Guidelines for cataloguing unpublished material and published and unpublished copies for the Australian National Bibliographic Database

Libraries Australia recommends the following guidelines for the treatment of unpublished material and reproductions such as:

- original unpublished material (may be available in several copies)
- unpublished reproductions of published works
- published reproductions
- ‘on demand’ items

For the treatment of microform reproductions, see the guidelines for cataloguing microform reproductions.

Original unpublished material (may be available in several copies)

This category may include original theses or other original typescripts reproduced by photocopy procedures but not widely available, e.g. a paper delivered at a conference deposited in an institution’s library.

Coding:

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

008/06 Type of date Use "s" if the date is known or "q" if not.
008/07-10 Date 1 Use the same date as that in the 260 or 264 $c$ subfield. The minimum required data in these positions is 2 digits followed by XX, e.g. 20XX.

008/15-17 Place of publication For theses, this code is derived from the place where the institution granting the degree is located as named in the dissertation note (field 502).

For all other items in this category, the code "xx" should be used.

008/23 Form of item Blank for regular print items.

008/24 Nature of contents Code for theses when applicable.

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.

**RDA**

1XX Authorised access point

Determined according to RDA section 3.

**AACR2**

1XX Main entry heading

Determined according to AACR2.

100 1# $a Deakin, Alfred, $d 1856-1919, $e author

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/)
260 / 264 Imprint

According to RDA the 260 or 264 $c date subfield is mandatory. If cataloguing according to AACR2 the 260 $c is optional.

The only data element present will be the date in the $c subfield. In manuscript records this date is the date the item was written.

Note the indicators for the 260 and 264 fields are different as an unpublished item is specified by the indicators #0 in a 264 field.

260 ## $c2015.

264 #0 $c2015.

336 Content type (RDA only)

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

336 ## $a{text}$b{txt}$2$rdaccontent

336 ## $a{still image}$b{sti}$2$rdaccontent

Refer to the MARC list of content types, [http://www.loc.gov/standards/valuelist/rdacontent.html](http://www.loc.gov/standards/valuelist/rdacontent.html)

337 Media type (RDA only)

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

337 ## $a{unmediated}$b{n}$2$rdamedia

Refer to the MARC list of media types, [http://www.loc.gov/standards/valuelist/rdamedia.html](http://www.loc.gov/standards/valuelist/rdamedia.html)
338 Carrier type (RDA only)

This field is repeatable if the material consists of more than one carrier type.

338 ## $a volume $b nc $2 rdacarrier

Refer to the MARC list of carrier types, http://www.loc.gov/standards/valueslist/rdacarrier.html

502 Dissertation note

This field is mandatory for theses. If available, the note should include the degree for which the author was a candidate, name of the granting institution or faculty, the year it was granted and dissertation identifier.

Unpublished reproductions of published works

This category may include such items as preservation copies, or unpublished copies produced for another institution, e.g. internal reports and certain educational video recordings.

Describe in terms of the item in hand as specified in RDA instruction 1.11 / AACR2R 1.11. The exception is the 260 or 264 field, supply only the century of reproduction in this field.

Coding:

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

008/06 Type of date n

008/07-10 Date 1 The minimum required data in these positions is 2 digits followed by XX, e.g. 20XX

008/15-17 Place of publication xx
008/23 Form of item Code as appropriate for printed music and language materials.

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.

260 ## or 264 #0 Imprint

Century of reproduction, e.g. $c[20--]

336 Content type (RDA only)

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

336 ## $a text $b txt $2 rdacontent

336 ## $a still image $b sti $2 rdacontent

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

337 Media type (RDA only)

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

337 ## $a unmediated $b n $2 rdamedia

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 material consists of more than one carrier type.

338 ## $a volume $b nc $2 rdacarrier

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

534 Original Version Note

A note giving details of the original work is mandatory.

Published reproductions

This is the most common category, and may include reprints, facsimiles, and sound recordings remastered into a different medium. A second edition of a work is not considered a "reproduction" of the first edition.

Do not consider a remastered sound recording to be a reproduction when content or format (e.g. 4 track, 2 track) has not altered. Consider such a work as a ‘submaster’, but note this in the holdings statement only.

Describe in terms of the item in hand as instructed in RDA instruction 1.11 / AACR2R 1.11.

Coding:

Leader/18 Descriptive cataloguing form "i" indicates ISBD punctuation for RDA records and "a" is used for AACR2 records.
008/06 **Type of date**

- use "r" if the item has been previously published
- use "s" if it is a reproduction of a previously unpublished item
- use "p" if it is a reissue of a video recording, etc.

008/07-14 **Date 1, Date 2**

Dates in these fields will depend on the code used in 008/06.

008/23 **Form of item** Code as appropriate for printed music and language materials.

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.

245 **Title**

According to AACR2, the appropriate GMD must be included if the reproduction is not a print item.

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.

245 10 $aBallad of wild swans$h[music].

260 / 264 **Imprint**

Again, the indicators for the 260 and 264 fields will differ as a published item is specified by #1 in a 264 field and the indicators ## are used in a 260 field.

Give details of the reproduction in this area as instructed in RDA instruction 1.11 / AACR2R 1.11.
336 Content type (RDA only)

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

336 ## $atext$btxt$2rdacontent

336 ## $astill image$bsti$2rdacontent

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

337 Media type (RDA only)

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

337 ## $aunmediated$bn$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 material consists of more than one carrier type.

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

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

534 Original version note

A note giving details of the original work is mandatory.
‘On demand’ items

These are items which are not produced in multiple copies as an edition, but are produced from a master whenever ordered. These can be either items not previously published, such as theses, or items previously published but made available on demand. Examples may include video recordings, talking books, and braille.

In order to avoid multiple records for the same item requested by different libraries at different times, on demand items will be treated as successive reprints of an edition with an uncertain date of publication.

Describe in terms of the item in hand as instructed in RDA instruction 1.11 / AACR2R 1.11, i.e. restrict the data relating to the original to the note fields. The exception to this is the date in the 260 or 264 $c$ subfield. Do not record the year of production in the 260 or 264 $c$ subfield, instead, use the century, e.g [20--].

If the work has been previously published, a note giving details of the original work is mandatory. The note should include the place, publisher and date of the original if these are readily available.
United States security interests in China: beyond the "China card" / by Joseph Frederick Bouchard.


Published on demand.

Note: 008/11-14 may be changed if a participant obtains a copy later than the one for which the original record was created.

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

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