

C18. 2A Cataloging

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C18.1. Definition And Background

"2A cataloging" is a local LC term used to indicate the cataloging given to certain unnumbered (or, rarely, partially numbered) multipart sets: classified as a collection and not analyzed. Such materials are judged of significance primarily as a group; individual items are not considered significant enough to catalog separately.¹ Though the set is "made up" because the individual items lack numerical designation, the individual items in the set are usually closely related by subject and other strong similarities, such as title (or parts of title), issuing body, or publisher.

The material is assigned regular LC classification and subject headings and, when bound, is shelved in the general collections unless another location is specified.

2A cataloging should not be confused with the cataloging of numbered multipart sets whose individual parts have titles dependent on the main title, nor with analyzable multipart works that LC judges do not warrant analysis.

¹ The term "2A" does not indicate priority; it derives from a designation of types of cataloging established by the Library of Congress in 1947. 2A treatment is designed to minimize cataloging and binding costs.

If a set receiving 2A cataloging is analyzable, do not make a series authority record except in the rare instance when some of its parts are analyzed.

C18.2. Candidates For 2A Cataloging (Pre-Slipped Or Not)

Generally material will have been recognized as a candidate for 2A cataloging at the IBC stage of processing and forwarded to the appropriate selection official for a decision. It is therefore often already slipped "2A." In cases in which the material seems to qualify for 2A cataloging but has not been slipped, make a decision in the team; consult PSD if there are questions. Material in a series classified as a collection is usually not given 2A cataloging. For material received from overseas offices, this decision is often made in those offices; refer any questions regarding such decisions to PSD.

C18.3. Priority

If the assigned priority of the item is lower than 2, upgrade it to priority 2.

C18.4. IBC Record (Non-JACKPHY Items)

Insure that there is an IBC record for the item. If there is none, create one. If one already exists, modify it to complete the cataloging.

C18.5. IBC Record (JACKPHY Items)

Use the RLIN21 system to create a full 2A cataloging record.

C18.6. Choice Of Main Entry Heading

Choice of entry is based on Chapter 21, taking into account all the items available, as in cataloging any other multipart monograph.

C18.7. Description

C18.7.1. Title And Statement Of Responsibility Area

Rules 1.0A and 1.1B7 are the bases for the description of 2A cataloging. Choose as the title proper the title common to each item. If there is no common title, supply it according to rule 1.1B7.

If the title proper of each item includes information other than a date or numbering that differs from item to item, replace this data with a more general description in the language of the title, enclosed in square brackets, that is suitable to all items in the set. Do not indicate omitted data with an ellipsis.

Title on an item: Guide to historical resources in Hamilton County, New York repositories

Title proper for set: Guide to historical resources in [name of county], New York repositories

not Guide to historical resources in ... New York repositories.

Title on an item: Starting and operating a business in Kentucky

Title proper for set: Starting and operating a business in [name of state]

not Starting and operating a business in ...

C18.7.2. Physical Description Area

The items involved either are not numbered at all or are not numbered in a conventional sense. Thus numbering should be assigned to **bound** material based on some other logical sequence (e.g., alphabetical order of special titles, years included in special titles). Unless a term prescribed in rule 2.5B17 is better suited, use the designation "v." for the physical description. Record holdings in the normal manner except when the material remains temporarily unbound (see below). Note the exceptional instructions in LCRI 2.5B18: "For ephemeral and 'made up' sets lacking a collective title, base the volume and illustration statements on the library's copy and binding." Thus the extent of volumes refers to volumes as bound or to be bound in LC, not to individual items within the set (see example below). See also "Instructions to binder" and "Supplying information for shelflisting" below.

Consider a set with imprint dates previous to the current three years as complete and close the entry (see below).

If the material is incomplete but current and the material is unbound, do not list the holdings in the extent portion of the physical description area (see sections below).

C18.8. Indicating Contents Or LC Holdings

It is of utmost importance for the user of the material to know what is contained in a particular set. Therefore, contents are always listed in 2A records. (Refer special problems to PSD).

Arrange material according to a pattern most suitable to the set being cataloged. The most frequent arrangements are alphabetical, chronological, or a combination of the two. Other

factors, however, may influence the arrangement. For example, parts of a set received after earlier parts have been assigned volume numbering may now make the arrangement of contents already listed less logical.

Information about published volumes that are not in LC may be available. When this occurs, volume numbering for the items not in LC may be "preassigned" when listing the contents:

[1] Côte-d'or -- [3] Saone-et-Loire -- [4] Yonne.

(i.e., of the four volume set the volume for Nièvre is not yet in LC).

When possible, list contents in a telescoped form. For example, for a volume covering each state from Alabama through Colorado give the contents as

[1] Alabama-Colorado

not

[1] Alabama. Alaska. Arizona. Arkansas. California. Colorado

If the set will be bound in one physical volume and a telescoped contents note is not appropriate, give an informal note. If additional items are received later and additions need to be made to the contents note, do not rearrange the order of the contents already given--although this would result in a better or more logical arrangement--because the material has been bound and volume numbering already assigned. Instead, add, individually or by grouping, the new volumes, even if this necessitates a listing in greater detail than that accorded to the items already noted.

All holdings must be recorded in the bibliographic record in a regular contents note, regardless of the number of items in the set; do not use a general 500 note. This policy applies to bound and unbound materials.

When adding another volume to a record with the "LC holdings, until complete, listed in shelflist only" note, create a 505 field beginning with the volume being added; send a printout to PSD. It will not be possible to arrange the holding alphabetically unless the volume numbers were "preassigned." Just assign numbering based upon order of volume received.

If the number of lines in a 505 note extends beyond what can be seen in the window of a screen, be aware that it is only possible to view the entire note if the cursor is in the field. If the cursor is not in the field, it will appear that only the beginning of the note is present. For this reason, create multiple 505 fields at the point one note fills a screen. Apply the same indicator values to each 505 field. Regard the contents as "partial" until the set is determined to be complete and the record is closed.

If an existing record has multiple 505 fields, leave them; add new holdings to the last 505 field.

For new 2A records, do not use a word or words (e.g., name of county) in lieu of assigning volume numbers.

If all or some of the volumes are unbound, decide how the material is to be bound and group it accordingly. Mark items as necessary and provide instructions to the binder using a Binding Instructions slip (form 824). Complete the physical extent area. Add a contents note (see example above). Give instructions to the shelflister, if necessary.

If a set comprising 100 or more items, do not indicate holdings in the extent portion of the physical description area. Instead, give only the term appropriate to the material, e.g.

300 ## \$a v. ; \$c 28 cm.

300 ## \$a pamphlets ; \$c 28 cm.

C18.9. Catalogers Note (952 Field)

Always indicate 2A cataloging by the phrase "2A cataloging" in a 952 field. If this phrase is combined with other information, always give the "2A cataloging" phrase first. Include, as needed, any special instructions related to the processing of additional volumes. (See DCM B9.)

952 ## \$a 2A cataloging. Assign no. as rec'd and add to contents.

C18.10. Supplying Information For Shelflisting

Identify and mark all items according to the guidelines in DCM B5.5.8. If the volumes are bound, assign and supply a volume number if necessary so that holdings can be recorded correctly.

C18.11. Examples

For examples of 2A cataloging, see the following records: 79106923; 87181227; 83233400; 83621739; 8570012; 99491805; 2001398820; 2003619054; 2004283825.