

Cataloguing of Non-Book Materials

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Agenda

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 - MARC21 fields
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-

Sound recordings

□ General rules:

■ Chief source of information:

- For a disc, the chief source is the disc and label
- For a cassette, the chief source is the cassette and label
 - If another source is used (e.g., the container) a note about the source of the title must be made
 - Prefer textual data to sound data

□ Title and statement of responsibility:

■ General material designation:

- For sound recordings on all carriers, the general material designation is [*sound recording*]
-

Sound recordings

□ Title and statement of responsibility:

■ Statements of responsibility:

- Transcribe only statements of responsibility that relate to the intellectual content of the work (e.g., composers of music, writers of spoken words)
 - If contribution is limited to performance, execution, or interpretation (e.g., violinists, singers), record the statement in a note
- If members of a group are named as well as the name of the group, record their names in a note if considered important

□ Publication information:

■ Date of publication:

- Do not consider a copyright date on the container or accompanying matter as a copyright date for the work
 - Such a date may be used to infer a date of publication

Sound recordings

□ Physical description:

■ Extent of item:

- Record the number of physical units by giving the number of parts and one of: *sound cartridge; sound cassette; sound disc; sound disc cartridge; sound tape reel; sound track film* (with reel, cassette, etc. added as appropriate); *[name of instrument] roll*
 - Optionally, use a term in common usage
- Give the playing time of the recording as stated:
 - Time can be given in either hours and minutes or in minutes, including seconds, as it is stated on the item
 - If there is no collective playing time, the durations of the parts may be added together, rounding to the next minute if more than five minutes
 - Precede a statement of duration by *ca.* only if given as an approximation

Sound recordings

□ Physical description:

■ Other physical details:

- Give, for a disc or tape, the type of recording (i.e., how the sound is encoded on the carrier).
- If the playing speed is different to the standard playing speed for the carrier, give it:
 - For an analog disc, in revolutions per minute (*rpm*)
 - For a digital disc, in metres per second (*m. per sec.*)
 - For an analog tape, in inches per second (*ips*)
- Give the groove characteristic of an analog disc if it is not standard for the type of disc
- Give the number of sound channels, if the information is readily available, using one or more of *mono.*, *stereo.*, *quad*
- Give the recording and reproduction characteristics, if necessary for selecting proper playback equipment

Sound recordings

□ Physical description:

■ Dimensions:

- Give the diameter of a sound disc in inches or centimetres
- Give the dimensions of a sound cassette if other than the standard dimensions (i.e., 3 7/8 × 2 1/2 in.)
- Give the gauge of a sound cassette tape if other than the standard width (i.e., 1/8 in.)

□ Notes:

■ Nature of performance:

- Make a note on the form of a literary work or the type of musical work unless it is apparent from the rest of the description

Sound recordings

□ Notes:

■ Source of title proper:

- Make a note if the source of the title proper is not the prescribed chief source of information

■ Statements of responsibility:

- Make a note for performers and the medium of performance if not named elsewhere

- Incorporate the names of the cast into the contents note, if appropriate

■ Edition and history:

- Make a note about the performance if the recording is of a live performance
-

Sound recordings

□ Notes:

■ Physical description:

- Make notes on important physical details that are not included in the physical description, especially if these affect use of the item

- Do not give physical details that are standard to the item being described

■ Summary:

- Give a brief objective summary of the content (other than one that consists entirely or chiefly of music) unless another part of the description provides enough information
-

Sound recordings

□ Notes:

■ Contents:

- List the titles of individual works contained in a recording, adding statements of responsibility not included in the title area and durations
 - Opus or thematic index numbers may be added after titles if important
 - Generally, do not give more than six statements of duration

■ Publishers' numbers:

- Give the publisher's stock number as found on the item, preceded by the name of the publisher
 - If the item has separately number units, give inclusive numbering if the numbering is consecutive, give all numbers if numbering is not consecutive and there are fewer than three numbers, or give the first and last numbers if numbering is not consecutive and there is more than three numbers

Sound recordings

□ MARC21 fields

■ 024—Other standard identifier:

- Standard number published on an item and not recorded elsewhere (e.g., Universal Product Code)

■ 028—Publisher number:

□ Formatted number for sound recordings

- Publisher's numbers in unformatted form are recorded in field 500
- Stock numbers are recorded in field 037

■ 033—Date/Time and place of an event:

- Formatted date/time and coded place of creation, recording, execution associated with an event
 - Corresponds to textual note in field 518

Sound recordings

□ MARC21 fields

■ 047—Form of musical composition code:

- Codes that indicate the form of musical composition of musical sound recordings when the form-of-composition positions of field 008 for music contain <mu> for multiple forms

- Codes are recorded in order of importance

■ 306—Playing time:

- Six numeric characters, in the form of hour-hour-minute-minute-second-second, that represent the playing time for sound recordings

- If the total duration is recorded in the physical description and durations of each part are recorded in a contents note, the field should contain whichever is considered more useful

Sound recordings

□ MARC21 fields

- 518—Date/Time and place of an event note:
 - Note on the date/time and place of creation, recording, execution associated with an event
 - Corresponds to formatted data in field 033

Sound recordings: Examples

```
007 sd\fsngnmmned
008 100610s1999\\caumunn\\\\\\\\\\\\\\\\n\eng\d
024 10 $a0694904842
024 1\ $a606949048426
028 02 $a069 490 484-2$bA&M Records
033 00 $a199812--
047 \\ $acr$arc
245 02 $aA very special Christmas live from Washington D.C.$h[sound recording].
260 \\ $a[Hollywood, Calif.] :$bA&M,$cp1999.
300 \\ $a1 sound disc (38 min.) :$bdigital ;$c4 3/4 in.
306 \\ $a003819
538 \\ $aCompact disc.
511 0\ $aVarious artists.
518 \\ $aRecorded Dec. 1998.
505 00 $tRockin' around the Christmas tree /$rMary J. Blige and Sheryl Crow --$tChristmas
in Hollis /$rRun DMC --$tPlease come home for Christmas /$rJon Bon Jovi --$tChristmas
blues /$rJohn Popper with Eric Clapton --$tWhat child is this? /$rVanessa Williams --
$tChristmas tears /$rEric Clapton --$tO holy night /$rTracy Chapman --$tGive me one
reason /$rTracy Chapman and Eric Clapton --$tMerry Christmas baby /$rSheryl Crow and
Eric Clapton --$tChristmas (baby please come home) /$rJon Bon Jovi --$t Santa Claus
is coming to town /$rMary J. Blige ... [et al.].
```

Sound recordings: Examples

```
007 ss\lunjlmcnnu
008 100610s1986\\\\dcunnnn\\\\\\\\t\\n\eng\d
028 02 $aFA-860121$bNational Public Radio
100 1\ $aCrisp, Quentin.
245 10 $aQuentin Crisp, author$h[sound recording].
246 1\ $iPublisher's catalog title:$aQuentin Crisp, gay author.
260 \\\ $aWashington, D.C. :$bNational Public Radio,$cp1986.
300 \\\ $a1 sound cassette (30 min.) :$banalog.
306 \\\ $a003000
511 0\ $aInterviewer, Terry Gross.
500 \\\ $aA segment from the radio program entitled Fresh air, produced by radio station
    WHY, Philadelphia..
518 \\\ $aBroadcast Jan. 21, 1986, on National Public Radio.
520 \\\ $aIn this interview, Quentin Crisp describes his bold coming out in England in the
    1930s.
700 1\ $aGross, Terry.
710 2\ $aNational Public Radio (U.S.)
710 2\ $aWHYY (Radio station : Philadelphia, Pa.)
730 0\ $aFresh air (Radio program)
```

Sound recordings: Examples

007 sd\bsmennmpluu
008 100610p19731964cauppnn\\\\\\\\\\\\\\n\eng\d
028 02 \$aST-11191\$bCapitol
033 0\ \$a19641108
245 00 \$aJudy Garland & Liza Minnelli "live" at the London Palladium\$h[sound recording].
260 \\\ \$aHollywood, Calif. :\$bCapitol,\$cpl1973.
300 \\\ \$a1 sound disc :\$banalog, 33 1/3 rpm ;\$c12 in.
500 \\\ \$aSongs.
511 0\ \$aJudy Garland and Liza Minnelli ; with orchestra ; Harry Robinson, conductor.
500 \\\ \$a"This album is an abridged version of the previously released album 'Live' at the London Palladium, SWBO-2295"--Container.
518 \\\ \$aRecorded Nov. 8, 1964.
500 \\\ \$aDurations on labels.
505 0\ \$aTogether wherever we go -- The man that got away -- Who's sorry now? -- Medley. Hooray for love ; After you've gone ; By myself ; 'S wonderful ; How about you? ; Lover, come back to me! ; You and the night and the music ; It all depends on you -- What now my love -- Hello, Dolly! -- Gypsy in my soul -- Swanee -- Over the rainbow -- When the saints go marching in/Brotherhood of man -- He's got the whole world in his hands.
700 1\ \$aGarland, Judy.
700 1\ \$aMinnelli, Liza.
700 1\ \$aRobinson, Harry.

Sound recordings: Examples

```
007 sd\fungnmmned
007 vd\cvaiz|
008 100610s2005\\n\eng\d
024 1\ $a827969773321
028 02 $a82796977332$bEpic/Daylight
100 1\ $aLauper, Cyndi,$d1953-
245 14 $aThe body acoustic$h[sound recording] /$cCyndi Lauper.
260 \\ $aNew York :$bEpic/Daylight , $cp2005.
300 \\ $a1 DualDisc :$bdigital ;$c4 3/4 in.
511 0\ $aCyndi Lauper ; with vocal and instrumental acc.
508 \\ $aProduced by Rick Chertoff, Cyndi Lauper, and William Wittman.
518 \\ $aPerformances filmed at Governor's Island, New York City, Aug. 22, 2005.
538 \\ $aHybrid CD/DVD-videodisc.
500 \\ $aLyrics contained in insert.
505 0\ $aCD audio: Money changes everything (with Adam Lazzara) -- All through the night
    (with Shaggy) -- Time after time (with Sarah McLachlan) -- She bop -- Above the
    clouds (with Jeff Beck) -- I'll be your river (with Vivian Green) -- Sisters of
    Avalon (with Ani DiFranco and Vivian Green) -- Shine -- True colors -- Water's edge
    (with Sarah McLachlan) -- Fearless -- Girls just want to have fun (with Puffy Ami
    Yumi). DVD video: Above the clouds -- Shine -- She bop -- Money changes everything
    (with Adam Lazzara) -- Behind the scenes.
700 1\ $aLazzara, Adam.
700 1\ $a[...]
```

Sound recordings: Examples

```
007 sd\fungnmmned
008 100610s2009\\\nyuppn\\\n\eng\d
028 00 $a88697 61705 2$bColumbia
245 00 $aGlee$h[sound recording] :$bthe music.$nVolume 2.
246 1\ $iTitle on container:$aGlee :$bthe music.$nSeason one,$nVolume 2
260 \\\ $aNew York :$bColumbia,$cp2009.
300 \\\ $a1 sound disc (59 min.) :$bdigital ;$c4 3/4 in.
500 \\\ $aMusic from the television series.
511 0\ $aVarious performers.
538 \\\ $aCompact disc.
505 00 $tProud Mary /$rfeaturing Amber Riley ... [et al.] --$tEndless love /$rfeaturing
Mathew Morrison and Lea Michele --$tI'll stand by you /$rfeaturing Cory Monteith --
$tDon't stand so close to me ;$tYoung girl /$rfeaturing Mathew Morrison --$tCrush
/$rfeaturing Lea Michele --$t(You're) having my baby /$rfeaturing Cory Monteith --
$tLean on me /$rfeaturing Kevin McHale and Amber Riley --$tDon't make me over
/$rfeaturing Amber Riley --$tImagine /$rfeaturing Amber Riley ... [et al.] --$tTrue
colors /$rfeaturing Jenna Ushkowitz --$tJump /$rfeaturing Cory Monteith ... [et al.]
--$tSmile$g(cover of Lily Allen song) /$rfeaturing Lea Michele and Cory Monteith --
$tSmile$g(cover of Charlie Chaplin song) /$rfeaturing Lea Michele, Cory Monteith,
Amber Riley --$tAnd I am telling you I'm not going /$rfeaturing Amber Riley --$tDon't
rain on my parade /$rfeaturing Lea Michele --$tYou can't always get what you want
/$rfeaturing Cory Monteith ... [et al.] --$tMy life would suck without you
/$rfeaturing Lea Michele ... [et al.].
700 1\ $a[...].
730 0\ $aGlee (Television program)
```

Videorecordings

□ General rules:

■ Chief source of information:

- The chief source for videorecordings is the work itself (e.g., title frames), or, if that is not available, the physical carrier and labels
 - If another source is used (e.g., the container) a note about the source of the title must be made

□ Title and statement of responsibility:

■ General material designation:

- For videorecordings on all carriers, the general material designation is *[videorecordings]*
 - A videorecording is designed for playback through a television set
 - The general material designation *[motion picture]* is used for film bearing a sequence of images that create the illusion of movement when projected
-

Videorecordings

- Title and statement of responsibility:
 - Statements of responsibility:
 - Transcribe only statements of responsibility that relate to those persons or bodies credited with a major role in creating a film (e.g., producer, director, animator)
 - For contributions by others, including performers, record the statement in a note
 - If members of a group are named as well as the name of the group, record their names in a note if considered important
-

Videorecordings

□ Physical description:

■ Extent of item:

- Record the number of physical units by giving the number of parts and one of: *videocartridge*; *videocassette*; *videodisc*; *videoreel*
 - For motion pictures, use the specific material designations: *film cartridge*, *film cassette*, *film loop*, or *film reel*
 - Optionally, use a term in common usage
 - Give the playing time of the recording as stated:
 - Time can be given in either hours and minutes or in minutes, including seconds, as it is stated on the item
 - Precede a statement of duration by *ca.* only if given as an approximation
-

Videorecordings

□ Physical description:

■ Other physical details:

- Give *sd.* or *si.* to indicate the presence or absence of sound
- Give *col.* or *b&w* to indicate whether a work is in colour or black and white
 - If a work contains a combination of both colour and black and white, give a succinct statement describing it
- For motion pictures, also provide details about aspect ratio and projection speed

■ Dimensions:

- Give the gauge of a videocassette in millimetres
 - Give the diameter of a videodisc in centimetres
-

Videorecordings

□ Notes:

■ Nature or form:

- Make a note on the form of a videorecording unless it is apparent from the rest of the description

■ Source of title proper:

- Make a note if the source of the title proper is not the prescribed chief source of information

■ Statements of responsibility

- Make a note listing featured players, performers, narrators, and presenters
 - Incorporate the names of the cast into the contents note, if appropriate

Videorecordings

□ Notes:

■ Statements of responsibility

- Make a note listing persons who have contributed to the artistic or technical production of a videorecording if not named elsewhere
 - Do not list the names of those persons making only minor contributions
 - Preface each name or group of names with a statement of function

■ Edition and history:

- Make a note about the original medium of the recording if in a different medium
 - Make a note about the performance if the recording is of a live performance
-

Videorecordings

□ Notes:

■ Publication information

- Give a date of original production differing from the date of publication

■ Physical description:

- Give any special characteristics of the sound component of a videorecording
- Give the process or colour recording system or any other details of the colour
- Give the system used for a videorecording

■ Audience:

- Make a note about the intended audience of a work, including the assigned rating of the motion picture
-

Videorecordings

□ Notes:

■ Summary:

- Give a brief objective summary of the content unless another part of the description provides enough information

■ Contents:

- List the titles of individual works contained in a recording, adding statements of responsibility not included in the title area and durations
-

Videorecordings

□ MARC21 fields

■ 024—Other standard identifier:

- Standard number published on an item and not recorded elsewhere (e.g., Universal Product Code)

■ 033—Date/Time and place of an event:

- Formatted date/time and coded place of creation, recording, execution associated with an event
 - Corresponds to textual note in field 518

■ 306—Playing time:

- Six numeric characters, in the form of hour-hour-minute-minute-second-second, that represent the playing time for sound recordings
 - If the total duration is recorded in the physical description and durations of each part are recorded in a contents note, the field should contain whichever is considered more useful
-

Videorecordings

□ MARC21 fields

- 518—Date/Time and place of an event note:
 - Note on the date/time and place of creation, recording, execution associated with an event
 - Corresponds to formatted data in field 033

Videorecordings: Examples

```
007 vd\mvaizu
008 100610s2002\\\quc202\\\vlfre\d
041 0\ $afre$aeng
043 \ $an-cn-qu
245 00 $aJutra$h[videorecording] /$ca National Film Board of Canada release = une
    présentation de l'Office national du film du Canada.
260 \ $a[Montréal, Québec] :$bNational Film Board of Canada,$cc2002.
300 \ $a2 videodiscs (202 min.) :$bsd., col. & b&w ;$c12 cm.
546 \ $aIn French and English.
500 \ $aTitle from container.
505 00 $g[Disc 1].$tClaude Jutra : an unfinished story /$ra Fox-Fire Films and Production
    Docu 2 co-production, in co-production with the National Film Board of Canada ; a
    film by Paule Baillargeon; written by Jefferson Lewis ; original music by Yves
    Laferrière ; editor, Dominique Sicotte ; director of photography, Michael P. Savoie ;
    produced by Anne Frank and André Théberge ; producers (NFB), Nicole Lamothe, Yves
    Bisailon.$g2002. (82 min.) ; sd., col. with b&w sequences. In French and English
    (includes some French dialogue with English subtitles).$tIl etait une chaise = Die
    Geschichte vom Stuhl = El cuento de una silla = Pohádka o jedné židli = La fiaba di
    una sedia = A chairy tale /$rLe Canada presente = el Canadá presenta = Kanada uvádí =
    il Canada presenta = the National Film Board of Canada presents ; a film by Norman
    McLaren & Claude Jutra ; with music by Ravi Shankar & Chatur Lal.$g1957. (10 min.) ;
    sd., b&w. Silent, with musical accompaniment --$g[disc 2].$t[...].
538 \ $aDVD, region 1.
700 1\ $a[...].
740 02 $a[...]
```

Videorecordings: Examples

```
007 vd\cvaizq
008 100610s2007\\xk550\\vlength
020 \ $a1419849360
024 1\ $a794051293824
028 02 $aE2938$bBritish Broadcasting Corporation
041 1\ $aeng$bfre$bspa$heng
044 \ $axk$axxu$aaja
245 00 $aPlanet Earth$h[videorecording] :$bthe complete series /$ca BBC/Discovery
    Channel/NHK co-production ; series producer Alastair Fothergill.
260 \ $a[S.l.] :$bBritish Broadcasting Corporation ;$a[New York] :$bDistributed by BBC
    Worldwide Americas ;$aBurbank, CA :$bWarner Home Video,$cc2007.
300 \ $a5 videodiscs (550 min.) :$bsd., col. ;$c4 3/4 in.
546 \ $aEnglish, with optional French or Spanish subtitles; subtitles for the deaf and
    hard-of-hearing.
500 \ $aTitle from container.
500 \ $aSpecial features: 10-minute behind-the-scenes program for each episode; "Planet
    Earth: the future" 3-part, 2 1/2 hour documentary.
505 0\ $adisc 1. From pole to pole ; Mountains ; Fresh water -- disc 2. Caves ; Deserts ;
    Ice worlds -- disc 3. The great plains ; Jungles ; Shallow seas -- disc 4. Seasonal
    forests ; Ocean deep -- disc 5. Planet Earth: the future. Saving species ; Into the
    wilderness ; Living together.
511 0\ $aNarrator, David Attenborough.
700 1\ Attenborough, David,|d1926-
710 2\ $a[...].
```

Videorecordings: Examples

```
007 vd\cvaizu
008 100610s2006\\\\cau098\\\\\\\\\\vleng\d
245 00 $aWrestling with angels$h[videorecording] :$bplaywright Tony Kushner /$cdirector,
    writer, producer, Freida Lee Mock.
246 3\ $aPlaywright Tony Kushner
260 \\ $a[Santa Monica, Calif.] :$bAmerican Film Foundation ;$bSanders & Mock
    Productions,$cc2006.
300 \\ $a1 videodisc (98 min.) :$bsd., col. ;$c4 3/4 in.
538 \\ $aDVD.
511 0\ $aFeaturing Tony Kushner ; with Marcia Gay Harden, Meryl Streep, Tonya Pinkins,
    Maurice Sendak, George C. Wolfe, Oskar Eustis, Frank Rich.
508 \\ $aCinematographers, Bestor Cram ... [et al.] ; editor, Anne Stein ; composer, Jeanine
    Tesori.
500 \\ $a"Licensed for public performance rights."
500 \\ $a"For screening purposes only"--Disc label.
520 \\ $a"Pulitzer Prize-winning playwright Tony Kushner takes us from his childhood in
    small-town Louisiana to his development as a writer, politically active gay man, and
    endlessly quotable globe-trotting force for a more literate and compassionate
    universe"--Container.
700 1\ $aMock, Freida Lee.
700 1\ $aKushner, Tony.
700 1\ $a[...]
710 2\ $aAmerican Film Foundation.
710 2\ $aSanders & Mock Productions.
```

Videorecordings: Examples

```
007 vd\mvaizk
008 100610s2009\\xul36\\vlength
024 1\ $a09736894442
028 42 $a89444$bPBS Home Video
028 42 $aNPAB600$bPBS Home Video
041 0\ $aeng$aspa$jeng$jspa$heng
043 \ $an-us---
245 04 $aThe national parks$h[videorecording] :$bAmerica's best idea.$nEpisode three,$pThe
    empire of grandeur (1915-1919) /$ca Florentine Films production ; produced in
    association with WETA Washington, D. C. ; National Films Project, LLC. ; a film by
    Ken Burns ; written by Dayton Duncan ; produced by Dayton Duncan and Ken Burns.
246 12 $aEmpire of grandeur (1915-1919)
260 \ $a[Arlington, Va.] :$bPBS Home Video ;$bDistributed by PBS Distribution,$cc2009.
300 \ $a1 videodisc (136 min.) :$bsd., col. and b&w ;$c4 3/4 in.
546 \ $aEnglish or Spanish dialogue; optional English or Spanish subtitles.
511 0\ $aNarrator: Peter Coyote ; voices, [...].
508 \ $aEpisode editor, [...] ; supervising film editor, [...] ; cinematography, [...].
500 \ $aOriginally broadcast 2009 as an episode of the television documentary series.
538 \ $aDVD, NTSC, region 1 ; widescreen ; Dolby digital 5.1 surround or 2.0 stereo.
500 \ $aSpecial feature: Musical journeys through the National Parks (ca. 26 min.).
521 8\ $aNot rated.
520 \ $a[...].
700 1\ $a[...].
710 2\ $a[...].
```


Videorecordings: Examples

```
007 vd\cvaizq
008 100610p20022001fr\098\g\\\\\vlfre\d
041 1\ $afre$jeng$hfref
245 00 $aBetty Fisher$h[videorecording] :$bet autres histoires /$cUGC YM et les Films de la
    Boissiere présentent une coproduction franco-canadienne UGC YM, Les Films de la
    Boissiere, Go Films, coproducteur France 2 Cinema avec le participation de Canal+ et
    de la Sofica Sofrinerie 5 ; un filme de Claude Miller.
246 1\ $iTitle on English subtitles:$aAlias Betty
260 \\\ $aNew York :$bWellspring Media,$cp2002, c2001.
300 \\\ $al videodisc (98 min.) :$bsd., col. ;$c12 cm.
546 \\\ $aIn French; English subtitles.
511 1\ $aSandrine Kiberlain, Nicole Garcia, Mathilde Seigner, [...].
508 \\\ $aProduced by [...] ; co-producer, [...] ; executive producers, [...] ; adaptation,
    screenplay, dialogue by [...] ; director of photography, [...] ; sound, [...].
500 \\\ $aContainer title: Alias Betty.
500 \\\ $aOriginally released as a motion picture in 2001.
500 \\\ $aBased on: The tree of hands / Ruth Rendell. London : Hutchinson, 1984.
538 \\\ $aDVD-ROM, region 1; widescreen; Dolby digital stereo, Dolby digital surround.
500 \\\ $aSpecial features: "Making of Et autres histoires d'après le tournage de Betty
    Fisher et autres histoires" (2002, 15 min., in French with English subtitles);
    original theatrical trailer (in English); French film trailer gallery.
521 8\ $aMPAA rating: Not rated.
520 \\\ $a"[...]"--Container.
700 1\ $a[...].
```

Cartographic materials

□ General rules:

■ Chief source of information:

- The chief source for atlases is the same as for books
- The chief source for other cartographic material is the cartographic work itself
 - When a work is in multiple physical parts, treat all as the work
 - If another source is used (e.g., the container) a note about the source of the title must be made

■ Description of whole or part:

- In describing a collection of maps, either describe the collection as a whole or describe each map (giving the name of the collection as the series)
 - If the collection is catalogued as a whole and descriptions of the individual parts are considered desirable, make a contents note
 - If in doubt whether to describe the collection as a whole or to describe each part separately, describe the collection as a whole.

Cartographic materials

- Title and statement of responsibility:
 - General material designation:
 - For cartographic materials on all carriers, the general material designation is *[cartographic material]*
- Mathematical details:
 - Statement of scale:
 - Give the scale of a cartographic item as a representative fraction expressed as a ratio, preceded by *Scale*
 - Give the scale even if it is already recorded as part of the title
 - If a scale statement found in the work is not expressed as a representative fraction, give it as a representative fraction in brackets
 - If a scale statement is found in a source other than the chief source of information or accompanying material, give the scale as a representative fraction in brackets
 - If no scale can be determined, give *Scale not given*

Cartographic materials

□ Mathematical details:

■ Statement of scale:

- Give additional scale information that is found in the work (e.g., a statement of comparative measures or limitation of the scale to particular parts of the item)
- If the scale within one item varies and the outside values are known, give both scales connected by a hyphen.
 - If the values are not known, give *Scale varies*
- If a work has more than two scales, give Scales differ
 - If the work has two scales and the projection and coordinates are the same, give the scales in one statement; give them in the order of the titles or, if there is only a collective title, give the larger first
 - If the work has two scales and the projection and coordinates are different, give each scale in a separate scale statement; give them in the order of the titles or, if there is only a collective title, give the larger first

Cartographic materials

□ Mathematical details:

■ Statement of scale:

□ If an item is not drawn to scale, give *Not drawn to scale*

□ Give a statement of scale for a work with a nonlinear scale (e.g., celestial charts) only if the information appears on the item

■ If no scale statement is found on the item, give *Scale not given*

□ In describing a three-dimensional work, or a two-dimensional representation of a three-dimensional item (e.g., block diagram, profile), give the vertical scale (specified as such) after the horizontal scale if the vertical scale can be ascertained

■ Statement of projection:

□ Give the statement of projection if it is found on the item, its container or case, or accompanying printed material

Cartographic materials

□ Mathematical details:

■ Statement of scale:

- Give phrases associated with the projection statement that concern meridians and/or parallels

■ Statement of coördinates and equinox:

- For terrestrial maps, etc., give the coordinates in the following order: westernmost extent of area; easternmost extent of area; northernmost extent of area; southernmost extent of area
 - Express the coördinates in degrees, minutes, and seconds of the sexagesimal system taken from the Greenwich prime meridian, with each coördinate preceded by W, E, N, or S, as appropriate; separate the two sets of latitude and longitude by a slash, with each latitude and longitude separated from its counterpart by a dash

Cartographic materials

□ Physical description:

■ Extent of item:

- Record the number of physical units by giving the number of parts and one of: *atlas; diagram; globe; map; model; profile; remote-sensing image; section; view*
 - If the work is not conveyed by any of those terms, use a specific material designation for other content
- If there is more than one map on one or more sheets, specify the number of maps and the number of sheets
- If the maps are printed in two or more segments designed to fit together to form one or more maps, give the number of complete maps and either the number of segments if all the segments are on a single sheet or the number of sheets if the segments are on separate sheets
- Add to the statement of extent for an atlas the pagination or number of volumes

Cartographic materials

□ Physical description:

■ Other physical details:

- Describe any unusual layout of the map on the sheet: give *both sides* for a work continued on the other side of the sheet; give *back to back* for a work represented in another language on the other side of the sheet
- Give the method of production (other than printing) if considered significant; for photomechanical reproductions, either use a general term (*photocopy*), or give the generic name of the process (e.g., *blueprint*)
- Give the number of maps in an atlas
- If the expression is coloured or partly coloured, indicate this, disregarding coloured matter outside a map border
- Give the material of which the expression is made if it is printed on a substance other than paper

Cartographic materials

□ Physical description:

■ Other physical details:

- If a map is mounted, indicate this; indicate the mounting of a globe

■ Dimensions:

- For a two-dimensional expression, give the height by the width in whole centimetres, measured within the neat line
 - If it is difficult to measure the points of a map, give the dimensions of the sheet
 - Give the diameter of a circular map, specified as such
 - If a map is on sheets of two sizes, give both sets of dimensions; if the sheets are of more than two sizes, give the greatest height of any of them followed by the greatest width of any of them and *or smaller*
-

Cartographic materials

□ Physical description:

■ Dimensions:

- If a map is on one or more sheets in two or more segments designed to fit together to form one map give the dimensions of the complete map followed by the dimensions of the sheets
 - If it is difficult to determine the points for measuring the height and width of a complete map that is in segments, give only the height and width of the sheets, specified as such
- If the size of either dimension of a map is less than half the same dimension of the sheet on which it is printed or if there is substantial additional information on the sheet, give the size of the map followed by the sheet size, preceded by a comma and *on sheet*

Cartographic materials

□ Physical description:

■ Dimensions:

- If a map is printed with an outer cover within which it is intended to be folded or if the sheet itself contains a panel or section designed to appear on the outside when the sheet is folded, give the size of the map followed by the sheet size in folded form, preceded by a comma and *folded to*
 - If a map is printed on both sides of a sheet at a consistent scale, give the size of the map as a whole followed by the sheet size, preceded by a comma and *on sheet*
 - If it is difficult to measure such a map, give the sheet size alone
 - Give the dimensions of an atlas according to the rules for books
 - Give the diameter of a globe, specified as such
-

Cartographic materials

□ Physical description:

■ Dimensions:

- Add to the dimensions of a work the description and dimensions of a container, preceded by a comma

□ Notes:

■ Nature and scope:

- Make a note on the nature or scope of the work unless it is apparent from the rest of the description
- Make a note on unusual or unexpected features of the item

■ Mathematical details:

- Make a note on the magnitude of celestial charts
 - Give mathematical data for remote-sensing images not already included in the mathematical details area
-

Cartographic materials

□ Notes:

■ Mathematical details:

- Give other mathematical and cartographic data additional to, or elaborating on, that given in the mathematical details area
 - Give the horizontal coordinate system (geographic system or map projection or grid coordinate system) and the name of the geodetic datum, and, if applicable, the vertical coordinate system; enclose each set of projection or ellipsoid parameters in parentheses, separate the multiple parameters by a space-semicolon-space, and precede the secondary reference method by a colon-space
 - If the scales differ and if one or more of the scales is readily discernible and can be expressed concisely, give it or them
-

Cartographic materials

□ Notes:

■ Physical description

- Make notes on important physical details that are not included elsewhere, especially if these affect the use of the item

■ Contents

- If a collection of maps is described as a unit, make a note on the state of the collection and indicate the composition of the collection
 - List the contents of an work, either selectively or fully, including: insets; maps printed on the verso of a map sheet; illustrations, etc.; give the scale of insets, etc., if it is consistent
 - Make a note on content on the recto before that on the verso of a sheet
 - If the insets, etc., are numerous or minor, make a note in general terms
-

Cartographic materials

□ MARC21 fields

■ 034—Coded cartographic mathematical data

□ Cartographic mathematical data, including scale, projection, and coordinates, in coded form

■ Corresponds to textual data in field 255

■ 052—Geographic classification

□ Geographic classification code that represents the geographic area and, if applicable, the geographic subarea, corresponding to the Library of Congress Classification number for the area

■ 255—Cartographic mathematical data

□ Mathematical data associated with cartographic material, including celestial charts, including statements of scale, projection, and bounding coordinates

■ Corresponds to coded data in field 034

Cartographic materials: Examples

```
007 ad\canzn
008 100610s1991\\mau\\e\\1\\eng\d
020 \\ $a0618126996
034 0\ $aa
052 \\ $a9930
100 1\ $aFonstad, Karen Wynn.
245 14 $aThe atlas of Middle-earth /$cKaren Wynn Fonstad.
250 \\ $aRev. ed.
255 \\ $aScales differ.
260 \\ $aBoston :$bHoughton Mifflin,$cc1991.
300 \\ $a1 atlas (210 p.) :$bcol. maps ;$c28 cm.
500 \\ $a"An updated and authentic guide to the geography of J.R.R. Tolkien's The Lord of
    the Rings, The Hobbit, and the Silmarillion"--Cover.
504 \\ $aIncludes bibliographical references and index.
```


Cartographic materials: Examples

```
007 aj\canzn
008 100610s2000\\\\\onc\\\\\\\\a\\\\\\\\1\\\\\eng\d
008 020920s2000      onc a 1 eng
034 0\ $aa
052 \\ $a3461
245 00 $aWinery tours map, wine regions of Ontario, come and discover.
246 1\ $iAlternate title:$aWine regions of Ontario
246 1\ $iAlternate panel title:$aWinery tours map, come and discover the wine regions of
      Ontario
255 \\ $aNot drawn to scale.
260 \\ $aSt. Catharines :$bWine Council of Ontario,$c[2000?]
300 \\ $a4 maps on 1 sheet :$bboth sides, col. ;$c45 x 56 cm. or smaller, sheet 46 x 57
      cm., folded to 23 x 10 cm.
500 \\ $aPanel title.
500 \\ $aIncludes text, indexes, and col. ill.
505 0\ $aNiagara Peninsula viticultural area -- Pelee Island viticultural area --
      Metropolitan Toronto -- Kitchener.
```

Cartographic materials: Examples

007 aj\canzn
008 100610s2003\\\onc\\\cc\a\s\1\\\eng\d
034 1\ \$aa\$b700000\$dW0833000\$eW0743000\$fN0463000\$gN0420000
034 1\ \$aa\$b1600000\$dW0960000\$eW0780000\$fN0560000\$gN0460000
041 0\ \$aeng\$afre
052 \\
110 1\ \$aOntario.\$bMinistry of Transportation.\$bGeomatics Office.
245 10 \$a 2003 official road map, Ontario, Canada : |b more to discover /\$cthe official road map of Ontario is produced by the Geomatics Office, Ministry of Transportation = 2003 carte re, Ontario, Canada : tant couvrir / la carte re officielle de l'Ontario est produite par le Bureau de la omatique du re des transports.
246 31 \$a 2003 carte re, Ontario, Canada :\$btant couvrir
255 \\
255 \\
260 \\
300 \\
500 \\
500 \\
505 0\ \$a[Southern Ontario] -- [Northern Ontario].

Cartographic materials: Examples

```
007 aj\aanzn
008 100610s2003\\abc\\a\\0\\eng\d
034 0\ $aa
043 \\ $an-cn-ab
052 \\ $a3501
110 2\ $aElections Alberta.
245 10 $aProvincial electoral division of [name of division] as defined by the Alberta
    Electoral Divisions Act, 2003$h[cartographic material].
246 3\ $aProvincial electoral division as defined by the Alberta Electoral Divisions Act,
    2003|h[cartographic material]
255 \\ $aScale varies.
260 \\ $aEdmonton :$aElections Alberta,$cc2007.
300 \\ $a83 maps on 118 sheets ;$c129 x 89 cm.
500 \\ $aShows boundaries of electoral districts for provincial election of 2004.
500 \\ $aTitle from caption.
500 \\ $a"Base data provided by Spatial Data Warehouse Ltd."
505 0\ $a[no.] 01. Dunvegan-Central Peace -- [no.] 02. Calgary-Bow -- [no.] 03. Calgary-
    Buffalo - [...] -- [no.] 46. Barrhead-Morinville-Westlock -- [no.] 47. Battle River-
    Wainwright -- [no.] 48. Bonnyville-Cold Lake (2 pts.) - [...] -- [no.] 81. West
    Yellowhead (3 pts.) -- [no.] 82. Wetaskiwin-Camrose (3 pts.) -- [no.] 83. Whitecourt-
    Ste. Anne (2 pts.).
710 2\ $aSpatial Data Warehouse (Firm)
```

Cartographic materials: Examples

```
007 dc\can
008 100610s1998\\enkb\\d\\0\\eng\d
020 \\ $a0333732952
034 1\ $aa$b50000000$dW1800000$eE1800000$fN0900000$gS0900000
052 \\ $a3200
100 1\ $aBennett, Andrew.
245 10 $aExplore the world in 3-D.$pThe pop-up globe :$bwith three books, 60 stickers, and
    a wall map of the world /$cpaper engineering and map projection by Andrew Bennett ;
    illustrated by Philip Hood and Nick Price.
246 30 $aPop-up globe
255 \\ $aScale [ca. 1:50,000,000]$c(W 1800--E 1800/N 900--S 900).
260 \\ $aLondon :$bMacmillan Children's Books,$c1998.
300 \\ $a1 globe :$bcol. ;$c24 cm. in diam., folded in cover 36 x 30 cm.
500 \\ $aRelief shown by shading.
500 \\ $aTitle from cover.
500 \\ $aGlobe designed to pop up when the cover is opened 360 degrees and tied; the pop-up
    globe also can stand.
500 \\ $aAccompanied by: Great cities of the world with 20 stickers. [24] p. : col. ill.,
    col. maps ; 14 cm. -- Natural wonders of the world with 20 stickers. [24] p. : col.
    ill., col. maps ; 14 cm. -- Philip's wall map : the world political. Scale
    1:50,000,000. At equator. 1 map : col., mounted under plastic film ; 63 x 82 cm.
700 1\ $aHood, Philip.
700 1\ $aPrice, Nick$q(Nicholas R.)
710 2\ $aMacmillan Children's Books.
```

Questions?

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