Guidelines for cataloguing non-book resources in visual arts collections for the Australian National Bibliographic Database

Many Australian libraries have collections of materials relating to the visual arts. Significant collections can be found in gallery libraries, museum libraries, state libraries, academic libraries and local studies collections. These collections include many special resources not found in other library collections – they are often referred to as "guerilla" literature as the resources are not generally found in other libraries, and are hard to locate and track.

Records have been created by libraries for many years to enable users and potential users to identify and access material in their collection. These records can then be shared between libraries, reducing the amount of original cataloguing required by each individual library.

While there are long-standing conventions for describing or cataloguing resources in libraries, special resources, such as the guerilla or "grey" literature found in visual arts collections, do not fit neatly into these rules. Recognising this, Libraries Australia staff have been working with a number of arts libraries to investigate the issues and develop agreement on descriptive standards for contributing these resources to the Australian National Bibliographic Database (ANBD).
Scope

From discussions with the Visual Arts library community it appears there is a need for guidelines to cover art catalogues, posters/promotion material and material relating to artists and galleries at a collection level. More specifically, this includes art catalogues and collections of catalogues; collections of material relating to individual artists (including programs, invitations, posters, catalogues, press clippings and material which is distributed through events) and special non-book materials such as posters, publicity material relating to collections, artists and galleries, and items in unusual formats.

Making use of and contributing to the ANBD

The ANBD currently includes records for resources which are similar in many ways to those held in visual arts collections. Records for collections of ephemera, posters, catalogues and original materials have been shared through the ANBD for a number of years and can offer concrete examples of existing guidelines in action. Examples of RDA and AACR2 records can also be found in this document.

Records can be contributed online to the ANBD using both Libraries Australia Cataloguing Client and the Libraries Australia Web input form. Records can also be contributed in files via the LA Record Import Service.

Please note that the ANBD accepts records in both MARC and NON-MARC formats.
STANDARDS

1. Network standards

Certain elements of the RDA required data elements and the AACR2 level one description may not be applicable to some non-book print materials, for example standard numbers, statements of responsibility or imprint information. This is acceptable as long as the elements essential for matching, such as title, fixed field data and name entries (where applicable) are included and complete.

Some non-MARC systems are unable to supply required elements of the minimum standard, such as the Leader line and Fixed fields. In these cases the ANBD conversion programs create these from the non-MARC data supplied.

RDA Required data elements

Libraries Australia adopted RDA as the preferred cataloguing standard in April 2013. The ANBD has a list of required data elements for RDA records which aim to support resource discovery and resource sharing. It also improves matchability when records are loaded. The required data elements for RDA records include:

Leader codes indicating type of record, bibliographic level, encoding level and descriptive cataloguing form.

Fixed field codes indicating date and country of publication.

02X Standard number (if present)

1XX Authorised access point (if applicable)

240 Uniform title if applicable
245 Full title and statement of responsibility

A General Material Designation (GMD) from List 2 under section 1.1C1 in AACR2 may be used instead of the fields containing content and carrier types, 336 and 338.

250 Edition (if present)

260 or 264 Imprint ($c is mandatory)

300 Physical description

336 content types (if no GMD is used)

338 carrier types (if no GMD is used)

5XX Notes (as necessary)

Please note: The 585 field should only be used to record exhibitions where the item described has been shown.


**AACR2 minimum record standard**

For libraries creating AACR2 records, the minimum record standard is AACR2 level one description:

**Leader codes** indicating type of record, bibliographic level, encoding level and descriptive cataloguing form.

**Fixed field** codes indicating date and country of publication.
02X Standard number (if present)

1XX Main entry heading (if applicable)

240 Uniform title if applicable

245 Full title and statement of responsibility

250 Edition (if present)

260 Imprint

300 Physical description

5XX Notes (as necessary)

Please note: The 585 field should only be used to record exhibitions where the item described has been shown.
Example of a minimal level record

**RDA**

Leader/177  
Leader/18i  
008/06s  
008/07-10 1999  
008/15-17 iau  
020 ## $a0787263214  
040 ## $aVDU$beng$erda$cVDU  
100 1# $aEversman, Sharon, $eauthor  
245 10 $aMolecular and cellular biology :$blaboratory observations  
Biology 102 /$cSharon Eversman, Carol Johnson.  
250 ## $a4th edition.  
260 ## $aDubuque, Iowa :$bKendall/Hunt, $cc1999.  
300 ## $a79 pages :$bilustrations ;$c28 cm.  
336 ## $atext$btxt$2rdaccontent  
338 ## $avolume$bnv$2rdacarrier

**AACR2**

Leader/177  
Leader/18a  
008/06s  
008/07-10 1999  
008/15-17 iau  
020 ## $a0787263214  
040 ## $aVDU$beng$erda$cVDU  
100 1# $aEversman, Sharon.  
245 10 $aMolecular and cellular biology :$blaboratory observations  
Biology 102 /$cSharon Eversman, Carol Johnson.  
250 ## $a4th ed.  
260 ## $aDubuque, Iowa :$bKendall/Hunt, $cc1999.  
300 ## $a79 p. :$bill. ;$c28 cm.
Other network standards

The ANBD also has a descriptive cataloguing policy, as well as guidelines for particular types of material (e.g. multi-part items, electronic resources) and Australian additions/variations to Library of Congress Subject Headings (LCSH) and subdivisions, and USMARC coded data. These can be found on the Libraries Australia website at: http://www.nla.gov.au/librariesaustralia/standards.html

2. International standards

The ANBD uses MARC21 but is able to accept non-MARC data which is converted to MARC21 before loading.

Collective vs. Individual records

For some types of "grey" literature, libraries may wish to make a collective entry for groups of items, rather than an individual record for single pieces. The ANBD supports both collective entry and individual records, and this decision is largely up to individual libraries. However, for collective entries, Libraries Australia recommends the use of a 505 tag (Contents note) or other notes to enhance access to the material through the ANBD, and give users a clear indication of what is in the collection being described. Examples of collective entries and individual records are included at the end of this document. Libraries Australia also encourages the inclusion of physical description information in the 300 tag, where practicable. Information about the size and scope of a collection is often useful to researchers in deciding the importance of the material to their research.
**Physical format**

Material held by visual arts libraries are in a wide variety of formats, some of which create issues in regard to description, storage and access. Tags 300-352 of the MARC21 standards generally record physical characteristics, and physical arrangement information and the RDA Toolkit, AACR2 and MARC21 contain guidelines on how to use these tags. The *Library of Congress-Program for Cooperative Cataloging Policy Statements for RDA*, or *Library of Congress Rule Interpretations* for Libraries creating records according to AACR2, are also useful guides as they provide further interpretation and guidance on the application of the instructions/rules. Any aspects of the item relating to physical format which are considered important but which don’t fit easily in the 300-352 tags can be recorded in a General note (500 tag).

If physical format affects the interlibrary loan status of an item it is important to indicate this in the library’s holdings statement.

**Description**

The ANBD encourages the use of the RDA descriptive standard.

**Subjects and classification**

The ANBD encourages the use of LCSH and Dewy Decimal Classification (DDC) or Library of Congress Classification (LCC). These international standards provide a framework for cataloguing by arts libraries. The ARLIS-I and ARLIS-UK listservs also review the LC weekly list of new and changed subject headings for art specific terms. Other subject and classification schemes, including institution specific thesauri, are also accepted, however these should be coded according to the MARC21 standard to make it clear to other libraries that such specialist thesauri have been used. Examples of art-specific thesauri are included at the end of this document.
Names

Wherever possible, we encourage libraries to use an authoritative source for name headings, such as Library of Congress Name Authorities (LCNA) or the Union List of Artists’ Names (ULAN). In the case of new names, libraries are encouraged to create new authorities.

Indigenous names: Mura, the AIATSIS online catalogue can be used as an authoritative source for Australian Indigenous artists names. In particular, AIATSIS have devised some rules for setting up personal names in the cases when the artist uses a "skin name" or kinship name as part of his/her name.

Titles

Whenever a title is present on the item being described, this should be transcribed as it appears on the item. However, with grey literature, it is often necessary to construct titles. Examples include untitled posters, or pictures, or collective entries for groups of material such as ephemera or posters. In these cases, supply a title which is as descriptive as possible of the material being described. Examples of records with cataloguer supplied titles are provided at the end of this document.

Notes

Notes can be very useful in catalogue records for "grey literature" as they give an opportunity to highlight elements of an item or collection that cannot be adequately covered in other areas of the description. We encourage libraries to make use of MARC21 note tags where possible and applicable, to enhance their records. However, the number of notes and level of detail contained within them is up to individual libraries as it may be dependent on library policies and resources for cataloguing. Please note that institution specific information that cannot be shared between libraries should not be recorded in the ANBD and any information on access to the material at your library should be contained as part of your holdings statement.
**Access restrictions**

Material in library collections is generally made available to all researchers. However, material may be restricted by the library for various reasons, or the library may choose not to make their collections available for interlibrary loan. In this case, it is important that your holdings statements clearly state "Not for interlibrary loan" and that your entry in the Interlibrary Resource Sharing Directory (ILRS) also makes your lending policy clear.

Some resources, such as manuscript collections and Indigenous material, may have restrictions on access. This information should be indicated in a 506 tag (Restrictions on access note).

**DOCUMENTATION**

**TOOLS** (you need to be signed on to Libraries Australia with a signon that has cataloguing functionality for this link to work)

**Standards**

Guides for importing records from external databases.

Available [online](#).

MARC 21 Standards.

Available on the [web](#).

Resource Description and Access (RDA)

[RDA Toolkit](#).

Library of Congress-Program for Cooperative Cataloging Policy Statements

Available [online](#).
Anglo-American Cataloguing Rules, 2nd ed. 2002 revision

Further information.

Library of Congress Subject Headings

Available online or by subscription via Classification Web.

Library of Congress Name Authorities

Available online.

Union List of Artist Names

Available online.

Mura, AIATSIS Collections Catalogue

Available online.


Available online.

Cataloger’s Desktop

This is an online tool (available in both Web and CDROM versions) that incorporates all of the above standards (except LCSH), and many other tools libraries may find useful.
Art-specific thesauri and resources

Australian Pictorial Thesaurus

The Australian Pictorial Thesaurus (APT) is a collection of topic terms for indexing Australian images. The APT uses contemporary Australian terminology to describe objects, people, places and structures, activities and concepts depicted in an image. It ensures the common description of pictorial collections across Australian libraries, museums and archives.

Art and architecture thesaurus online (AAT)

The Art and architecture Thesaurus (AAT) is a structured vocabulary of more than 133,000 terms, descriptions, bibliographic citations, and other information relating to fine art, architecture, decorative arts, archival materials, and material culture.

The Getty thesaurus of Geographic Names (TGN)

The TGN is a structured, world-coverage vocabulary of 1.3 million names, including vernacular and historical names, coordinates, and place types, and descriptive notes, focusing on places important for the study of art and architecture.

AVADS – Australian Visual Arts Databases

Available via subscription, AVAD brings a unique collection of information about the Australian visual arts to curators, researchers, librarians, gallery staff and students. Titles include:

- NATSIVAD – A biographical database of Australian Indigenous visual artists
- ARTEX – an index to Australian exhibition catalogues
- OzBiogs – A compilation of NATSIVAD, ARTEX, AustArt (Australian Art Journals index) and addition biographies.
EXAMPLE RECORDS

Exhibition catalogue

RDA

Leader/17#
Leader/18i
008/06s
008/07-102003
008/15-17xra
040 ## $aSAA$beng$erda
042 ## $aanuc
082 04 $a709.24
100 1# $aRankin, Don,$d1947-$eartist
245 10 $aDon Rankin.
246 13 $iExhibition title: $aBe still, my soul
260 ## $aBowden, S.A. :$bCube Contemporary Art, $c[2003]
300 ## $a[8] pages :$bchiefly colour illustrations ;$c20 cm.
336 ## $atext$btxt$s2rdaccontent
336 ## $astill image$bsti$s2rdaccontent
338 ## $avolume$bnc$s2rdacarrier

AACR2

Leader/17#
Leader/18a
008/06s
008/07-102003
008/15-17xra
040 ## $aSAA$beng
042 ## $aanuc
082 04 $a709.24
100 1# $aRankin, Don,$d1947-
245 10 $aDon Rankin.
246 13 $iExhibition title: $aBe still, my soul
260 ## $aBowden, S. Aust. :$bCube Contemporary Art, $c[2003]
300 ## $a[8] p. :$bchiefly col. ill. ;$c20 cm.
500 ## $aCover title.
500 ## $aEssay: Thomas Shapcott.
600 10 $aRankin, Don,$d1947-$vExhibitions.
650 #0 $aStill-life painting$zSouth Australia
$vExhibitions.
700 1# $aShapcott, Thomas W.$q(Thomas William),$d1935-$eauthor
710 2# $aCube Contemporary Art,$ehost institution
500 ## $aCover title.
500 ## $aEssay: Thomas Shapcott.
600 10 $aRankin, Don,$d1947-$vExhibitions.
650 #0 $aStill-life painting$zSouth Australia
$vExhibitions.
700 1# $aShapcott, Thomas W.$q(Thomas William),$d1935-$eauthor
710 2# $aCube Contemporary Art
### Ephemera – Collection level

#### RDA

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<tr>
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<td>008/07-10</td>
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<tr>
<td>040 ## $aANL$beng$erda$dANL</td>
<td>042 ## $aanuc</td>
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<td>040 ## $aANL$beng$erda$dANL</td>
<td>042 ## $aanuc</td>
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<tr>
<td>245 00 $a[Bush foods :$bephemera material collected by the National Library of Australia]</td>
<td>245 00 $a[Bush foods :$bephemera material collected by the National Library of Australia]</td>
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<tr>
<td>260 ## $c[19XX]</td>
<td>260 ## $c[19XX]</td>
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<tr>
<td>300 ## $afolders of miscellaneous pieces.</td>
<td>300 ## $afolders of miscellaneous pieces.</td>
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<td>336 ## $astill image$bsti$2rdaconent</td>
<td>336 ## $astill image$bsti$2rdaconent</td>
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<td>338 ## $avolume$bnc$2rdacarrier</td>
<td>338 ## $avolume$bnc$2rdacarrier</td>
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<td>338 ## $asheet$bnb$2rdacarrier</td>
<td>338 ## $asheet$bnb$2rdacarrier</td>
</tr>
<tr>
<td>338 ## $acard$bno$2rdacarrier</td>
<td>338 ## $acard$bno$2rdacarrier</td>
</tr>
<tr>
<td>490 1# $aAustralian ephemera collection (General)</td>
<td>520 1# $aThe ephemera collection contains documents of everyday life generally covering publications of fewer than five pages. These may include: advertising material,</td>
</tr>
<tr>
<td>520 1# $aThe ephemera collection contains documents of everyday life generally covering publications of fewer than five pages. These may include: advertising material,</td>
<td></td>
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#### AACR2

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<td>008/06m</td>
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<td>008/07-10</td>
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<td>19XX</td>
<td>008/11-14</td>
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<td>008/11-14</td>
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<td>008/15-17</td>
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<td>at</td>
<td>at</td>
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<tr>
<td>040 ## $aANL$beng$erda$dANL</td>
<td>042 ## $aanuc</td>
</tr>
<tr>
<td>040 ## $aANL$beng$erda$dANL</td>
<td>042 ## $aanuc</td>
</tr>
<tr>
<td>245 00 $a[Bush foods :$bephemera material collected by the National Library of Australia]</td>
<td>245 00 $a[Bush foods :$bephemera material collected by the National Library of Australia]</td>
</tr>
<tr>
<td>300 ## $afolders of miscellaneous pieces.</td>
<td>300 ## $afolders of miscellaneous pieces.</td>
</tr>
</tbody>
</table>
area guides, booklets, brochures, samples of merchandise postcards, posters, programs, stickers and tickets.

540 ## $aCopyright restrictions may apply.
650 #0 $aPrinted ephemera$zAustralia
653 ## $aBush foods.
710 2# $aNational Library of Australia,$ecollector
830 ## $aAustralian ephemera collection (General)

area guides, booklets, brochures, samples of merchandise postcards, posters, programs, stickers and tickets.

540 ## $aCopyright restrictions may apply.
650 #0 $aPrinted ephemera$zAustralia
653 ## $aBush foods.
710 2# $aNational Library of Australia
830 ## $aAustralian ephemera collection (General)
Leader/17#
Leader/18i
008/06m
008/07-102000
008/11-142001
008/15-17at
040 ## $aANL$beng$erda$dANL
042 ## $aanuc
245 00 $aCollection of posters on Centenary of Federation, Australia, 1901-2001.
300 ## $a88 posters :$bcolour ;$c40 x 30 cm. - 85 x 120 cm.
336 ## $astill image$bsti$2rdacarrier
336 ## $atext$btxt$2rdacarrier
338 ## $asheet$bnb$2rdacarrier
500 ## $aTitle supplied by cataloguer.
505 1# $aA general collection of posters relating to Centenary of Federation, 2001.
650 #0 $aCentenary of Federation, Australia, 1901-2001$vPosters
650 #0 $aConfederation of states$zAustralia
$xCentennial celebrations, etc.$vPosters
651 #0 $aAustralia$xCentennial celebrations etc.$vPosters

650 #0 $aConfederation of states$zAustralia
$xCentennial celebrations, etc.$vPosters
651 #0 $aAustralia$xCentennial celebrations etc.$vPosters
Individual poster

RDA

Leader/17#
Leader/18i
008/06q
008/07-10193X
008/11-14194X
008/15-17vra
040 ## $aANL$beng$erda$cANL$dANL
042 ## $aanuc
100 1# $aNorthfield, James,$d1887-1973,$eartist
245 10 $aFauna Australia /$c[James Northfield].

AACR2

Leader/17#
Leader/18a
008/06q
008/07-10193X
008/11-14194X
008/15-17vra
040 ## $aANL$beng$cANL$dANL
042 ## $aanuc
100 1# $aNorthfield, James,$d1887-1973
245 10 $aFauna Australia$h[picture] /$c[James Northfield].
260 ## $a[Melbourne] :$bAustralian National Publicity Association,$c[193?]
300 ## $a1 poster :$bcolour ;$c101 x 63 cm.
336 ## $astill image$bsti$2rdaconent
336 ## $atext$btxt$2rdaconent
338 ## $asheet$bnb$2rdacarrier
500 ## $aPoster consists of Kangaroos, Koala, Kookaburra, Magpie, Jabiru and platypus.

500 ## $aPoster consists of Kangaroos, Koala, Kookaburra, Magpie, Jabiru and platypus.
Poster signed: Northfield.
Logo of Australian National Publicity Association.
"Bookings at all shipping offices & travel agencies".
Posters, Australian.
Animals$zAustralia$vPosters.
Birds $z Australia$vPosters.
Travel posters, Australian.
Australian National Publicity Association,$eissuing body
Poster signed: Northfield.
Logo of Australian National Publicity Association.
"Bookings at all shipping offices & travel agencies".
Posters, Australian.
Animals$zAustralia$vPosters.
Birds $z Australia$vPosters.
Travel posters, Australian.
Australian National Publicity Association
Artist/gallery resources

RDA

Leader/17#
Leader/18i
008/06s
008/07-102001
008/15-17at
040 ## $aANG$bbeng$erda
042 ## $aanuc
110 2# $aNational Gallery of Australia.$bResearch Library,$eissuing body
245 10 $aBernard Hall archive index / $ccompiled by Ruth Mussen and Kay Smith.
300 ## $a1 volume (unpaged) ;$c31 cm.
336 ## $atext$btxt$2rdaccontent
338 ## $avolume$bnuc$2rdacarrier
505 0# $aNumerical list of records -- Index by category -- Index by author/creator -- Index by cross reference.
600 10 $aHall, Bernard,$d1859-1935$vArchives $vIndexes.

AACR2

Leader/17#
Leader/18a
008/06s
008/07-102001
008/15-17at
040 ## $aANG$bbeng
042 ## $aanuc
110 2# $aNational Gallery of Australia.$bResearch Library
245 10 $aBernard Hall archive index / $ccompiled by Ruth Mussen and Kay Smith.
300 ## $a1 v. (unpaged) ;$c31 cm.
505 0# $aNumerical list of records -- Index by category -- Index by author/creator -- Index by cross reference.
600 10 $aHall, Bernard,$d1859-1935$vArchives $vIndexes.
610 20 $a$National Gallery of Australia.$b$Research Library
700 1# $a$Mussen, Ruth,$e$compiler
700 1# $a$Smith, Kay,$e$compiler
700 1# $a$Hall, L. Bernard,$d$1859-1935,$e$associated name

Part of: Robin Lovejoy collection.

Lovejoy played the father of John Hargreaves' character.
Please contact the Help Desk if you require assistance or further information.

Contact us: www.nla.gov.au/librariesaustralia/contact/

Libraries Australia Help Desk: 1800 026 155

June 2015