.5.1. General

Add the following data elements to records for miniature books:

- 1) 300: If the longest dimension is **less** than 10 cm., give the size in millimeters (**mm.**) instead of centimeters (cm.) in accordance with AACR2 2.5D1.
- 2) 650: Add as the last subject heading:

650 #0 \$a Miniature books \$v Specimens.

B15.5.2. Items in the Custody of RBSCD

- 1) 050:
051:

Add the custodial designation "<Min Case Rare Bk Coll>" in a \$u subfield of an 050 or 051 field.

- 2) 710: Add the following added entry:

710 2# \$a Miniature Book Collection (Library of Congress) \$5 DLC