Guidelines for cataloguing collection-level records for the Australian National Bibliographic Database

Collection-level cataloguing involves the creation of a single bibliographic record for groups of library materials that have been intentionally brought together at the technical processing stage. By grouping related items together at the cataloguing stage, collection-level cataloguing provides libraries with an effective response to growing processing backlogs and, at the same time, offers them the opportunity to enhance access to their increasingly diverse collections.

In collection-level cataloguing the collection described in a single bibliographic record is frequently an artificial one because it has been explicitly created for technical processing purposes. Characteristics upon which such a collection could be based include personal author, issuing body, language, subject, or form of material. Libraries considering collection-level cataloguing should realise that the decision to assemble a group of items for collection-level treatment will rest with their acquisitions, collection development, public services, and technical services staff.

As the majority of projects currently requiring collection-level cataloguing are published textual material, the format for books has been used in these guidelines, but other formats may also accommodate collection-level cataloguing.

Elements of a collection-level record, catalogued according to RDA or AACR2, are detailed below, followed by an example of a collection-level record, comparing the differences in the RDA and AACR2 fields.
Fixed fields

Fixed field data will generally be coded as appropriate to the format and content of the collection-level record. The fixed fields listed below are to be handled as indicated.

Leader/07 Bibliographic level c

Leader/17 Encoding level Assign as appropriate according to current standards.

Leader/18 Descriptive cataloguing form "i" indicates ISBD punctuation for RDA records and "a" is used for AACR2 records.

008/35-37 Language The code for the language or primary language of the collection is to be given.

008/11-14 Date 2 If the imprint shows inclusive dates, the second date is given here. If the imprint shows a single, open date, code 008/06 (type of date) as "m" and give 9999 in 008/11-14.

008/15-17 Place of publication If all items were published in a single country (or state, province, etc.) give the code for that country. If the items were published in more than one country, the code "vp" is used.

040 Cataloguing source

The $e subfield is used to indicate a record is catalogued according to RDA. If cataloguing according to AACR2 the $e subfield may be used to record the use of an AACR2 manual.

043 Geographic area code

The geographic area code is given when the subject heading deals with a specific geographic area for which there is an existing code.
RDA
1XX Authorised access point

Determined according to RDA Section 3.

AACR2
1XX Main entry heading

Determined according to AACR2.

110 2# $aBirdLife Australia,$eauthor

Most collection-level records will be so diverse that a 1XX field will not be present.

For an RDA compliant record the appropriate relator term(s) should be added. Refer to the MARC code list of relators http://www.loc.gov/marc/relators/

245 Title

Because of the diversity of material incorporated into collection-level records, the title of each record is to be constructed by the creator of the record. This title, which will be enclosed within square brackets, will begin with the substantive elements of the collection, and will generally be in English.

245 00 $a[Crimean War patriotic poems]

245 00 $a[Los Angeles Olympic Games of 1984 official materials]

245 00 $a[Pitjantjatjarra language publications]
260/264 Imprint

According to RDA, the 260 or 264 $c$ date subfield is mandatory.

All three elements of the imprint field may be included if appropriate. In most cases, however, only the date element will be recorded.

If the collection is finite, a single date or inclusive dates are to be used.

260 ## $c1987
260 ## $c1980-1984

If it is expected that more materials will be added to the collection, inclusive dates based upon the materials initially catalogued are used in the imprint. If the collection is developed from a single item, an open date is used. The dates are enclosed within square brackets.

260 ## $c[1965-1973]
260 ## $c[1966- ]

A general note is also added to the record indicating that additional materials may be available:

500 ## $aAdditional materials with other dates of publication may be found in this collection.
300 Physical description

$a Extent of item

If the collection is finite, the extent of the collection is given

<table>
<thead>
<tr>
<th>RDA</th>
<th>AACR2</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 volumes</td>
<td>17 v.</td>
</tr>
</tbody>
</table>

In describing a multipart item that is not yet complete, give the specific material designation alone.

<table>
<thead>
<tr>
<th>RDA</th>
<th>AACR2</th>
</tr>
</thead>
<tbody>
<tr>
<td>volume</td>
<td>v.</td>
</tr>
</tbody>
</table>

Optionally, when the item is complete, add the number of physical units.

$b Illustrations

Use your judgement. A statement of illustration may be used if it is felt that the illustrations are an important part of the collection.

$c Dimensions

Size is not important and its inclusion is optional. If included, a range is to be given if the items in the collection are not uniform in size.

<table>
<thead>
<tr>
<th>RDA</th>
<th>AACR2</th>
</tr>
</thead>
<tbody>
<tr>
<td>300 $a volume :$b illustrations ;$c 28 cm.</td>
<td>300 $a v. :$b ill. ;$c 28 cm</td>
</tr>
<tr>
<td>300 $a 6 volumes ;$c 23-30 cm.</td>
<td>300 $a 6 v. ;$c 23-30 cm.</td>
</tr>
</tbody>
</table>
336 Content type (RDA only)

This field is repeatable if the collection contains a number of content types.

336 ## $atext$btxt$2rdaccontent

336 ## $acartographic image$bc$cri$2rdaccontent

Refer to the MARC list of content types,  
http://www.loc.gov/standards/valuelist/rdaccontent.html

337 Media type (RDA only)

The inclusion of this field is optional and can be repeated if necessary.

337 ## $aunmediated$bn$2rdamedia

337 ## $acomputer$bc$2rdamedia

Refer to the MARC list of media types,  
http://www.loc.gov/standards/valuelist/rdamedia.html

338 Carrier type (RDA only)

This field is repeatable if the collection contains a number of carrier types.

338 ## $avolume$bn$nc$2rdacarrier

338 ## $acomputer disc$bd$cd$2rdacarrier

Refer to the MARC list of carrier types,  
http://www.loc.gov/standards/valuelist/rdacarrier.html
5XX Notes

The general note about additional materials, specified on p.4, is always given when appropriate. Other pertinent notes may be given when judged important for the collection.

Formal contents notes are rarely made. However, if further information about the content of the collection is deemed important, a general note may be made. Such a note may also contain additional information about the material in a collection, such as formats, forms or genres (maps, travel brochures, etc.) contained in the collection.

If an item-level finding aid, such as a title listing or card file, exists, make a note to that effect:

500 ## $aTitle listing in Asian Division card catalogue.

6XX Subject headings

The subject heading(s) assigned is (are) the primary access to the majority of items in the collection-level record.

Assigned subject headings should be as specific as the collection warrants.

There is no limit to the number of subject headings that may be assigned, but a reasonable limitation should be observed.

For example:

245 00 $a[Italian Communist Party pamphlets]
610 20 $aPartito comunista italiano.
651 #0 $aItaly$xxPolitics and government$y20th century.
**70X-75X Added entry headings**

Obvious name and title access points should be provided, however most collection-level records will probably not contain added entry headings.

Within collections, there may be occasions when persons or corporate bodies are both the author or issuing body, and the subject. In most cases the subject heading entry will offer sufficient access. When it is judged that access through an added entry would also be useful, one may be given.

For an RDA compliant record the appropriate relator term(s) should be added. Refer to the MARC code list of relators [http://www.loc.gov/marc/relators/](http://www.loc.gov/marc/relators/)

**710 1# $a**Australia.$bDepartment of Health,$eauthor,$eissuing body
Material in the Geography and Travel ephemera collection covers significant information about the geography, history, and tourist activities of places in Australia, its Antarctic and island territories. This includes geographical features, national parks and reserves, regions, cities, towns, buildings and other man-made structures. The collection includes advertising material, pamphlets, price lists, tokens, area and accommodation.