

First Steps...

Print monographs are described in two ways (cont.)

2. Analytical description: bibliographic record that describes a part of a larger resource, such as:
 - ✓ Part of a series
 - ✓ Single story from an anthology
 - ✓ Three volumes from a set of 16 volumes

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Sources of Information (RDA 2.1–2.2)

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Sources of Information

- Identifying information: designations found on a resource that name and differentiate it from other resources (e.g., titles; statements of responsibility; edition, publication, series statements)
- Source of information: area(s) of the resource from which identifying information is taken

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Sources of Information

Comprehensive description for *single unit* resources (RDA 2.1.2.2)

- Select “a source of information identifying the resource as a whole”
- Refers to using sources that contain titles that identify an entire resource, contain publication information on who is responsible for issuing the entire resource, and so forth

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Sources of Information

Comprehensive description for *single unit* resources (cont.)

- If there is no such single source, “treat the sources of information identifying its individual contents as a collective source of information for the resource as a whole”
- Refers to using, for instance, separate title pages of the individual works issued together in a volume as a single source

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Sources of Information

Comprehensive description for *multipart monograph* resources: select one of the following (RDA 2.1.2.3)

- ✓ If parts are sequentially numbered, use lowest numbered part
- ✓ If parts are unnumbered / not numbered sequentially, use part with the earliest date
- If the description is not based on first / earliest part, give a note on part used

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Sources of Information

Preferred source of information: a source providing identifying information based on 1.) the type of bibliographic record used, and 2.) presentation format of the resource (RDA 2.2.2.1; cf. AACR2 1.0A3)

- ✓ Consider “resource” to include the storage medium (e.g., paper) *and* the housing integral to resource (e.g., binding)

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Sources of Information

Preferred source of information: (cont.)

- ✓ Consider accompanying material to be part of the resource itself when employing a *comprehensive description* (i.e., describing the whole resource)
- ✓ Consider a container (e.g., slipcase, box, three-ring binder) *issued with the resource* as part of the resource itself

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Sources of Information

Instructions on picking out preferred sources of information begin with sorting resources into three classes of materials (cf. AACR2's sources for each format)

1. Resources consisting of one or more pages, leaves, sheets, or cards (or images thereof)
2. Resources consisting of moving images
3. Other resources

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Sources of Information

For books, pamphlets, flashcards, etc.,
and replicating microform / scans

- ✓ Preferred sources: title page, title sheet,
title card (RDA 2.2.2.2 = AACR2 2.0B1)
- ✓ If no title page, etc., then select the first of
these that bears a title (in this order):

- | | |
|------------|-------------|
| 1. Cover | 3. Masthead |
| 2. Caption | 4. Colophon |

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Sources of Information

For books, pamphlets, flashcards, etc.,
and replicating microform / scans (cont.)

- ✓ Preferred sources: if all of these sources
lack a title
 - Select a source from elsewhere on the
resource that has a (preferably formal)
title (e.g., slipcase)

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Sources of Information

For books, pamphlets, flashcards, etc.,
and replicating microform / scans (cont.)

- ✓ Preferred sources: if a resource lacks all
these sources
 - Select any identifying information from a
source on the resource itself where it is
presented (preferably formally)

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Sources of Information

More than one preferred source of information (RDA 2.2.3)

- ✓ Reproduction containing preferred sources for the reproduction *and* for the original
 - Use *source for the reproduction* as the preferred source of information for the bibliographic record (like AACR2 1.11A)

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Sources of Information

Other sources of information (RDA 2.2.4)

- Identifying information such as titles, etc., sometimes do not appear on a resource
- RDA 2.2.4 lists elements from the body of the record (245–490 fields) for which data can be given from *outside* the resource
- Chiefly, these are those parts of the record that are normally transcribed from a source

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Sources of Information

Other sources of information (cont.)

- ✓ Titles (245 #a, #n, #p, #b)
- ✓ Statement of responsibility (245 #c)
- ✓ Edition statement (250 field)
- ✓ Production statement (260/264 field)
 - *Production* refers to an account on the making of an unpublished resource

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Sources of Information

Other sources of information (cont.)

- ✓ Publication / distribution / manufacture statements (260 / 264 field)
- ✓ Series statement (490 field)

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Sources of Information

Other sources of information (cont.)

- For any identifying information not found on the resource, then select from (in this order):
 1. Accompanying material (if this is *cataloged separately*)
 2. Container *not* issued as part of the resource (e.g., slipcase supplied by library)

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Sources of Information

Other sources of information (cont.)

- For any identifying information not found on the resource, then select from (in this order) (cont.):
 3. Other published descriptions of the resource (e.g., catalogs, bibliographies)
 4. Any other available source (e.g., reference sources)

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Sources of Information

Other sources of information (cont.)

- Identifying information taken from *outside the resource itself* is given “either by means of a note or ... use of square brackets”

250 -- [Third edition].

500 -- Edition statement from author's website.

(Designation of edition from outside the resource; adding note on the source is optional cataloging practice, unless instructions state otherwise)

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Sources of Information

Other sources of information (cont.)

- Brackets in summary
 - ✓ Identifying information taken from *anywhere within the resource*, no brackets
 - ✓ Identifying information taken from *outside the resource itself*, use brackets
 - ▶ Between brackets and notes, LC prefers brackets

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Sources of Information

Other sources of information (cont.)

- When adjacent elements are bracketed, each element gets its own set of brackets

In AACR2:

260 -- [New York : #b ABC, Inc., #c 2008]

In RDA:

260 -- [New York] : #b [ABC, Inc.], #c [2008]

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End of
Introduction to
RDA II
