Virtual AskQC Office Hours

MARC Fields for Manuscripts and Archival Collections

OCLC Metadata Quality
November 2023



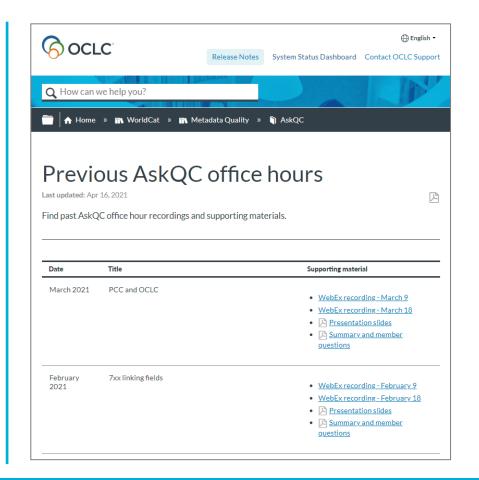
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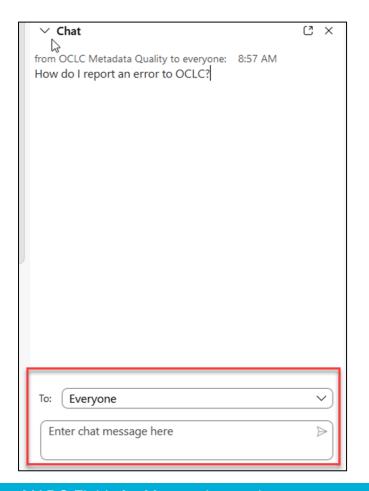




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Enter questions in chat to "Everyone" at any time during the presentation



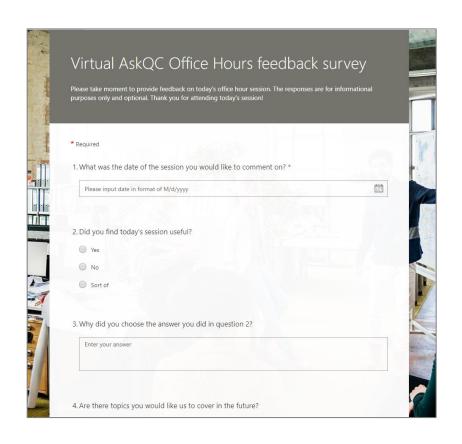


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Enter questions in chat to "Everyone" at any time during the presentation.

After the session, you will be directed to a brief, optional survey





On the Call Today



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MARC Fields for Manuscripts and Archival Collections

Kate James

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Today We Will Cover:

- Introduction
- Fixed Field Values
- Fields 338 and 340
- Field 524
- Field 856
- Fields for Archival Collections
- Conclusion



INTRODUCTION



Cataloging Standards

- Resource Description and Access (RDA) for general cataloging including manuscripts and archival collections
- <u>Describing Archives: A Content Standard</u> (DACS) for archival materials, individual and collections
- <u>Descriptive Cataloging of Rare Materials (Manuscripts)</u> (DCRM(MSS)) for manuscripts, especially post-1600 manuscripts
- Descriptive Cataloging of Ancient, Medieval, Renaissance, and Early <u>Modern Manuscripts</u> (AMREMM) for early manuscripts
- Descriptive Cataloging Guidelines for Pre-Meiji Japanese Books
 (DCGPM) for Japanese printed books, manuscripts, scrolls, single-sheet publications (excluding maps and music), and Chinese books produced in Japan before the machine printing era



Manuscript Terminology

- Manuscript: "An unpublished document, either hand- or type-written."—DCRMSS
- Types of manuscripts include
 - Holograph: manuscript written entirely in the hand of the author of the work
 - Typescript: manuscript produced with a typewriter
- A manuscript may also be a mixture of printed and unprinted content, e.g., a galley proof with manuscript annotations or a printed form with handwritten information



Examples of Manuscripts

During, Ild. Ing, 1.180
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and that are affect is to be made along and the factor of the formation of the state of the factor of the formation of the state of the formation of the state of the formation of the government, and part of the realment of the government, and part of the realment of the attack approach is not stated of the government of the state of the state

Image of holograph letter, Library of Congress (https://www.loc.gov/reso urce/mal.2460400/)



Image of typescript contract, Historic New Orleans Collection (https://www.hnoc.org/virtual/sho ut-sister-shout/inspired)



Image of Cistercian gradual codex, Library of Congress (https://www.loc.gov/item/2009536458/)



Image of manuscript map, Beineke Rare Book and Manuscript Library, Yale University (https://collections.library.yale.edu/catalog/15234553)

Archival Collections Terminology

- Archival collection: "An organic accumulation of items created, received, and/or used by a person, family, or corporate body in the natural course of conducting their affairs. It may also be an artificial collection, intentionally acquired and assembled ... reflects some common characteristic, e.g., a particular subject, theme, or form."
- Finding aid: "A description of records that gives the repository physical and intellectual control over the materials and that assists users to gain access to and understand the materials."
 - A finding aid may contain a summary, container list, biographical sketch, etc.
- Bulk dates: "The earliest and latest dates of the documents that constitute the largest part of the manuscripts being described."
- Inclusive dates: "The earliest and latest dates of the materials being described, or
 of the activity in question as they relate to the materials being described."

Definitions from DCRMMSS



Caveats about MARC Fields Covered

- This webinar discusses how these MARC fields may be used to describe manuscripts and archival collections
- All of the MARC fields discussed may be used for other types of resources
- This webinar does not cover MARC fields commonly used in cataloging all types of resources, e.g., 245, 500, and 650 fields
- Examples do not show all fields that would be used in cataloging



FIXED FIELD VALUES



OCLC Fixed Field

- This information applies to bibliographic records in Connexion and Record Manager
- The OCLC Fixed Field consists of elements of the MARC 21 Bibliographic Leader and field 008, in addition to control fields 001 and 005
- Type, BLvl, and Ctrl elements are part of the Fixed Field and may signify archival materials

Working from a Material Type Template

- No template for sheets or manuscripts
- **Eight Material Type Templates**
 - Books: use for manuscripts with carrier type volume or sheet
 - Maps: use for manuscript sheet maps and atlases
 - Mixed Materials: use for collections in two or more forms with no predominant form, e.g., a collection of text, photographs, and sound recordings
 - Scores: use for manuscript sheet music
 - Other types are Computer Files, Continuing Resources, Sound Recordings, and Visual Resources
- Chose the appropriate material type template and adjust Type and Ctrl values as needed
- BLvl code might not need to be changed



Type: Type of Record Codes

- Code describes type of resource being cataloged
- Codes include
 - d=manuscript notated music
 - f=manuscript cartographic material
 - p=mixed materials
 - t=manuscript language material
- Note: The online system will not allow inappropriate combinations of Type and BLvl



BFAS Type: Type of Record>Special Guidelines

 Use the Special Guidelines section on the BFAS Type page to determine which code is appropriate

Material	Guideline
Archival and rare material	Determine the form of material and use the appropriate code For a manuscript letter, use code t. For a collection of mixed materials, use code p
Manuscripts and unpublished materials	Determine the form of material for a single manuscript or collection and use the appropriate code. For manuscript textual items, use code t. For manuscript notated music, use code d. For manuscript cartographic material, use code f. For online resources, use codes a, c, and e.
Mixed materials and kits	For made-up collections in which no type of material predominates, use code p. For made-up collections in which one form of material predominates, use the appropriate code for that predominate material

BLvI: Bibliographic Level

- All codes are valid for all formats except Books and Continuing Resources
 - For example, you using "s" (serial) if format is Books will give you a validation error message
- Codes are a, b, c, d, i, m, and s
- C (Collection): Made-up multipart group of items that were not originally published, distributed or produced together
- D (Subunit): A component of an archival unit described collectively elsewhere. A subunit may be folders, boxes, series, subgroups, or subcollections.
- M (Monograph/Item): A monograph is a nonserial item that is either complete in one part or complete or intended to be completed in a finite number of separate parts.



The following table outlines the relationship between formats and allowed *Type* and *BLvI* combinations.

Format	Туре	Name	BLvI
BKS - Books	а	Language material	a, c, d, m
	t	Manuscript language material	
CNR - Continuing Resources	а	Language material	
COM - Computer Files	m	Computer file	a, b, c, d, i, m, s
MAP - Maps	е	Cartographic material	a, b, c, d, i, m, s
	f	Manuscript cartographic material	a, c, d, m
MIX - Mixed Materials	р	p Mixed materials	
REC - Sound	i	Nonmusical sound recording	a, b, c, d, i, m, s
Recordings	j	Musical sound recording	
SCO - Scores	С	Notated music	a, b, c, d, i, m, s
	d	Manuscript notated music	a, c, d, m
VIS - Visual Materials	g	Projected medium	a, b, c, d, i, m, s
	k	Two-dimensional nonprojected graphic	
	o	Kit	
	r	Three-dimensional artifact or naturally occurring object	

Ctrl: Type of Control

- Indicates archival control status
- Codes are
 - blank=no specific type of control
 - a=archival
- Coding "a" means "The material is described according to archival descriptive rules, focusing on the contextual relationships between items and on their provenance rather than on bibliographic detail."
- All forms of material can be coded "a"
- Individual manuscripts and archival collections may be coded blank or "a"



Example: Manuscript Language Material

Type			t	[manuscript language material]
BLvI			m	[monograph/item]
Ctrl			a	[archival]
040			‡b eng	≠e dacs
100	1		Lincoln, Ab	oraham, ‡d 1809-1865.
245	1	0	President A ‡f 1863 Au	Abraham Lincoln letter to Secretary of War Edwin M. Stanton, g. 12.
300			1 item	
336			text #b txt	‡2 rdacontent
337			unmediate	d ‡b n ‡2 rdamedia
338			sheet ‡b n	b ‡2 rdacarrier



Example: Manuscript Notated Music

```
Type
                               [manuscript notated music]
BLvI
                               [monograph/item]
                   m
Ctrl
                   blank
                               [no specific type of control]
040
                   ... +b eng +e rda +e dcrmm ...
100
                   Pacini, Giovanni, ‡d 1796-1867, ‡e composer.
245
                   Per la figlia / ‡c Pacini.
300
                   1 score (4 pages); ‡c 22 cm x 18 cm
336
                   notated music +b ntm +2 rdacontent
337
                   unmediated ±b n ±2 rdamedia
338
                   volume +b n +2 rdacarrier
500
                   Bound manuscript vocal score ...
```

Example: Mixed Materials

```
Type
                               [mixed materials]
BLvI
                              [collection]
Ctrl
                               [archival]
                   a
040
                   ... ‡b eng ‡e dacs ...
245
                  Early cameras collection, #f 1889-1926.
300
                   2.6 \pm linear ft. (7 boxes)
520
                   The collection includes a Kodak No. 2 camera manufactured by the
                   Eastman Kodak Company and formerly owned by amateur
                   photographer Mary King Porter, as well as a photograph album with
                   photographic prints she made from images captured with the camera,
                   September 1890-October 1891, of persons and sites in Minnesota and
                   Wisconsin.
```



Example: Subunit of Collection

(bulk) +w (MH)007292643-1

Type			g [projected medium]	◆ Insert this side into recorder Do not to
BLvI			d [subunit]	SANYO WOO CASSITI THE CASSITI
Ctrl			a [archival]	A Towns control of the Control of th
040			+b eng +e dacs	
245	1	0	Videotape collection of Judy Chicago, ‡f 1971-2	004. Image courtesy of Wi
300			63 videocassettes	Commons (<u>https://commons.wik</u>
580			Forms part of the Judy Chicago Papers, 1947-2	004. File:Sanyo VHS tap
773	0	8	‡i From Harvard University, Radcliffe Institute, S Chicago, Judy, ‡d 1939- ‡t Papers, 1947-2004	•



Wikimedia wikimedia.org/wiki/ tape made by Fu 0828.ipa)



FIELDS 338 AND 340





Image courtesy of Wikimedia Commons (https://commons.wikimedia. org/wiki/File:Why_Not_in_Vermont%3F_Postcard, 1912.jpg)



Image courtesy of
Wikimedia Commons
(https://commons.wikimedia.
org/wiki/File:Haftarah_scroll,
Hungarian Jewish Museu
m.jpg)



338 Carrier Type (R)

- Carrier type reflects the format of the storage medium and housing of a carrier in combination with the media type (which indicates the intermediation device required to view, play, run, etc., the content of a resource)
- A manuscript that is sheets bound or fastened together has carrier type volume
- A manuscript that is one or more <u>unbound sheets</u> has carrier type **sheet**
- A manuscript that is a small sheet of opaque material has carrier type card
- Three-dimensional artifacts, aka "realia," have carrier type object
- An archival collection may have multiple carrier types
 - Could record all or predominant types



338 Example: Archival Collection (Frym Papers)

Type			p [mixed materials]
BLvl			c [collection]
245	1	0	Gloria Frym papers.
338			sheet +b nb +2 rdacarrier
338			volume +b nc +2 rdacarrier
338			audiocassette +b ss +2 rdacarrier
338			videocassette +b vf +2 rdacarrier
351			Arranged in ‡c six series: 1. Correspondence. 2. Writings by Gloria Frym. 3. Notebooks. 4. Teaching materials. 5. Biographical materials. 6. Audio and visual recordings.
506			The audio and video recordings in Series 6 are restricted. Users must request a listening copy to be produced.



338 Example: Archival Collection (Cameras)

Type [mixed materials] p BI vI [collection] C 245 Early cameras collection, ‡f 1889-1926. 300 2.6 \pm f linear ft. (7 boxes) 338 object +b nr +2 rdacarrier 338 volume **+b** nc **+2** rdacarrier 520 The collection includes a Kodak No. 2 camera manufactured by the Eastman Kodak Company and formerly owned by amateur photographer Mary King Porter, as well as a photograph album with photographic prints she made from images captured with the camera, September 1890-October 1891, of persons and sites in Minnesota and Wisconsin.



340 Physical Medium (R)

- Physical description information that may also be found in fields 007, 008, 300, and 500
- Allows for use of controlled vocabulary terms with source specified in subfield ±2
- BFAS recommends using a separate field for each term
- May be used to record RDA elements Production Method (3.9), Base Material (3.6), Applied Material (3.7), and others
- Examples:
 - 340 #I Coptic bindings #2 aat
 - 340 ‡d illumination (image-making process) ‡2 aat
 - 340 parchment ‡2 rdamat
 - 340 ‡q blue (color) ‡2 aat



340 Subfields

- **‡a Material base and configuration (R) +b Dimensions (R) ‡c Material applied to surface (R)** +o Polarity (R) **‡d Information recording technique (R)** +e Support (R) **#**f Reduction ratio value(R) **‡g Color content (R) ‡h Location within medium (R)** *‡i* Technical specifications of medium (R) **‡**i Generation (R) **#k Layout (R)**
 - +m Book format (R)
 - ‡n Font size (R)
 - **‡p Illustrative content (R)**
 - ‡q Reduction ratio designator (R)
 - **‡0** Authority record control number or standard number (R)
 - **‡1** Real World Object URI (R)
 - **‡2 Source (NR)**
 - **+3 Materials specified (NR)**
 - **+6** Linkage (NR)
 - **+8** Field and sequence number (R)



#I Binding (R)

340 Example: Manuscript Map

245 2 A map of the seat of war at New Orleans. 1 map : +b color ; +c 23 x 32 cm 300 Base Material paper #2 rdamat 340 340 **‡c** ink **‡2** rdamat **∢** Applied Material ‡c pencil ‡2 rdamat ✓ 340 **‡c** watercolour **‡2** rdamat 340 340 **‡d drawing (image making) ‡2 aat Production Method ‡d** handwriting **‡2** aat 340 500 Pen-and-ink, pencil, and watercolor.

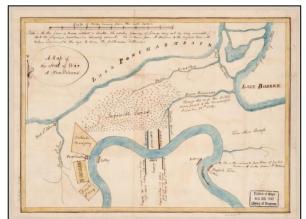


Image courtesy of Library of Congress (https://lccn.loc.gov/2012591006)



FIELD 524



524 Field Preferred Citation of Described Materials Note (R)

- A note about the format for the citation of the described materials that is preferred by the custodian
- RDA element Preferred Citation (2.16) and DACS Citation Note (7.1.5)
- Multiple citation formats for the same resource may be recorded in multiple instances of field 524
- Do not confuse with field 510, which is used in rare material cataloging for a citation in a published bibliographic description



524 Example: Archival Collection

100 Bringier, Louis Amedee, ‡d1828-1887.

245 Louis A. Bringier and family papers, ‡f 1786-1901 ‡g (bulk 1845-1880).

> Louis A. Bringier and Family Papers, Mss. 43, 139, 544, Louisiana and Lower Mississippi Valley Collections, LSU Libraries, Baton

Rouge, La.



Image of Bagatelle Plantation, Library of Congress (https://www.loc.gov/resource/hhh.la0115.p hotos/?sp=5)

524

FIELD 856



856 Electronic Location and Access (R)

- Information required to locate and access electronic resources, including online resources
- May provide a URL for an online version of the resource (2nd indicator "1") or an online version for a component part of the resource (2nd indicator "4")
- May provide a URL for a related resource (2nd indicator "2") such as a finding aid
- If the related resource is described in a bibliographic record, a linking entry may also be used



856 Indicators and Subfields

Note: These are the ones most likely to be used in current cataloging of archival resources. This is not a complete list of indicators or subfields.

1st Indicator		Second Indicator	
[Blank]	No indicator provided	1	Version of resource
4	HTTP	2	Related resource
		4	Version of component part(s) of resource

Subfields:

‡u Uniform Resource Identifier (R)

+z Public note (R)

+3 Materials specified (R)

‡7 Access status (R)

0=Open Access: 1=Restricted Access



Example: Version of Resource

100	1		Gandhi, ‡c Mahatma, ‡d 1869-1948, ‡e	author
245	1	2	A common platform	
300			6 sheets ; ‡c 23 x 15 cm	
336			text +b txt +2 rdacontent	
337			unmediated +b n +2 rdamedia	
338			sheet +b nb +2 rdacarrier	lmage (

This paragraph in my humble opinion vibiate, the prior reasoning in is accordenal which the

A Common Platform A correspondent sents me

whom That unterchalisted

the legislation such asis intemplated is jutile It nowever concludes or the

Image courtesy of Library of Congress (https://www.loc.gov/item/2002531352)

Title from caption on leaf 1.

Also available in digital form on the Library of Congress Web site

+u https://hdl.loc.gov/loc.asian/asianscd.2002531352 856



500

530

856 Example: Finding Aid and Version of Component Parts

100	1		Bringier, Louis Amedee, ‡d1828-1887.
245	1	0	Louis A. Bringier and family papers, ‡f 1786-1901 ‡g (bulk 1845-1880).
351			The papers are organized into five series: Financial and legal papers; Correspondence; Printed items and graphic materials; Writings; and Manuscript volumes.
555	8		Finding aid available.
856	4	2	‡3 Finding aid: ‡u http://www.lib.lsu.edu/sites/default/files/sc/findaid/0043.pdf
856	4	4	‡u https://louisianadigitallibrary.org/islandora/search/%22Mss.%2043% 2C%20139%2C%20544%22?type=dismax ‡z View selected digitized letters from this collection in the Louisiana Digital Library



FIELDS FOR ARCHIVAL COLLECTIONS



351 Organization and Arrangement of Materials (R)

- Information about the organization and arrangement of a collection of resources
- May be used in records for archival collections to provide the series, groups, etc., and patterns used in their arrangement
- RDA element System of Organization (7.8) and DACS element System of Arrangement (3.2)
- Subfields include: ‡a Organization (R); ‡b Arrangement (R); ‡c
 Hierarchical level (NR); ‡3 Materials specified (NR)



351 Example: Archival Collection

1 0 Videotape collection of Judy Chicago, 245 **#f 1971-2004**

300 63 videocassettes

351 **Arranged in five series: I. The**

Dinner Party and responses to the

work. II. Other art projects. III.

Seminars and lectures. IV.

Interviews. V. Documentaries.



The Dinner Party by Judy Chicago, Brooklyn Museum (https://www.brooklynmuseum.org/exhibitions/dinner_party/)



545 Biographical or Historical Data (R)

- A note with biographical information about an individual or historical information about an institution or event used as an access point
- For archival collections, used for the entity around whom the collection is organized
- DACS Administrative/Biographical History (2.7)
- First indicator values:
 - Blank=no information provided
 - 0=Biographical sketch
 - 1=Administrative history



545 Example: Biographical Sketch

100 1 Chicago, Judy, ‡d 1939-

245 1 0 Videotape collection of Judy Chicago, ‡f 1971-2004.

Artist, feminist, and writer Judy Chicago was born Judy Cohen on July 20, 1939 in Chicago, Illinois. She studied at the Art Institute of Chicago and the University of California, Los Angeles, where she received her M.F.A. degree in 1964. Increasingly sensitive to the need for an environment in which women artists could express themselves freely without regard to the male-dominated art world, Chicago pioneered feminist art education programs at California State University at Fresno (1969-1971) and at the California Institute of the Arts (1971-1973), where she and artist Miriam

Shapiro directed an installation called Womanhouse (1971). In 1973 she organized the Feminist Studio Workshop, the first independent feminist art education program in the country.



Image courtesy of National Museum of Women in the Arts (https://nmwa.org/art/artists/ju dy-chicago/)



545 Example: Administrative History

110	2	Louisiana State University (Baton Rouge, La.). ‡b Department of Theatre.
245	1 0	Louisiana State University Department of Theatre records, ‡f 1980-1998.
545	1	The Louisiana State University Department of Theatre was established in 1928. Swine Palace, a non-profit professional theatre company supporting the educational mission of the Department of Theatre, was created in 1992.

555 Cumulative Index/Finding Aids Note (R)

- A note identifying the availability of cumulative indexes and/or finding aids whose only or major focus is the described material
- For archival collections, tells user that a finding aid is available
- RDA Related Work (25.1) and DACS Finding Aids (4.6)
- Subfields include: ‡a Cumulative index/finding aids note (NR);
 ‡b Availability source (R); ‡u Uniform Resource Identifier (R)
- A URL for a finding aid may be provided in subfield ‡u of this field or in an 856 field
 - Where to record finding aid may depend upon indexing and display in local catalog



555 Example: Finding Aid Link in Field 856

245	1	O	records, ‡f 1928-1944.
555	8		Finding aid ‡b available online and in Special Collections Reading Room.
856	4	2	‡3 Finding aid available online ‡u

http://www.oac.cdlib.org/findaid/ark:/13030/ft3v19n631

555 Example: Finding Aid Link in Field 555

Videotape collection of Judy Chicago, ‡f 1971-2004. 245 300 63 videocassettes 351 Arranged in five series: I. The Dinner Party and responses to the work. II. Other art projects. III. Seminars and lectures. IV. Interviews, V. Documentaries. 555 Electronic finding aid available ‡u http://nrs.harvard.edu/urn-3:RAD.SCHL:sch00366



555 Example: No Link to Finding Aid

245 Charles White papers, ‡f 1968-1974.

Finding aid contains index to subjects and correspondence.

Correspondence, convention materials, minutes, financial reports, grievances, reports, and other materials relating to Charles White's activities as an officer of UAW Local 1112 in Lordstown, Ohio. Includes material relating to: Leonard Woodcock, Irving Bluestone, Gary Bryner and Bill Casstevens. Important subjects covered in the collection are: Health Care, Insurance, Production Standards and Methods and Skilled Trades.

555 Finding aid in the repository.

> Note: Field 856 may be used in a holdings record instead of or in addition to a bibliographic record.



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CONCLUSION



Cataloging Decisions Needed

- Which standard(s) to use
- What descriptive information is important to include in record
- How information should be recorded
 - Note
 - Structured description/controlled vocabulary
- Links and/or relationships to related resources



Common Mistakes to Avoid

- Incorrect carrier type term in field 338
- Using Fixed Field Type code "p" (mixed materials) for an archival collection of one type of material
- Using 2nd indicator "1" (publication) instead of "0" (production) in field 264
- Incorrect coding of 856 2nd indicator
 - Values changed in 2022



Words of Advice

- When using templates, verify field values are appropriate
- Read definitions of controlled vocabulary terms
- Field 500 may not be the best 5XX field, but information is better recorded there than not at all
- Remember cataloging manuscripts and archival collections may require a more flexible approach to description

BFAS Information

- Type: Type of Record (<u>https://www.oclc.org/bibformats/en/fixedfield/type.html</u>)
 - See Guidelines section for table with relationship between format templates and allowed *Type* and *BLvl* combinations
 - See Special Guidelines section for help determining Type codes
- BLvl: Bibliographic Level (https://www.oclc.org/bibformats/en/fixedfield/blvl.html)
- Ctrl: Type of Control (<u>https://www.oclc.org/bibformats/en/fixedfield/ctrl.html</u>)
- See the appropriate field block in contents
 (https://www.oclc.org/bibformats/en.html) for other fields mentioned, e.g, see 3XX Fields for 340 Physical Medium



On the Call Today



Shanna Griffith Senior Data Analyst



Kate James Program Coordinator Metadata Engagement



Cynthia Whitacre Senior Metadata **Operations Manager**



Morris Levy Consulting Database Specialist



Thank You!

2024 Virtual AskQC Office Hours

TBD

Registration and session links available at oc.lc/askqc Send cataloging policy questions at any time to askqc@oclc.org



