PUNCTUATE THE POSITIVE, OR ELIMINATE THE NEGATIVE

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CMC CATALOGER, IHLS

AGENDA

- Definitions
- Program for Cooperative Cataloging (PCC) Policy
- Online Computer Library Center (OCLC) Policy
  - ❖ Editing records
  - ❖ Omitting and retaining punctuation
- Bibliographic records

WHAT DO WE MEAN BY ...

- ISBD punctuation – all punctuation that coincides with MARC coding not just punctuation prescribed by the ISBD standard - a relationship exists between prescribed ISBD punctuation and the identification of specific subfield data

- Final punctuation – terminal periods or punctuation at the end of a field

- Medial punctuation – punctuation that appears at the end of a subfield and often signals what appears in the next subfield

- Minimal punctuation – a record created with most punctuation, but not necessarily all punctuation, omitted

PCC POLICY

PCC Policy on Minimal Punctuation

• In September 2019, PCC approved a policy to allow PCC participants to authenticate minimally punctuated MARC bibliographic records. This policy was implemented in January 2020

• See the full policy on the PCC website at www.loc.gov/aba/pcc/

PCC policy allows for (Fixed Field element):

❖ Inclusion of punctuation in RDA records **Desc = i**
❖ Omission of final punctuation in RDA records **Desc = i**
❖ Omission of final & medial punctuation in RDA records **Desc = c**
❖ Newly created PCC records may be entered directly into the database with minimal punctuation

OCLC POLICY THEN AND NOW

- Previous OCLC policy preferred use of full punctuation, e.g., if you found a record lacking punctuation, you were okay to add punctuation and replace the record

  An essay on man ‡b an introduction to a philosophy of human culture ‡c by Ernst Cassirer.
  An essay on man : ‡b an introduction to a philosophy of human culture / ‡c by Ernst Cassirer.

- New OCLC policy outlined in BFAS 2.8 is similar to PCC practice

- New OCLC policy allows you to create records with or without punctuation separating elements of the description which coincide with subfield coding
  ❖ Code the Desc fixed field element as appropriate

WHAT TO DO UNDER NEW POLICY

- If you find an existing record that omits punctuation, do **not** add punctuation and replace the master record

- If you find an existing record that includes punctuation, do **not** remove the punctuation and replace the master record

- In either case, you may edit the record for local use as needed

OCLC POLICY-RECORDS WITH MINIMAL PUNCTUATION

- Omit punctuation at the end of the preceding subfield in most cases

  An essay on man ‡b an introduction to a philosophy of human culture ‡c by Ernst Cassirer

- Omit parentheses around geographic coordinates and series statements as well as qualifier subfields in fields other than access points

  Scale approximately 1:1,267,200. 20 miles to an in. ‡c W 92°--W 87°/N 43°--N 37°
  Joseph G. Cannon's first term in Congress 1873 to 1875 ‡c Timothy Ohrea Smith.

- Omit terminal periods following the displayed text unless the field ends with an abbreviation or initial

  Making sense as a school leader ‡c Gordon A. Donaldson Jr.

OCLC POLICY-RECORDS WITH MINIMAL PUNCTUATION(CONT.)

- Supply punctuation within the text of any subfield as needed per cataloging instructions used to create the record

- Supply punctuation within authorized access points per the practice used in the related authority file

- Code Desc with c for records with minimal punctuation created using RDA or AACR2 rules

  Desc c (code c rather than i if using RDA rules)
  040 XXX ‡b eng ‡e rda ‡c XXX

  Desc c (code c rather than a if using AACR2 rules)
  040 XXX ‡b eng ‡e aacr/2 ‡c XXX

OMITTING FINAL PUNCTUATION

- Omission of terminal periods is now optional for records with punctuation

    504 Includes bibliographical references.
    504 Includes bibliographical references

- Terminal periods are always omitted in records with minimal punctuation

- Retain any periods following initials or abbreviations

OMITTING MEDIAL PUNCTUATION

- General Rule—Omit punctuation from the end of any subfield, i.e., omit the punctuation if a MARC subfield code follows

  245 10 Better than the reaper **:** ‡b Plano's harvester history **/** ‡c Jeanne Valentine**.**
  245 10 Better than the reaper ‡b Plano's harvester history ‡c Jeanne Valentine

- Exceptions include some punctuation in access points, some punctuation that is to be relocated, and some punctuation that is to be retained such as information in subfield e

  300   1 audio disc **;** ‡c 4 3/4 in **+** ‡e 1 book (16 unnumbered pages **:** color illustrations **;** 29 cm)
  300   1 audio disc ‡c 4 3/4 in ‡e 1 book **(**16 unnumbered pages **:** color illustrations **;** 29 cm**)**

RELOCATING OF MEDIAL PUNCTUATION

Some subfields are ambiguous without the preceding punctuation, e.g., 245 $b can contain other title information, parallel titles, or second, third, fourth title, etc., for a work lacking a collective title

- Relocate ISBD mark of parallel language information

- Relocate ISBD punctuation related to combined works

> 245 10 Papá, por favor, bájame la luna **=** ‡b Papa, please get the moon for me**.**
> 245 10 Papá, por favor, bájame la luna ‡b **=** Papa, please get the moon for me
>
> 245 10 Oklahoma**! ;** ‡b Carousel **;** South Pacific **/**‡c Rodgers & Hammerstein**.**
> 245 10 Oklahoma**!** ‡b **;** Carousel **;** South Pacific ‡c Rodgers & Hammerstein

RETAINING INTEGRAL PUNCTUATION

Retain internal ISBD punctuation that appears within a subfield, i.e., when there is no separate subfield available.

- Space-equals-space indicates parallel language information within 245 $b

> 245 14 Les Ballets jazz de Montréal **:** ‡b 30 ans **:** Louis Robitaille**,** directeur artistique **=** 30 years **:** Louis Robitaille**,** artistic director **:** souvenir program**.**
>
> 245 14 Les Ballets jazz de Montréal ‡b 30 ans **:** Louis Robitaille**,** directeur artistique **=** 30 years **:** Louis Robitaille**,** artistic director **:** souvenir program

- Space-semicolon-space separates one statement of responsibility from another within 245 $c

> 245 14 The barn quilt **:** ‡b a Christmas story **/** ‡c Patti Michels **;** illustrated by Nate Myers**.**
>
> 245 14 The barn quilt ‡b a Christmas story ‡c Patti Michels **;** illustrated by Nate Myers

INTEGRAL PUNCTUATION-CONT.

- Space-semicolon-space used to separate extent from size within 300 $e
  - 300   1 audio disc ; ‡c 4 3/4 in + ‡e 1 book (16 unnumbered pages ; 29 cm)
  - 300   1 audio disc ‡c 4 3/4 in ‡e 1 book (16 unnumbered pages ; 29 cm)

- Retain punctuation that is integral to the data no matter where it appears
  - 245 14 The analysis of the law / ‡c Sir Matthew Hale. The students companion / Giles Jacob.
  - 245 14 The analysis of the law ‡c Sir Matthew Hale. The students companion / Giles Jacob

- Transcribed punctuation (e.g., exclamation points, question marks)
- Periods following abbreviations and initials (e.g., Jr., in., Inc.)
  - 245 10 It's Little Red Riding Hood ... or is it? / ‡c by Bro. Maze.
  - 245 10 It's Little Red Riding Hood ... or is it? ‡c by Bro. Maze

- Serial commas (e.g., one, two, three)
  - 300 2 audio discs (1 hr., 20 min., 3 sec.) : ‡b digital, CD audio ; ‡c 4 3/4 in.
  - 300 2 audio discs (1 hr., 20 min., 3 sec.) ‡b digital, CD audio ‡c 4 3/4 in.

RETAINING PUNCTUATION IN ACCESS POINTS

Retain punctuation that appears within access point fields, except for final punctuation and punctuation that separates the access point from the relationship information or series volume numbering

• Information in the access point, including its punctuation, should match the information in the corresponding authority record

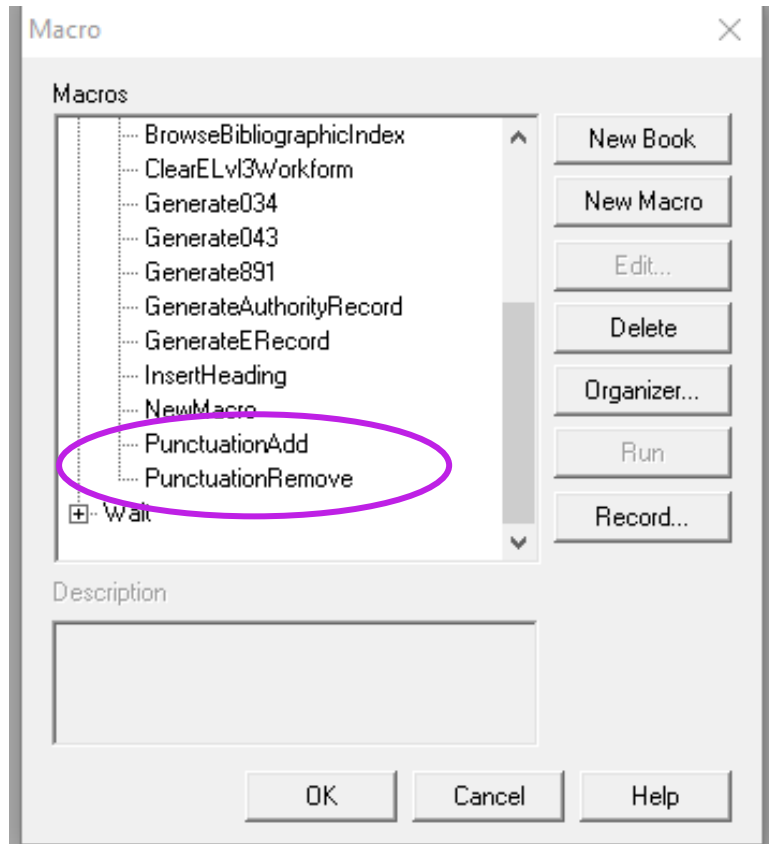> 100 1 Gooding, David C. ‡q (David Charles), ‡d 1947-2009, ‡e author.
> 100 1 Gooding, David C. ‡q (David Charles), ‡d 1947-2009 ‡e author

• Retain punctuation separating names and titles in name-title access points

> 711 2 Conference on the African Refugee Problem ‡d (1979 : ‡c Arusha, Tanzania), ‡j author.
> 711 2 Conference on the African Refugee Problem ‡d (1979 : ‡c Arusha, Tanzania) ‡j author

USING OCLC MACRO TO ADD OR DELETE PUNCTUATION

WHAT THE BIBLIOGRAPHIC RECORD LOOKS LIKE

With punctuation

100	1		Kelly, Julia, ‡d 1986- ‡e author.
245	1	4	The whispers of war / ‡c Julia Kelly.
250			First Gallery Books hardcover edition.
264		1	New York : ‡b Gallery Books, ‡c 2020.
300			326 pages ; ‡c 24 cm
520			The start of World War II looms over three friends who struggle to remain loyal as one of them is threatened with internment by the British government.
776	0	8	‡i Online version: ‡a Kelly, Julia. ‡t The whispers of war. ‡b First Gallery Books hardcover edition. ‡d New York : Gallery Books, 2020 ‡z 9781982107819 ‡w (DLC) 2019027312

Without punctuation

100	1		Kelly, Julia, ‡d 1986- ‡e author
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PAC VIEW
(PUBLIC ACCESS CATALOG)

With punctuation

2020

Title: The **whispers of war** / Julia Kelly.
Format: Book
Author: Kelly, Julia, 1986- author.
Edition: First Gallery Books hardcover edition.
Publisher, Date: New York : Gallery Books, 2020.
Description: 326 pages ; 24 cm
Summary: The start **of** World **War** II looms over three friends who struggle to remain loyal as one **of** them is threatened with internment by the British government.

Without punctuation

2020

Title: The **whispers of war** Julia Kelly
Format: Book
Author: Kelly, Julia 1986- author
Edition: First Gallery Books hardcover edition
Publisher, Date: New York Gallery Books 2020
Description: 326 pages 24 cm
Summary: The start **of** World **War** II looms over three friends who struggle to remain loyal as one **of** them is threatened with internment by the British government.

RESOURCES

- OCLC *Bibliographic Formats and Standards* (https://www.oclc.org/bibformats/en.html)

- OCLC's AskQC (https://help.oclc.org/WorldCat/Metadata_Quality/AskQC)

- PCC's Policy *Guidelines for Minimally Punctuated MARC Records* (https://bit.ly/3d54rVl)

- PCC's *Training for Minimally Punctuated MARC Bibliographic Records* at (https://bit.ly/30yp6vY)

ON THE CALL TODAY

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