



Well Isn't That Special?!

Cataloging Archival and Special Collections Materials

Erin Rose, Metadata Cataloger, Cataloging Maintenance Center
2020 November 19

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Good morning everybody. I am Erin Rose, the metadata cataloger for the Cataloging Maintenance Center, and I am here today to talk about cataloging archival and special collections. I'm going to start by defining archives and special collections since in the context of what the CMC catalogs, the definition of special collections is a little different.

Archives are defined by Purdue University as containing "... one-of-a-kind materials such as diaries, letters, and photos that are preserved because these materials have long-term value for research."

<https://guides.lib.purdue.edu/c.php?g=352889&p=2378056>

Special collections, in the context of this presentation, are defined by Purdue University, again, as "... a group of items, such as rare books or documents, that are either irreplaceable or unusually rare and valuable."

<https://guides.lib.purdue.edu/c.php?g=352889&p=2378065>

I will be saying "archival collections" for the most part because my background is in archives and it is what I am used to referring to, but please note that a lot of special collections see the same cataloging treatment that I am going to outline.



Agenda

- Archives vs. Libraries
- Describing Archives: A Content Standard (DACS)
- Finding aids
- Dublin Core and MARC21
- MARC21 Field Formation
- Encoded Archival Description (EAD)/Extensible Markup Language (XML)
- MARC21 fields : Local-use fields, restrictions, etc.
- Wrap-up, questions




The agenda for this presentation is as follows:

- We will start by looking at the differences between archives and libraries.
- Move into a brief overview of Describing Archives: A Content Standard, commonly referred to as DACS.
- Look at finding aids.
- Look at Dublin Core and how your finding aids will apply themselves to DC, and how that translates to MARC21 by reviewing a fantastic crosswalk map, then briefly peek at EAD and XML (I will not be going into great detail on this but want you all to be aware of what it looks like so that it can hopefully be less “scary”).
- Review MARC21 fields that aren’t used as often when cataloging books, but that can be seen more regularly in creating an archival record, look at local fields and notes regarding restrictions or other special characteristics of an archival or special collection.
- And then finally wrap it all up and give time for questions.

Archives vs. Libraries

LIBRARIES


RESEARCH GUIDES
University of Wisconsin-Madison Libraries

[COURSE GUIDES](#)
[SUBJECT GUIDES](#)

[LOGIN](#)
[ASK](#)

Women's History Research in Archives : Libraries vs. Archives

How to research women's history in archival sources

[Introduction](#)
[Libraries vs. Archives](#)
[Digital Collections at UW](#)
[Find an Archive](#)
[Women's Archives](#)
[Visiting an Archive](#)
[Researching in Archives](#)
[Women's History Research](#)
[Primary Sources](#)

Library Catalog

Anywhere

Explore items available at the UW-Madison Ca

Search

What's the Difference?

Libraries collect and provide access to published materials in order to keep people informed, promote scholarship and provide entertainment.

Archives collect and provide access to unpublished materials in order to ensure government accountability and to preserve institutional and cultural memory.

LIBRARIES	ARCHIVES
Published materials	Unpublished materials
e.g. books, periodicals	e.g. records, letters, diaries, posters
Browse & retrieve materials yourself	Request materials from staff
Individual items	Collections of materials
Items with covers	Boxes and folders
Organized by subject and genre (facilitates browsing)	Organized by creator (keeps materials in context)
Every item has a brief catalog record	Descriptions can be none, brief, or in-depth
Multiple copies exist	Unique materials
Lost or damaged items can be replaced	Materials irreplaceable
Can borrow materials	Must view items onsite
Lower security	Higher security

<https://researchguides.library.wisc.edu/womenshistoryinarchives/libraries-archives>

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In order to understand the difference between cataloging special and archival materials and other materials, I felt that it would be best to look at what the difference between archival and library repositories is. Libraries collect and provide access to published materials, whereas archives and special collections collect and provide access to unpublished materials. This isn't necessarily static, as archives can and will retain published materials, depending on the rarity of an item and its relationship to a collection.

<https://researchguides.library.wisc.edu/womenshistoryinarchives/libraries-archives>



https://madison.com/wsj/news/local/govt-and-politics/wisconsin-historical-society-museum-seeks-to-wow/article_67feca9-920b-5ebd-93e9-e457bb61d9a2.html



How is this different?

It's the same basic concept! However, you will see:

- Different fields and subfields
- Different applications

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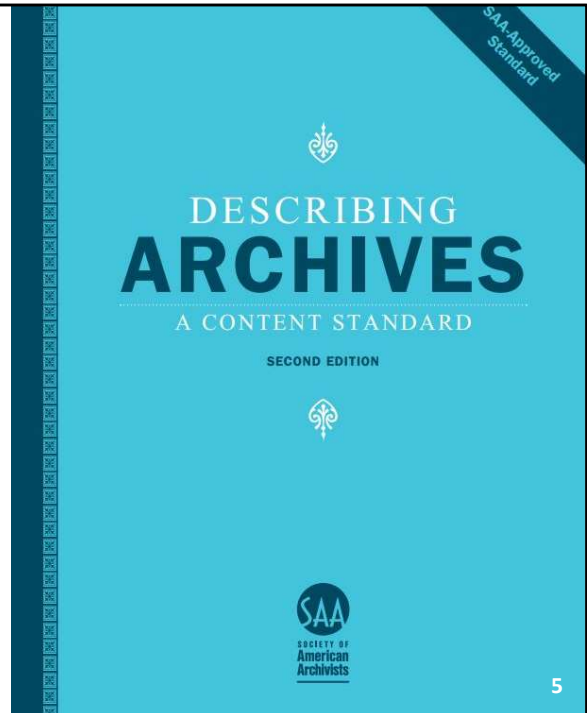
So, you may be wondering how cataloging archival and special collections is different from the cataloging that we are accustomed to, and the great news is that it's fundamentally the same concept. In both scenarios, we are cataloging materials to make them findable by researchers, so in all situations, we are looking at what information is important to that process – what will our target market be searching for?

The differences that you will encounter, for the most part, are different fields and subfields, and different applications, or templates, for how you code that same information.

■ Describing Archives: A Content Standard (DACS)

“An output-neutral set of rules for describing archives, personal papers, and manuscript collections, and can be applied to all material types.”

“DACS facilitates consistent, appropriate, and self-explanatory description of archival materials and creators of archival materials.”



To describe archival collections, most archivists refer to Describing Archives, A Content Standard, known most commonly as DACS. DACS is “an output-neutral set of rules for describing archives, personal papers, and manuscript collections, and can be applied to all material types.” It also “Facilitates consistent, appropriate, and self-explanatory description of archival materials and creators of archival materials.”

DACS is commonly used to describe archival collections and materials.

Definitions from:

<https://www2.archivists.org/groups/technical-subcommittee-on-describing-archives-a-content-standard-dacs/describing-archives-a-content-standard-dacs-second->



Principles of DACS

Principle 1: Records in archives possess unique characteristics.

Principle 2: The principle of respect des fonds is the basis of archival arrangement and description.

Principle 3: Arrangement involves the identification of groupings within the material.

Principle 4: Description reflects arrangement.

Principle 5: The rules of description apply to all archival materials, regardless of form or medium.

Principle 6: The principles of archival description apply equally to records created by corporate bodies, individuals, or families.

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DACS is based on 8 principles, and I am going to go over them briefly. You are welcome to ask for clarification if you would like it, and I have asked Pam to put a link to Describing Archives: A Content Standard into the chat, and that link is available in the notes section of my slides; you can find the principles and their explanations on the 16th-20th pages of the document, or Roman numerals XV-XIX (15-19). I will note that most of you attending this session right now will not use DACS when cataloging, but I feel like learning the basic foundations can help you think about what to consider when cataloging your collections.

http://files.archivists.org/pubs/DACS2E-2013_v0315.pdf

Principle 1 states that records in archives possess unique characteristics.

Principle 2 states that the principle of respect des fonds is the basis of archival arrangement and description. ***Respect des fonds***, or ***le respect pour les fonds***, is a principle in archival theory that proposes to group collections of archival records according to their [fonds](#) (or, according to the entity by which they were created or from which they were received).

Principle 3 states that arrangement involves the identification of groupings within the

material. Arrangement is the process of identifying the logical groupings of materials within the whole collection, and during this process, the archivist, or arranger, may discover smaller sub-groupings within these groupings. So, there could be a broader grouping of correspondence that has subgroups sorted by the sender/recipient of the correspondence, or by dates, and so on.

Principle 4 states that description reflects arrangement. Not only is a collection arranged, but it must be described, and similar to grouping and sub-grouping, some aspects of a collection are described in greater or lesser detail depending on their importance.

Principle 5 states that the rules of description apply to all archival materials, regardless of form or medium.

Principle 6 states that the principles of archival description apply equally to records created by corporate bodies, individuals, or families. This means that you would treat collections from any of those creators or compilers in the same manner when describing them.



Principles of DACS, continued

Principle 7: Archival descriptions may be presented at varying levels of detail to produce a variety of outputs.

Principle 7.1: Levels of description correspond to levels of arrangement.

Principle 7.2: Relationships between levels of description must be clearly indicated.

Principle 7.3: Information provided at each level of description must be appropriate to that level. Relationships between levels of description must be clearly indicated.

Principle 8: The creators of archival materials, as well as the materials themselves, must be described.

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Principle 7 has three additional points to it; it states that archival descriptions may be presented at varying levels of detail to produce a variety of outputs. The extent and complexity of archival materials may require a more detailed description of their various components.

Principle 7.1 says that levels of description correspond to levels of arrangement.

Principle 7.2 states that relationships between levels of description must be clearly indicated.

Principle 7.3 states that information provided at each level of description must be appropriate to that level. Relationships between levels of description must be clearly indicated.

Finally, principle 8 states that the creators of archival materials, as well as the materials themselves, must be described. Provenance is key to the arrangement and description of archival collections, therefore the creator or creators of a collection are just as important to the description of the materials.

This was a large amount of information that I just glossed over. The point of looking at these principles is to see that both book catalogers and archival catalogers look at very similar aspects when describing materials.

Finding Aids

Archival repositories such as the Library of Congress routinely create detailed inventories, registers, indexes, and guides to describe their collections of primary source materials. These finding aids provide a comprehensive overview of a collection's scope and contents. They define the conditions under which a collection may be accessed or copied, explain its provenance, and contain histories of individuals and organizations connected with the collection.

Archive Record



Title	Music Collection
Collection	Music Collection
Object Name	Manuscript
Extent of Description	200 c.f. (247 boxes)
Scope & Content	<p>This collection is a compilation of 25 collections of sheet music, band books and original manuscript musical compositions. The collection represents a wide variety of musical styles including but not limited to marches, waltzes, polkas, gallops, Foxtrot, Blues, and Fantasies. A number of traditional circus music scores including hand written manuscripts can be found throughout the collection.</p> <p>The database contains personal music collections of several noted circus bandleaders including Charles E. Post, O.A. Olson and Merle Evans. The music library of Merle Evans (CWM Miss 16) includes original compositions written by Evans and documents his 50 years of leading the Ringling Brothers and Barnum & Bailey circus band from 1919 to 1969. The Evans collection includes original fantasia scores, arrangements for spectacles and production numbers as well as original handwritten scores for the Barnum and Bailey Circus Mandi Spec from 1919.</p> <p>Of particular note the Fred Flaming Collection (CWM Miss 58) contains original musical scores dating between 1934-1959 for several Ringling Bros. Circus Spec productions including the Field of the Cloth of Gold, King Solomon and Queen of Sheba, The Crusades, and Cinderella. The manuscript compositions are believed to be written in the hand of Al. Ringling.</p> <p>Note: The database uses Excel as a base and is searchable only within the database itself using the "control F" search function and cannot be reviewed using the keyword search function of either the Circus World Online Catalog or the Robert L. Farkinson Library and Research Center Finding Aids website.</p>
Location	Archives Stacks 151/1 thru16-5-2
Finding Aid	Finding Aid Available Click Here
Subjects	Band books Barnum and Bailey Circus Blues Cinderella Evans, Merle Fantasies Foxtrot Gallops Olson, O.A. Outlines, E.R., "Doc"

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<https://www.loc.gov/librarians/archival-description/>

Archival and special collections are commonly described in finding aids, which tend to be based on the principles of DACS that I just covered.

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<https://www.loc.gov/librarians/archival-description/>



Finding Aids

Vel Phillips Papers, 1946-2009 (bulk 1957-2009)

[outline view](#) | [full-text/printable view](#) | [Add this to my bookbag](#)

Summary information

Titles: Vel Phillips Papers
Inclusive Dates: 1946-2009 (bulk 1957-2009)
Creators:
Phillips, Vel, 1924-2018
Call Number: Milwaukee Ms 231; PH Milwaukee Ms 231; CC 957; Audio 1749A
Quantity: 36.2 cubic feet (86 archives boxes and 3 flat boxes), 0.4 cubic feet of photographs (1 archives box), 1 film reel (16 mm), and 25 audio recordings
Repository:
Housed at the University of Wisconsin-Milwaukee Libraries' Archives Department / Milwaukee Area Research Center; owned by the Wisconsin Historical Society, Division of Library, Archives, and Museum Collections
Archival Locations:
UW-Milwaukee Libraries, Archives / Milwaukee Area Research Ctr. (Map)
COLLECTION MAY BE STORED OFF-SITE: see catalog entry to request materials and for additional information.
Abstracts:
Papers of Wisconsin civil rights pioneer Vel Phillips, dating mainly from 1957 to 2009, including correspondence, speeches, notes, agendas and memoranda, documents, publications, audio recordings, photographs, and other materials documenting her career as lawyer, Milwaukee alder, juvenile court justice, and Secretary of State.
Language: English
URL to cite for this finding aid: <http://digital.library.wisc.edu/1711.d1/wiarchives.uw-whs-mil00231>
↑ Bookmark this ↑

Biography/History

Velveta Rodgers was born in 1924 in Milwaukee, Wisconsin, and graduated from North Division High School. She attended Howard University on a scholarship, where she was a member of Delta Sigma Theta, and graduated with a B.A. in 1946.
She married William Dale Phillips, a University of Wisconsin-Madison Law School classmate. She completed her LL.B. from the Law School in 1951, being the first African American female graduate. The couple then practiced law together in Milwaukee.
While Dale Phillips practiced law in Milwaukee, he was also active in community life, including serving as president of the Milwaukee branch of the National Association for the Advancement of Colored People (NAACP) in the 1950s. In the 1970s and 1980s, Dale served on the State Board of Review of Savings and Loans, in which capacity he worked to oppose the practice of "red-lining," or denying loans to borrowers in neighborhoods in decline. Governor Dreyfus nominated Dale Phillips to a federal judicial position in the Eastern district in 1979, but Phillips was not elected.

MU8011

Christine Gunlaugson papers

Quantity: 1.0 cubic feet

Description: Papers from or relating to Christine Gunlaugson, a former member of the University of Wisconsin-Madison's music faculty. Records include administrative documents, articles and publications, correspondence, coursework, photographs, and performance and professional documents from both Christine Gunlaugson and her former students.

Container List

1	1	Administrative documents
1	2	Meeting minutes
1	3	Meeting notes
1	4	Memorandums
1	5	Reports
1	6	Articles and publications
1	7	Articles
1	8	Campus publications
1	9	Newsletters
1	10	Christine Gunlaugson
1	11	Lecture recitals, Chatterton
1	12-13	Performances
1	14	Personal information
1	15	Professional documents
1	16-19	Correspondence
1	20	Coursework
1	21	Class notes, notebook
1	22-24	Course materials for "Survey of the American Songs"
1	25	Course planning documents
1	26	Examinations
1	27	Instructional report data
1	28	Lecture documents
1	29	Voice
1	30	Photographs
1	31	Students
1	32	Correspondence
1	33	Former student information, general
1	34	Performances

On this slide you can see two different displays of finding aids, but they both provide a lot of the same information. The finding aid on the left is more complete, with a URL for citations, and more biography/history. The one on the right is one that I created that shows the basic information such as title, collection number, extent, and description, followed by a contents list for the collection.

A finding aid is a document that describes the important aspects of a collection, and that description is typically founded on the principles of DACS. Finding aids are great resources for human readers, but we need to make these finding aids machine readable so that they can be searched and shared electronically - enter Dublin Core!



Dublin Core

“A simple yet effective element set for describing a wide range of networked resources.”

“[A] small language for making a particular class of statements about resources.”

Simple and Qualified Dublin Core

Elements

Title	Format
Subject	Identifier
Description	Language
Type	Audience
Source	Provenance
Relation	Rights Holder
Coverage	Instructional
Creator	Method
Publisher	Accrual Method
Contributor	Accrual Periodicity
Rights	Accrual Policy
Date	

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Dublin Core is “A simple yet effective element set for describing a wide range of networked resources” and is “[a] small language for making a particular class of statements about resources.” Dublin core is comprised of two classes of terms -- elements (nouns) and qualifiers (adjectives) -- which can be arranged into a simple pattern of statements.

Simple Dublin Core boasts 15 elements, which are bolded on this slide.

You might notice that a lot of the Dublin Core elements match up to MARC21 elements. This is because researchers are typically searching based on the same characteristics as those we highlight when cataloging a book, a CD, a DVD, and so on. When you look at different standards and schemas, you can see that they almost all have the same basis, but just use different terminology and templates or formats.

<https://www.dublincore.org/specifications/dublin-core/usageguide/#whatis>

Comparing Finding Aid to Dublin Core Record

Finding Aid



Vel Phillips Papers, 1946-2009 (bulk 1957-2009)

[outline view](#) | [full-text/printable view](#) | [Add this to my bookbag](#)

Summary Information

Title: Vel Phillips Papers
Inclusive Dates: 1946-2009 (bulk 1957-2009)

Creator:
Phillips, Vel, 1924-2018
Call Number: Milwaukee Mss 231; PH Milwaukee Mss 231; CC 957; Audio 1749A

Quantity: 36.2 cubic feet (86 archives boxes and 3 flat boxes), 0.4 cubic feet of photographs (1 archives box), 1 film reel (16 mm), and 25 audio recordings

Repository:
Housed at the University of Wisconsin-Milwaukee Libraries' Archives Department / Milwaukee Area Research Center; owned by the Wisconsin Historical Society, Division of Library, Archives, and Museum Collections

Archival Locations:
UW-Milwaukee Libraries, Archives / Milwaukee Area Research Ctr. (Map)
COLLECTION MAY BE STORED OFF-SITE: see catalog entry to request materials and for additional information.

Abstract:
Papers of Wisconsin civil rights pioneer Vel Phillips, dating mainly from 1957 to 2009, including correspondence, speeches, notes, agendas and memoranda, documents, publications, audio recordings, photographs, and other materials documenting her career as lawyer, Milwaukee alder, juvenile court justice, and Secretary of State.

Language: English

URL to cite for this finding aid: <http://digital.library.wisc.edu/1711.dl/wiarchives.uw-whs-mil00231>
? Bookmark this !

Biography/History

Velveta Rodgers was born in 1924 in Milwaukee, Wisconsin, and graduated from North Division High School. She attended Howard University on a scholarship, where she was a member of Delta Sigma Theta, and graduated with a B.A. in 1946.
She married William Dale Phillips, a University of Wisconsin-Madison Law School classmate. She completed her LL.B. from the Law School in 1951, being the first African American female graduate. The couple then practiced law together in Milwaukee.

XML DC Record

```
<dc:title>Vel Phillips papers, 1946-2009 (bulk 1951-2009)</dc:title>
<dc:creator>Phillips, Vel, 1924-2018</dc:creator>
<dc:subject>Discrimination in housing.</dc:subject>
<dc:subject>Wisconsin -- Politics and government.</dc:subject>
<dc:subject>Politicians -- Wisconsin -- Milwaukee.</dc:subject>
<dc:description>Papers of Wisconsin civil rights pioneer Vel Phillips, including correspondence, speeches, notes, agendas and memoranda, documents, publications, photographs, audio recordings, and other materials documenting her career as lawyer, Milwaukee alderman, juvenile court justice, and Secretary of State.</dc:description>
<dc:date>1946-2009</dc:date>
<dc:type>Mixed materials</dc:type>
<dc:format>Mixed materials</dc:format>
<dc:format>Photos</dc:format>
<dc:format>Drawings</dc:format>
<dc:format>Prints</dc:format>
<dc:format>Sound recordings</dc:format>
<dc:identifier>Milwaukee Mss 231</dc:identifier>
<dc:identifier>PH Milwaukee Mss 231</dc:identifier>
<dc:identifier>CC 957</dc:identifier>
<dc:identifier>Audio 1749A</dc:identifier>
<dc:language>en</dc:language>
<dc:coverage>1946-2009</dc:coverage>
<dc:coverage>Milwaukee, Wisconsin</dc:coverage>
<dc:rights>Wisconsin Historical Society, Division of Library, Archives, and Museum Collections</dc:rights>
```

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The finding aid on the left is the one that we looked at two slides ago, and the full finding aid will not fit on this page. However, Pam has again provided a link to that finding aid in the chat so that you can see the full one if you would like to.

<http://digicoll.library.wisc.edu/cgi/f/findaid/findaid-idix?c=wiarchives;cc=wiarchives;view=text;rgn=main;didno=uw-whs-mil00231>

The XML Dublin Core record on the right is one that I put together quickly just to show you what information goes into a Dublin Core record, and my example follows Simple Dublin Core. On the next slides, I will briefly go over EAD and XML. Also, as I mentioned earlier with DACS, you will probably not do much work in EAD and XML, but I feel like it is good to know what is there and how it looks so that you can translate and understand for yourself.

```
<!-- Converted [January 2020] from EAD2002 to EAD3 : Encoded Archival Description (EAD), Version 3 : Release: 1.1.1 : Release Date: 2019-12-16 -->
<?xml-model href="https://www.loc.gov/ead/EAD3/schematron/ead3.sch" type="application/xml" schematypens="http://purl.oclc.org/dsdl/schematron"?>
<?xml-model href="http://eadproc.loc.gov/common/validate/LC_EAD3_Schematron.sch" type="application/xml" schematypens="http://purl.oclc.org/dsdl/schematron"?>
<?xml:base href="http://ead3.archivists.org/schema/" xmlns:xsl="http://www.w3.org/2001/XMLSchema-instance" xsi:schemaLocation="http://ead3.archivists.org/schema/ http://www.loc.gov/ead/ead3.xsd">
<control repositoryencoding="iso15511" relatedencoding="MARC21" countryencoding="iso3166-1" scriptencoding="iso15924" dateencoding="iso8601" langencoding="iso639-2b">
<recordid encodinganalog="856u" instanceurl="https://hdl.loc.gov/loc/mss/eadmss.ms018005" loc.mss/eadmss.ms018005</recordid>
<filedesc>
<titlestmt>
<titleproper>African American Soldiers in World War II Collection</titleproper>
<subtitles>Finding Aid to the Collection in the Library of Congress</subtitles>
<author>Prepared by Connie L. Cartledge</author>
</titlestmt>
<publicationstmt>
<publisher encodinganalog="260fb">
<ptr show="embed" actuate="onload" href="https://hdl.loc.gov/loc/standards/ead.lclogo"/>
Manuscript Division, Library of Congress
</publisher>
<address>
<addressline>Washington, D.C.</addressline>
</address>
<date normal="2018" encodinganalog="260fc" era="ce" calendar="gregorian">2018</date>
</publicationstmt>
<notestmt>
<controlnote id="versionNote">
<p>Converted to EAD3 : Encoded Archival Description (EAD), Version 3 : Release: 1.1.1 : Release Date: 2019-12-16. Validating against latest version of schema.</p>
</controlnote>
<controlnote id="contactNote">
<p>
Contact Information:
<ref show="new" actuate="onrequest" href="https://hdl.loc.gov/loc/mss/contact">https://hdl.loc.gov/loc/mss/contact</ref>
</p>
</controlnote>
<controlnote id="lccnNote">
<p>
Catalog Record:
<ref show="new" actuate="onrequest" href="https://lccn.loc.gov/mm2018086243">https://lccn.loc.gov/mm2018086243</ref>
</p>
</controlnote>
</notestmt>
</filedesc>
<maintenancestatus value="revised">revised</maintenancestatus>
<maintenanceagency countrycode="US">
<agencycode>us-dlc</agencycode>
<agencyname>Library of Congress</agencyname>
</maintenanceagency>
<languagedeclaration>
<language langcode="eng" encodinganalog="040fb">English</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>
<maintenancehistory>
<maintenanceevent>
<eventtype value="revised"/>
<eventdatetime standarddatetime="2020-01">2020-01</eventdatetime>
<eventtype value="machine"/>
<agent>ead3_converter_mfer.xml</agent>
<eventdescription>Converted from EAD 2002 to EAD 3 (Release 1.1.1) by ead3_converter_mfer.xml : Michael Ferrando, Library of Congress.</eventdescription>
</maintenanceevent>
</maintenancehistory>
<eventtype value="created"/>

```

This is a screenshot of a section of an EAD record, coded in XML.

EAD – Encoded Archival Description, is an XML standard for encoding archival finding aids, maintained by the [Technical Subcommittee for Encoded Archival Standards](https://www.loc.gov/ead/) of the [Society of American Archivists](https://www.loc.gov/ead/), in partnership with the Library of Congress. (<https://www.loc.gov/ead/>)

XML – Extensible Markup Language: a markup language that defines a set of rules for encoding documents in a format that is both human-readable and machine-readable. ([https://en.wikipedia.org/wiki/XML#:~:text=Extensible%20Markup%20Language%20\(XML\)%20is,free%20open%20standards%E2%80%94define%20XML.](https://en.wikipedia.org/wiki/XML#:~:text=Extensible%20Markup%20Language%20(XML)%20is,free%20open%20standards%E2%80%94define%20XML.))

EAD/XML records are machine-readable and have the same basic metadata within them, but like I mentioned before, they are essentially coded in a different template or format than MARC21. Rather than “fields,” EAD uses “Tags.” The next slide will give you a closer look at what the tags look like.

Image:

https://findingaids.loc.gov/exist_collections/ead3master/mss/2018/ms018005.xml



```

▼<archdesc level="collection" relatedencoding="MARC21" localtype="register">
  ▼<did>
    <head>Collection Summary</head>
    ▼<unittitle label="Title" encodinganalog="245$a">
      African American Soldiers in World War II Collection
      <date altrender="Span Dates" localtype="inclusive" normal="1918/2018">1918-
        2018</date>
      <date altrender="Bulk Dates" localtype="bulk" normal="1997/2010">(bulk 1997-
        2010)</date>
    </unittitle>
    <unitdate label="Span Dates" unitdatetype="inclusive" normal="1918/2018"
      encodinganalog="245$f" era="ce" calendar="gregorian">1918-2018</unitdate>
    <unitdate label="Bulk Dates" unitdatetype="bulk" normal="1997/2010"
      encodinganalog="245$g" era="ce" calendar="gregorian">(bulk 1997-2010)</unitdate>
  
```

In this closer look at a subsection of the same record, you may see “relatedencoding=“MARC21”, which means that the encoding system from which fields are specified is MARC21. You can see that under <unittitle label=“Title” encodinganalog=“245\$a”> what would go into MARC field 245 subfield a falls into that section, along with the dates and further specification of the dates. So, the total span of the dates and the bulk dates fall into separate sections, under what would be subfields f and g respectively, and are defined under the Gregorian calendar.

You can also see, at the end of the unittitle and unitdate sections that there are tags with a backslash right after the angle bracket (what I call a “sideways carrot”). This is simply a tag that closes that statement, or if you want to look at it from a MARC point of view, it’s the end of that line/field where appropriate punctuation would go, if applicable. EAD/XML is just another language for MARC, and it’s not as scary as it looks, if you know what to look for, and we catalogers do know what to look for!

Comparing Dublin Core to MARC21 Record

Finding Aid



Vel Phillips Papers, 1946-2009 (bulk 1957-2009)

[outline view](#) | [full-text/printable view](#) | [Add this to my bookbag](#)

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Archival Locations:
UW-Milwaukee Libraries, Archives / Milwaukee Area Research Ctr. (Map)
COLLECTION MAY BE STORED OFF-SITE: see catalog entry to request materials and for additional information.

Abstract:
Papers of Wisconsin civil rights pioneer Vel Phillips, dating mainly from 1957 to 2009, including correspondence, speeches, notes, agendas and memoranda, documents, publications, audio recordings, photographs, and other materials documenting her career as lawyer, Milwaukee alder, juvenile court justice, and Secretary of State.

Language: English

URL to cite for this finding aid: <http://digital.library.wisc.edu/1711.dl/wiarchives-uw-whs-mil00231>
! Bookmark this !

Biography/History

Velveta Rodgers was born in 1924 in Milwaukee, Wisconsin, and graduated from North Division High School. She attended Howard University on a scholarship, where she was a member of Delta Sigma Theta, and graduated with a B.A. in 1946.
She married William Dale Phillips, a University of Wisconsin-Madison Law School classmate. She completed her LL.B. from the Law School in 1951, being the first African American female graduate. The couple then practiced law together in Milwaukee.

MARC Record

001 1019 836551019 No holdings in VR - 2 other holdings									
[Mixed Materials] [Rec stat] c [Entered] 20160204 [Replaced] 20180504046.7									
Type	p	Elut	I	Size	d	Ctrl	a	Lang	eng
Blut	c	Form				MRec	City	Wiu	
Desc	a					Dist	k	Date	1951 - 2009
007	1								
007									
007									
040									
052									
090									
090									
090									
100	1								
245	1								
300									
300									
300									
300									
351									
520									
555	0								
541	1								
583	1								
583	1								
583	1								
583	1								

Now, here is that same finding aid that I have been using as an example, and it is next to the MARC record. While it can seem daunting to connect the information found in the finding aid to appropriate MARC fields, it's not really all that complicated, and more focused around notes fields, which I will cover in this presentation.

MARC21 to Dublin Core Crosswalk

MARC fields	DC Element	Implementation Notes
100, 110, 111, 700, 710, 711	Contributor	
720		
651, 662	Coverage	
751, 752		
	Creator	Creator element not used.
008/07-10	Date	
260\$c\$g		
500-599, except 506, 530, 540, 546	Description	
340	Format	
856\$q		
020\$a, 022\$a, 024\$a	Identifier	
856\$u		
008/35-37	Language	
041\$a\$b\$d\$e\$f\$g\$h\$j		
546		
260\$a\$b	Publisher	
530, 760-787\$o\$t	Relation	
506, 540	Rights	
534\$t	Source	
786\$o\$t		
050, 060, 080, 082	Subject	
600, 610, 611, 630, 650, 653		
245, 246		Repeat dc:title for each. Some applications may wish to include 210, 222, 240, 242, 243, and 247.
Leader06, Leader07	Type	See Appendix 2 for Leader-Type rules.
655		

<https://www.loc.gov/marc/marc2dc.html>

15

MARC21 is “richer in data” than Dublin Core, as it has more fields to address more data.

In this chart, you can see which MARC21 fields in the first column map to Dublin Core elements in the second column, and then the third column will offer notes, if necessary, for implementation. For instance, as you may have expected, the 245 and 246 MARC fields map to Title, and then the third column outlines that you will repeat the title tag for each entry, and the 260 (which would be 264 if updated to RDA) maps to the publisher.

Remember how that looked in the EAD/XML example? Same information, different template!

<https://www.loc.gov/marc/marc2dc.html>



Vel Phillips Papers, 1946-2009 (bulk 1957-2009)

[outline view](#) | [full-text/printable view](#) | [Add this to my bookbag](#)

Summary Information

Title: Vel Phillips Papers

Inclusive Dates: 1946-2009 (bulk 1957-2009)

Creator:

Phillips, Vel, 1924-2018

Call Number: Milwaukee Mss 231; PH Milwaukee Mss 231; CC 957; Audio 1749A

Quantity: 36.2 cubic feet (86 archives boxes and 3 flat boxes), 0.4 cubic feet of photographs (1 archives box), 1 film reel (16 mm), and 25 audio recordings

Repository:

Housed at the University of Wisconsin-Milwaukee Libraries' Archives Department / Milwaukee Area Research Center; owned by the Wisconsin Historical Society, Division of Library, Archives, and Museum Collections

Archival Locations:

UW-Milwaukee Libraries, Archives / Milwaukee Area Research Ctr. (Map)

COLLECTION MAY BE STORED OFF-SITE: see catalog entry to request materials and for additional information.

Abstract:

Papers of Wisconsin civil rights pioneer Vel Phillips, dating mainly from 1957 to 2009, including correspondence, speeches, notes, agendas and memoranda, documents, publications, audio recordings, photographs, and other materials documenting her career as lawyer, Milwaukee alder, juvenile court justice, and Secretary of State.

Language: English

URL to cite for this finding aid: <http://digital.library.wisc.edu/1711.dl/wiarchives.uw-whs-mil00231>

[↑ Bookmark this ↑](#)

Biography/History

Velvlea Rodgers was born in 1924 in Milwaukee, Wisconsin, and graduated from North Division High School. She attended Howard University on a scholarship, where she was a member of Delta Sigma Theta, and graduated with a B.A. in 1946.

She married William Dale Phillips, a University of Wisconsin-Madison Law School classmate. She completed her LLB from the Law School in 1951, being the first African American female graduate. The couple then practiced law together in Milwaukee.

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So, going back to the finding aid images that I shared earlier, on this slide, I have expanded the image of a finding aid so that you can see the headings of the different sections. You will probably notice a lot of familiar headings that you can already begin to translate into a MARC record.



Vel Phillips Papers, 1946-2009 (bulk 1957-2009) Title/245

[outline view](#) | [full-text/printable view](#) | [Add this to my bookbag](#)

Summary Information

Title: Vel Phillips Papers **Uniform Title/240**
Inclusive Dates: 1946-2009 (bulk 1957-2009) **Date(s)/245 & 008**
Creator: Phillips, Vel, 1924-2018 **Creator/100**
Call Number: Milwaukee Mss 231; PH Milwaukee Mss 231; CC 957; Audio 1749A **Call Number/099**
Quantity: 36.2 cubic feet (86 archives boxes and 3 flat boxes), 0.4 cubic feet of photographs (1 archives box), 1 film reel (16 mm), and 25 audio recordings **Physical Description/300**
Repository: Housed at the University of Wisconsin-Milwaukee Libraries' Archives Department / Milwaukee Area Research Center; owned by the Wisconsin Historical Society, Division of Library, Archives, and Museum Collections **Location/852**
Archival Locations: UW-Milwaukee Libraries, Archives / Milwaukee Area Research Ctr. (Map)
COLLECTION MAY BE STORED OFF-SITE: see catalog entry to request materials and for additional information. **Location/852**
Abstract: Papers of Wisconsin civil rights pioneer Vel Phillips, dating mainly from 1957 to 2009, including correspondence, speeches, notes, agendas and memoranda, documents, publications, audio recordings, photographs, and other materials documenting her career as lawyer, Milwaukee alder, Juvenile court justice, and Secretary of State. **Summary, Etc./520**
Language: English **Language/008**
URL to cite for this finding aid: <http://digital.library.wisc.edu/1711.dl/wiarchives.uw-whs-mil00231> **Electronic Location and Access/856**
[↑ Bookmark this ↑](#)

Biography/History **Biographical or Historical Data/545**

Velvlea Rodgers was born in 1924 in Milwaukee, Wisconsin, and graduated from North Division High School. She attended Howard University on a scholarship, where she was a member of Delta Sigma Theta, and graduated with a B.A. in 1946.

She married William Dale Phillips, a University of Wisconsin-Madison Law School classmate. She completed her LLB from the Law School in 1951, being the first African American female graduate. The couple then practiced law together in Milwaukee.

On this slide, I have gone ahead and outlined the MARC field names and numbers that would apply to each section. Now, this is a brief snippet of the finding aid, and not all of it is shown, but it really shows how to apply our language and coding to a finding aid.

MARC21 Coding	
LEADER 03245cpca 22086251a 4500	520 \$aPapers of Wisconsin civil rights pioneer Vel Phillips, including correspondence, speeches, notes, agendas and memoranda, documents, publications, photographs, audio recordings, and other materials documenting her career as lawyer, Milwaukee alderman, juvenile court justice, and Secretary of State.
001 091822089276802122	555 \$u \$eRegister.
005 20180418031745.0	541 1_ \$a1.1u\$aen2081-134\$aVelPhillips, Vel\$Qcy: 115.0 cubic feet (113 record center cartons, 2 large boxes, and loose oversize materials)
007 ku u	543 1_ \$a1.3u\$aProcessed-new\$d15.0loc. f. \$c20121214\$eah
007 su su su u	543 1_ \$a1.3u\$aProcessed-new\$d36.25oc. f. of papers\$c20160205\$eah
007 nu u u	543 1_ \$a1.4u\$aProcessed-new\$d0.45oc. f. of photographs\$c20160205\$eah
008 1602041951208u1a eng d	543 1_ \$a1.5u\$aProcessed-new\$d15ofilm reel\$c20160205\$eah
035 \$a(OCLC)936551019	543 1_ \$a1.6u\$aProcessed-new\$d25audio recordings\$c20160205\$eah
035 \$a(OCLC)ocn936551019	543 1_ \$a1.7u\$aProcessed-new\$d7n78.45oc. f. \$c20160205\$eah
035 \$a(EXLNZ-031AQI_NETWORK)9912140616302121	543 1_ \$aConservation Treatment Record cons2015-075 \$3a has
040 \$aHAR0\$eng\$edac\$cCHS\$AR\$aHAR0\$OCLC\$f\$aHAR0	650 _0 \$aDiscrimination in housing.
049 \$aHAR0a	651 _0 \$aWisconsin\$aPolitics and government.
052 \$a4124\$M7	650 _0 \$aPoliticians\$aWisconsin\$aMilwaukee.
099 \$aAudio 174998local	650 _0 \$aWisconsin politicians.
099 \$aCC 95798local	650 _0 \$aAfrican American politicians.
099 \$aMilwaukee Mus 23159local	650 _0 \$aWisconsin lawyers.
099 \$aPH Milwaukee Mus 23159local	650 _0 \$aAfrican American lawyers.
100 1_ \$aPhillips, Vel,\$d1924-2018.	650 _7 \$aAfrican American lawyers.\$2fast\$0(OCLC)fxt08799218
245 10 \$avel Phillips papers,\$f1946-2005\$g(bulk 1951-2009).	650 _7 \$aAfrican American politicians.\$2fast\$0(OCLC)fxt08799218
\$a36.25cubic feet (88 archives boxes and 3 flat boxes),	650 _7 \$aDiscrimination in housing.\$2fast\$0(OCLC)fxt08895081
\$a0.45cubic feet of photographs (1 archives box),	650 _7 \$aPoliticians.\$2fast\$0(OCLC)fxt03069915
\$a15offilm reel (18 mm), and	650 _7 \$aPolitics and government.\$2fast\$0(OCLC)fxt03293741
\$a255audio recordings.	650 _7 \$aWisconsin lawyers.\$2fast\$0(OCLC)fxt0137806
\$arranged into 11 series. Series 1: Radio Scripts, 1964-1967; Series 2: Teaching, 1969-1993; Series 3: Correspondence, 1957-2009; Series 4: Common Council, 1958-1971; Series 6: Democratic Party, 1958-1984; Series 7: Judicial, 1971-1972, 1977; Series 8: Secretary of State, 1976-1991; Series 9: Organizations, 1959-2009; Series 10: Personal, 1951-2009; Series 11: Audio recordings, 1958-1976.	650 _7 \$aWisconsin politicians.\$2fast\$0(OCLC)fxt01378183

18

Now, I will go into more detail on some of the MARC fields that you will encounter, and how to code them.



Fixed Fields

Mixed Materials	Rec stat	c	Entered	20160715	Replaced	20180803031416.4			
Type	p	ELvl		Src	d	Ctrl	a	Lang	eng
BLvl	c	Form		MRec		Ctry	wiu		
Desc	i			DtSt	i	Dates	1948	,	2007

19

Archival and most special collections will be coded as Mixed Materials, since they are, in fact, a mixture of different materials!

Type (Type of Record) is coded as p for Mixed Materials.

BLvl (Bibliographic Level) is coded as c for Collection – “A made-up multipart group of items that were not originally published, distributed or produced together. The record describes units defined by common provenance or administrative convenience for which the record is intended as the most comprehensive in the system.”

Desc (Descriptive Cataloging Form) is coded as i for ISBD punctuation, and ELvl

(Encoding Level) is blank **for full level cataloging** per new guidelines.

DtSt (Type of Date/Publication Status) is coded i for “Inclusive Date,” which is common for a lot of collections – this collection contains materials ranging between 1948-2007. You may also code DtSt k for “Range of Dates” if the collection does not have concrete dates. Also, when entering date ranges, you will enter the earliest collection date in the first DtSt box, and then the last year of the collection in the second DtSt box.

Src (Cataloging Source) is coded as d for Other.

Ctrl (Type of Control) is coded “a” for Archival (because it’s an archival collection!).

099 : Local Free-Text Call Number

OCLC defined field for local use. The local free-text call numbers that are based on a unique local system.

```
099      $aAudio 1749$9local
099      $aCC 957$9local
099      $aMilwaukee Mss 231$9local
099      $aPH Milwaukee Mss 231$9local
```

20

Most of us are used to adding 082 or 092 Dewey Number fields for our call numbers, but a lot of collections have local call numbers that don't necessarily follow Dewey or Library of Congress numbering. Enter the 099 field.

This example shows multiple 099s to reflect the different call numbers assigned to different parts of one collection: Audio 1749 is for the audio components that are shelved separately, and the following three call numbers are for different accessions within the collection that could have been processed at a later time, are shelved separately, or something else.

According to Bibliographic Formats and Standards, field 099 does not remain in the WorldCat record. It is retained in exported records and records delivered via other services.

<https://search.library.wisc.edu/catalog/9912140616302121>

300 : Physical Description

The physical description of the item including the extent of the item and its dimensions. Use field 300 also for other physical details of the item and information concerning accompanying material.

- Mixed Materials

300	\$a36.2\$f cubic feet (86 archives boxes and 3 flat boxes),	300	≠3 records ≠a 1 ≠f box ≠g 2 x 4 x 3 1/2 ft.
300	\$a0.4\$f cubic feet of photographs (1 archives box),		
300	\$a1\$f film reel (16 mm), and		
300	\$a25\$f audio recordings.		

21

When formatting your 300, or Physical Description field, you will focus closely on the Mixed Materials designations for your subfields. Since the 300 is a repeatable field, you can enter one for each type of media found within the collection you are cataloging.

In the example on the left, the collection has text/manuscript materials, photographs, a film reel, and audio recordings – there is a separate 300 to identify the extent of each type.

In the single-line example on the right, subfield 3 has the materials specified as records. Subfield a is where you enter the number of leaves, pages, items, containers, volumes, or linear feet, which is one container in this example. Subfield f is the type of unit, which is, in this case, a box. Subfield g is the dimensions, which are 2 by 4 by 3 and a half feet.

- 300 ≠a** : For manuscripts, use subfield ≠a for the number of leaves, pages, items, containers, volumes, or linear feet. If you separately code the type of unit in subfield ≠f, subfield ≠a contains only the numeric extent designation.
- 300 ≠a** : Do not repeat subfield ≠a if you are entering multiple number

sequences. Enter multiple adjacent phrases in the same subfield $\#a$. However, repeat subfield $\#a$ if subfield $\#f$ intervenes.

300 $\#a$: Enter the number of columns (if more than one) and the average number of lines to the page in parentheses following the number of leaves or pages. Enter the number of items in parentheses following the number of containers or volumes. Enter the number of items, containers, or volumes in parentheses following the number of linear feet.

300 $\#b$: For manuscripts, use subfield $\#b$ for the material on which a single manuscript is written (except when that material is paper) and also for illustrative matter in the manuscript or the manuscript collection.

300 $\#c$: For manuscripts, use subfield $\#c$ for the size of the manuscript, item, container, or volume.

300 $\#f$: The type of unit (e.g., box, cubic feet, linear feet, page, or volume) to which the extent of an item relates. Use to identify the configuration of material and how it is stored. Use for archival and rare materials only. Repeat subfield $\#f$ when alternate or additional forms of extent data are given. Record alternate forms of extent data in parentheses.

300 $\#g$: The size of the type of unit recorded in the preceding subfield $\#f$. Use for archival and rare materials only.

<https://www.oclc.org/bibformats/en/3xx/300.html>



351 : Organization and Arrangement of Materials

Information about the organization and arrangement of a collection of items. For instance, for computer files, the file structure and sort sequence; for visual materials, the arrangement of the collection.

351

\$aArranged into 11 series. Series 1: Radio Scripts, 1966-1967; Series 2: Teaching, 1969-1993; Series 3: Correspondence, 1957-2009; Series 4: Common Council, 1958-1971; Series 6: Democratic Party, 1958-1984; Series 7: Judicial, 1971-1972, 1977; Series 8: Secretary of State, 1976-1991; Series 9: Organizations, 1959-2009; Series 10: Personal, 1951-2009; Series 11: Audio recordings, 1958-1976.

22

Field 351 is the Organization and Arrangement of Materials, which is information about the organization and arrangement of a collection of items. Archival collections tend to have more components than a monograph or series of books, etc., so they are organized and arranged in different manners. It can be very helpful to both researchers and reference employees to know how these materials are arranged so that an entire collection does not have to be fetched if the entire collection is not needed. I also feel that it is important to see what further details beyond the description may show up in a 351 – for instance, in this example, I can see that there are radio scripts, and perhaps that is the section that I’m interested in studying most.

- **351 ¶a : Organization** The manner in which the items have been subdivided into smaller units (e.g., as record groups divided into series and series into subseries). Use also or individual series titles.
- **351 ¶b : Arrangement** Terms used to describe the pattern of arrangement of materials within a unit, such as alphabetical, chronological, by country, by office of origin, etc.
- **351 ¶c : Hierarchical level** The hierarchical position of the items relative to each other with the same provenance (e.g., group, subgroup, packaging unit, folder, or item).

<https://www.oclc.org/bibformats/en/3xx/351.html>



5XX Notes Fields

- 270, 524, 851, 852 – Location Notes
- 506 – Restrictions on Access Note
- 540 – Terms Governing Use and Reproduction Note
- 541 – Immediate Source of Acquisition Note
- 544 – Location of Other Archival Materials Note
- 545 – Biographical or Historical Data
- 555 – Cumulative Index/Findings Aids Note
- 590, 591-598 – Local Note

23

The beauty, and to some catalogers, the horror, of cataloging archival and similar special collections is the use of notes fields – there are a LOT of them that you can use, particularly notes that will be unique for your institution that may not go into an OCLC/WorldCat record. This can seem daunting, but I personally think that the fields are less complicated, there are just more of them!

270/524/851/852 (Location)

- 270 Address
- 524 Preferred Citation of Described Materials Note
- 851 *Physical location (obsolete)*
- 852 Location

270 1 Gateway Publishing #a P.O. Box 786 #b North Adams #c MA #e 01247 #k 1-414-664-9343 #m info@prgguide.com

524 ALS, S.W. Johnson to J.H. Hyde, January 17, 1923, in the James Hazen Hyde Papers, 1891-1941, New-York Historical Society.

852 \$aWisconsin Historical Society.\$bArchives Division.\$e816 State Street, Madison, Wisconsin 53706

24

270 Address: Addresses and electronic access data (such as telephone, fax, TTY, etc.) associated with a bibliographic item. Enter multiple addresses (such as mailing addresses or addresses corresponding to different physical locations of an item or facilities) in separate 270 fields.

524 Preferred Citation of Described Materials Note: A note about the format for the citation of the described materials that is preferred by the custodian. When multiple citation formats exist for the same item, record each in a separate occurrence of field 524.

851 Physical location: This field contains detailed information on the location of the holdings. In contrast to field 850, field 851 allows the recording of the full name and address of the holding institution and specific data about the exact location of the item. The custodian and the owner of a work are usually the same and are recorded in field 851 for these kinds of items. This field is now obsolete, and MARC prefers use of 852.

852 Location: The information required to locate an item. Use to identify the institution holding the item or from which institution the item is available. Use also

for detailed information to locate the item within a collection. In bibliographic records, repeat field 852 when holdings are reported for multiple copies of an item and the location data elements vary. Field 852 does not remain in the WorldCat record. It is retained in exported records and records delivered via other services.

I want to note here that throughout the presentation, you may notice differences between the screenshots and their spacing before and after subfield codes. For example, on this slide, the 270 screenshot has spaces after the subfields, but the 852 screenshot does not. This is simply based on how the ILSs that I used for examples display them. You will *should* put a space after the subfield code.

270 screencap: <https://www.oclc.org/bibformats/en/2xx/270.html>

524 screencap: <https://www.oclc.org/bibformats/en/5xx/524.html>

852 screencap: <https://search.library.wisc.edu/catalog/999466113302121>



506 : Restrictions on Access Note

A note about the restrictions imposed on access to the described materials. For published works, this field contains information on limited distribution.

506 1_ \$aRESTRICTED: Box 38 folders 13-150, Box 39 folders 1-34, Box 59 folders 13-15, and Box 60 folders 1-7 are all restricted. The restriction is in place due to the included reports reflecting social security numbers and other personal information for employees of local educational agencies (LEAs).

506 1 #3 Office files of Under Secretary #a No one may examine these records or obtain information from them or copies of them except by written permission; #b Secretary of the Treasury or his duly authorized representative; #c Kept in remote storage; access requires 24 hours advance notice.

506 0 Open access #g 20190207.

25

The 506 is a Restrictions on Access note, which is a note about the restrictions imposed on access to the described materials.

You will use first indicator 0 if there are no restrictions, e.g., the collection is open access, or first indicator 1 when restrictions apply. Subfield a is where you include the terms governing access, and the first example shows all of the information for that particular collection within subfield a.

In the second example, subfield 3 describes which materials the restriction field applies to, subfield b is where you enter the jurisdiction, or who has imposed or enforced the terms of restriction, subfield c is where any physical access provisions are stated, so any arrangements that are required for physical access. A lot of records may be restricted for a certain period of time – if there is a date that they can be made available for public use, you could enter a subfield g to indicate that date.

Other subfields that you might see in a 506 include subfield d which is the authorized users, or people to whom the restrictions in subfield a do not apply, subfield e is authorization, or the source of the authority for the restriction, subfield f is standardized terminology for access restriction, and subfield q is where you can enter

the supplying agency.

506 ‡a Terms governing access: Legal, physical or procedural restrictions imposed on individuals wishing to see the described materials.

506 ‡b Jurisdiction: The name of a person, an institution or a function or position within the institution by whom or which the terms governing access are imposed and/or enforced and to whom the restriction may be appealed.

506 ‡c Physical access provisions: Any arrangements required for physical access that may change from time to time.

506 ‡d Authorized users: The class of users or specific individuals (by name or title) for whom the restrictions in subfield ‡a do not apply.

506 ‡e Authorization: The source of the authority for the restriction.

506 ‡f Standardized terminology for access restriction: Data taken from a standardized list indicating the level or type of restriction. You may use terms of your choice or those from the Standardized Terminology for Access Restriction from the DLF/OCLC Registry of Digital Masters Working Group.

506 ‡g Availability date: Date when the resource changes its access status (e.g., when it becomes freely available). Preferred structure for the date is according to the format `yyyymmdd` in accordance with ISO 8601, Representation of Dates and Times. The `mm` and `dd` positions contain zeroes when the data is unknown.

506 ‡3 Materials specified: For information about subfield ‡3, see Control Subfields.

<https://www.oclc.org/bibformats/en/5xx/506.html>



540 : Terms Governing Use and Reproduction Note

A note about terms governing the use of the materials after access has been provided. Use for copyrights, film rights, trade restrictions, etc., that restrict the right to exhibit, fictionalize, quote or reproduce.

540

\$aPHOTOCOPY RESTRICTION: Photocopying originals is not permitted; researchers may copy from the microfilm available in the Library.

26

Field 540 is the

<https://www.oclc.org/bibformats/en/5xx/540.html>



541 : Immediate Source of Acquisition Note

A note about the immediate source of acquisition. Use primarily for original or historical items or other archival collections.

```
541 1_ $81.1\aeM2013-134$aPhillips, Vel$bQty: 115.0 cubic feet (113 record center cartons, 2 large boxes, and loose oversize materials)
```

```
541 1_ $81.1\aeNone$bpapers
```

```
541 1_ $81.1\aeRDA 245/0127$e2016/117$bReports, 1948-2007. Qty: 74.4 cubic ft (74 record center cartons and 1 archives box)
```

27

541 is the Immediate Source of Acquisition note, which is aptly described as a note about the immediate source of acquisition. This means the manner in which the materials came into the repository – for example, the top 541 is for the Vel Phillips record that I have been using as a reference throughout this presentation. A first indicator of 0 means that it is private, and therefore is not retained in WorldCat, but would be included in exported records and records delivered via other services; a first indicator of 1 means that this 541 will be retained in WorldCat. this particular record has first indicator 1, so therefore it would appear in WorldCat. You can see that when the collection initially arrived, it was given the collection number M2013-134 in subfield e, the source of the acquisition in subfield a is Vel Phillips herself, and there were 115 cubic feet worth of materials. The final processed collection, however, came out to only 36.2 cubic feet (86 archives boxes and 3 flat boxes), .4 feet of photographs (1 archives box), 1 film reel, and 25 audio recordings.

You can see the subfield 8 repeated in each 541 field, followed by 1.1. According to Bibliographic Formats and Standards, or BFAS, the “Linking number is the first data element in the subfield and required if the subfield is used. It is a variable-length whole number that occurs in subfield 8 in all fields that are to be linked. Fields with the same linking number are considered linked.” This means that if you saw 1.1 and a

1.2, those would be linked together, and if you saw 2.1 and 2.2, those would be linked; the linking matches to the first number before the decimal point, or period. Subfield 3 appears at the beginning of the field in cases where it is intended for display, otherwise it appears with other control subfields grouped at the end of the field. In these examples, the first is simply a description of the extent, the second is the type, and the third is the type *and* extent.

Note: the much smaller, finished collection could be due to a multitude of events during the processing: perhaps the original boxes weren't totally full, a lot of duplicates were discovered and weeded, etc.



544 : Location of Other Archival Materials Note

A note for the name and address of the custodian of the archival materials related to the described materials by provenance, specifically by having been, at a previous time, a part of the same collection or record group.

- 544 #3 Correspondence files; #a Burt Barnes papers; #e Also located at; #a State Historical Society of Wisconsin.
- 544 #d Records of the Rhode Island Loan Office of the Bureau of Public Debt, 1776-1817; #a Newport Historical Society; #b 82 Touro Street, Newport, RI 02840; #c USA; #e Not transferred to the Second Bank of the United States at the time of its establishment, March 3, 1817.

28

The 544 field is the

Some repositories keep different parts of collections in separate locations, whether it is multiple accessions under one main collection that just cannot be shelved together, different media (a combination of both paper documents and sound recordings, etc.), or that the different accessions are held by, say, different divisions of one organization, where it would make sense to have one section in one place, and a different section in another place.

Subfield a lists the custodian, subfield d shows the title, and subfield e is where the provenance, or history of the custody of the collection goes.

With indicators, first indicator 0 is for associated materials, which is for other materials identified in the note have the same provenance but reside in a different repository; first indicator 1 indicates related materials, which share the sphere of activity, reside in the same repository, but have different provenance; a blank first indicator means that no information has been provided regarding the relationship of the other materials to the materials in the record.

‡a Custodian: The name of the custodian of the material. Use a separate field 544 for each subfield ‡a.

‡b Address: The address for the location of the associated materials.

‡c Country: The country of repository.

‡d Title: The title of the associated material. Subfield ‡d displays as the first subfield. See the example in subfield ‡b.

‡e Provenance: The history of custody of the described materials since their creation, including any changes that successive custodians have made to them.

‡n Note: The entire text of the note that describes the other materials. Subfield ‡n may be used instead of the specific subfields for custodian (subfield ‡a), title (subfield ‡d) and provenance (subfield ‡e).

<https://www.oclc.org/bibformats/en/5xx/544.html>



545 : Biographical or Historical Data

A note with biographical information about an individual or historical information about an institution or event used as the main entry.

545 1 The Office of Geography provides research and other staff services for the interdepartmental Board on Geographic Names and the Secretary of the Interior on foreign geographic nomenclature. #b The Office inherited functions and records of earlier boards and committees engaged in similar work. The earliest of these, the U.S. Board on Geographic Names, was created by an Executive order of September 4, 1890, to ensure uniform usage throughout the executive departments of the Government....

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Field 545 is the

First indicator 0 indicates that the 545 is a biographical sketch, first indicator 1 indicates that the 545 is an administrative history, and first indicator blank indicates that no information has been provided.

545 #a Biographical or historical data : A brief note providing biographical information about an individual. Use subfield #a also for historical and administrative information relating to an organization. When no distinction between levels of detail in a biographical/historical note is required, subfield #a contains all the text. When a distinction is appropriate, subfield #a contains a brief statement and subfield #b contains additional information.

545 #b Expansion : An expansion of the biographical or historical note given in

subfield #a.

545 #u Uniform Resource Identifier : For information about subfield #u, see Control Subfields. Repeat subfield if digital object has multiple identifiers (URIs).

<https://www.oclc.org/bibformats/en/5xx/545.html>



555 : Cumulative Index/Findings Aids Note

A note identifying the availability of cumulative indexes and/or finding aids whose only or major focus is the described material.

555 0_ \$aRegister.

555 0_ \$aCase file.

555 0 #3 Claims settled under Treaty of Washington, May 8, 1871 #a Preliminary inventory was prepared in 1962; #b Available in NARS Central Search Room; #b NARS Publications Sales Branch; #d Ulibarri, George S., compiler. Preliminary inventory of records relating to Civil War claims, United States and Great Britain. P1135 NARS 1962.

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Field 555 is the

First indicator 0 generates the display constant Finding Aids; first indicator 8 indicates that no display constant has been generated. Leaving the first indicator blank generates the display constant Indexes. Subfield a is the cumulative index or finding aids note, subfield b is the availability source, subfield c is the degree of control, subfield d is bibliographic references, subfield u is the Uniform Resource Identifier, or URI, and subfield 3 is the materials specified in the 555 field.

In the top example, the word “Register” refers to a finding aid/contents list.

#a Cumulative index/finding aids note: A statement of the index or finding aid. For indexes, use subfield #a for either a formal or an informal note.

#b Availability source: The agency or vendor from which the item may be acquired.

#c Degree of control: The extent of the administrative, bibliographic, or physical control that the finding aids have over the described materials.

#d Bibliographic references: A citation to a published or unpublished index or finding

aid to the described materials when it is not cataloged with the item.

‡u Uniform Resource Identifier: For information about subfield ‡u, see Control Subfields. Repeat subfield if digital object has multiple identifiers (URIs).

‡3 Materials specified.

<https://www.oclc.org/bibformats/en/5xx/555.html>



583 : Action Note

A note about processing and reference actions, such as a brief statement about solicitation to acquire material, whether the solicitation is active or inactive, and the date of the last item of correspondence.

```
541 1_ $837.1\1a$aRDA 165/0027$e2016/070$3Disciplinary cases against Wisconsin doctors, which were closed in 2005. The cases address different malpractice incidences, and span from inappropriate prescription distribution to patient deaths due to neglectful actions. Records include depositions, examinations, patient records, summaries, interviews, pleadings, exhibits, stipulations, decisions, transcripts, interrogatories, contacts, witness lists, pharmacy records, background information and correspondence with expert witnesses, complaints, Wisconsin Circuit Court Access website information, and medical records related to the cases. Due to the presence of confidential medical and patient information, this collection is RESTRICTED. Qty: 13.8 cubic feet (13 record center cartons, 2 archives boxes, 1 DVD, 1 VHS)

583 1_ $837.2\1a$aAccessioned-addition$n23.0$oc.f.$c20160418$ker

583 1_ $837.3\1a$aCondensed$n9.2$oc.f.$c20160502$ker
```

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Field 583, the Action Note, is similar to the 541 field that we went over a few slides ago, and is

first indicator 0 is private, so the field is not retained in WorldCat, first indicator 1 is not private, so it will show up in WorldCat, and a blank first indicator is used when no information is provided. Standard terminology may be used in subfield a and the authority for the terminology may be indicated in subfield 2. You can repeat field 583 to record information about different actions.

In this example, again, you can see the subfield 8 that indicates linking fields. You can see here that the 583 notes link back to the 541 – the 541 is the immediate source of acquisition, and is labeled 1.1, then subsequent actions on this collection are labeled 1.2 and 1.3.

Subfield a indicates what happened to the collection.

Subfields n and o indicate the extent of the collection.

A lot of collections experience different processing or similar actions, so it is common for them to have 583 notes in their records. The 583 is also repeatable for as many actions as you take on a collection. The example here shows the date that the collection was accessioned, and that it was eventually condensed. You can also see that the extent of the collection changed from 23 cubic feet to 9.2 cubic feet, which was a result of processing and weeding.



710 : Added Entry--Corporate Name

A corporate name used as an access point.

710 2 Galleria d'arte moderna (Milan, Italy), #e curator, #e host institution.

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Moving beyond the notes fields that I just went over, I want to make mention of the 710: Added Entry—Corporate Name field. This is, as many of you may know, an access point where one would enter a corporate body that has some relation to the materials being cataloged. With archival and special collections, you will want to include a field for the host institution.

When entering a 710 for the host institution, you will code it the same as usual when entering the preferred name from the Library of Congress Subject Headings, if it is there, and you will add a subfield e host institution relator term, as seen in the example, to indicate what relationship the institution has to the materials.



856 : Electronic Location and Access

Electronic Location and Access : The information required to locate and access electronic resources, including online resources.

856 42 \$uhttp://digital.library.wisc.edu/1711.dl/wiarchives.uw-whs-draper00s\$zFinding aid available online.

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Field 856 is the

Subfield a contains the host name, subfield u contains the URL for the electronic resource, and subfield z is a Public Note.

In this example, a second indicator of 2 notes that the URL is for a related resource, and subfield z states that the finding aid is available online, which would be the related resource for this collection.

⌘a Host name: The fully qualified domain (host name) of the electronic location. Repeat subfield ⌘a if there is more than one address for the same host. Subfield ⌘a is unlikely to be used in current cataloging.

⌘u Uniform Resource Identifier : The Uniform Resource Identifier (URI), for example a URL or URN, provides electronic access data in a standard syntax. Use for

automated access to an electronic item using one of the Internet protocols or by resolution of a URN. The structure of field 856 allows for the creation of a URI from the concatenation of the other 856 subfields. Use subfield $\dagger u$ instead of those separate subfields or in addition to them. Repeat subfield $\dagger u$ if digital object has multiple identifiers (URIs).

Record Example

OCLC		936551019		No holdings in VIF - 2 other holdings	
Save File		47			
Mixed Materials	Rec stat	c	Entered	20160204	Replaced
Type	p	ELvl	Size	d	
BLvl	c	Form			
Desc	i	Dis	k	Dates	1951 - 2009
007					
007					
007					
007					
040					
052					
049					
100	1				
245	1 0				
264	0				
300					
300					
300					
300					
300					

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Now that I have thrown a large amount of information at you, let's look at a full MARC21 record for the Vel Phillips papers, which I have used as an example throughout the presentation. I have updated the original record to make it adhere to RDA standards, but please note that I have only updated a copy of the record in my local save file and not the master record. The original master record, if you choose to look it up, is still a hybrid AACR2/RDA record that follows DACS principles. I wanted to use these slides to show you how a final RDA record would look, since that is the standard that we adhere to here.

There are 007s for each of the media types, which for this collection include a film reel, audio recordings, and photographs.

In the 264 field you will only enter subfield c, the date or dates.

You may also see that there are multiple 300 fields – as mentioned earlier, per RDA rules, these can all be in a single 300 field.

Record Example, continued

336	▶	text #b bt #2 rdacontent
336	▶	spoken word #b spw #2 rdacontent
336	▶	two-dimensional moving image #b tdi #2 rdacontent
336	▶	still image #b sti #2 rdacontent
337	▶	unmediated #b n #2 rdamedia
337	▶	audio #b s #2 rdamedia
337	▶	projected #b g #2 rdamedia
338	▶	sheet #b nc #2 rdacarrier #3 linear notes
338	▶	audiocassette #b ss #2 rdacarrier
338	▶	film reel #b mr #2 rdacarrier
340	▶	#b 1/2 in.
340	▶	#b 3 7/8 in. x 2 1/2 in.
340	▶	#b 16mm
344	▶	analog #2 rdatr
344	▶	#g mono #2 rdacpc
344	▶	#b magnetic #2 rdarm
345	▶	standard sound aperture #2 rdapf
345	▶	#3 film reel #a standard sound aperture #2 rdapf
345	▶	#3 film reel #b 16 fps
347	▶	audio file #2 rdaft
347	▶	#b Audio cassette
351		Arranged into 11 series. Series 1: Radio Scripts, 1966-1967; Series 2: Teaching, 1969-1993; Series 3: Correspondence, 1957-2009; Series 4: Common Council, 1958-1971; Series 6: Democratic Party, 1958-1984; Series 7: Judicial, 1971-1972, 1977; Series 8: Secretary of State, 1976-1991; Series 9: Organizations, 1959-2009; Series 10: Personal, 1951-2009; Series 11: Audio recordings, 1958-1976.
520		Papers of Wisconsin civil rights pioneer Vel Phillips, including correspondence, speeches, notes, agendas and memoranda, documents, publications, photographs, audio recordings, and other materials documenting her career as lawyer, Milwaukee alderman, juvenile court justice, and Secretary of State.
555	0	Register.
541	1	#8 1.1a #e M2013-134 #a Phillips, Vel #3 Qty: 115.0 cubic feet (113 record center cartons, 2 large boxes, and loose oversize materials)

This section of the record shows the 33X and 34X fields that would be applied to the record, since it is a combination of text documents, photographs, audio recordings, and a film reel. There is also a 351, which we now know describes the Organization and Arrangement of Materials.

Record Example, continued

```

583 1 #8.1.2a #a Accessioned-new #n 115.0 #o c.f. #c 20121214 #k eah
583 1 #8.1.3a #a Processed-new #n 36.2 #o c.f. of papers #c 20160205 #k eah
583 1 #8.1.4a #a Processed-new #n 0.4 #o c.f. of photographs #c 20160205 #k eah
583 1 #8.1.5a #a Processed-new #n 1 #o film reel #c 20160205 #k eah
583 1 #8.1.6a #a Processed-new #n 25 #o audio recordings #c 20160205 #k eah
583 1 #8.1.7a #a Deaccessioned-new #n 78.4 #o c.f. #c 20160205 #k eah
583 1 Conservation Treatment Record cons2015-075 55k.hps
600 1 0 Phillips, Vel, #d 1924-2018.
650 0 Discrimination in housing.
651 0 Wisconsin #x Politics and government.
650 0 Politicians #z Wisconsin #z Milwaukee.
650 0 Women politicians.
650 0 African American politicians.
650 0 Women lawyers.
650 0 African American lawyers.
655 7 Records (Documents), #2 logft
655 7 Speeches, #2 logft
655 7 Business correspondence, #2 logft
655 7 Personal correspondence, #2 logft
655 7 Manuscript collection, #2 local
655 7 Sound recordings, #2 aat
655 7 Photographs, #2 aat
655 7 Motion pictures, #2 aat
655 4 Manuscript collection.
710 2 University of Wisconsin--Milwaukee, #b Library, #e host institution.
710 2 Wisconsin Historical Society, #e host institution.
856 4 2 #u http://digital.library.wisc.edu/1711.dl/wearchives.uw-whs-mil00231 #z Register available online.

```

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On this slide, the last section of the record, you will see subject headings, and you may notice that the 600 is also Vel Phillips, who is credited in the 100 field as the creator of the collection. This is because a lot of the time with archival materials and some special collections, the creator of the materials is also the subject of the materials. There are also a lot of genre/form terms listed, which can be common with archival and special materials, likely due to the nature of the materials. A lot of archival catalogers use the Getty Art and Architecture Thesaurus, or AAT, when searching for genre/form terms, and sometimes the Thesaurus for Graphic Materials, or TGM, but I do see TGM a lot less often. The example here has a few Library of Congress Genre/Form Terms, or LCGFT, along with a handful of AAT terms.

You may also notice that there are two 710s listed on this half of the record, and that is because the collection is housed in two separate institutions – the Wisconsin Historical Society holds some of the materials, and some other materials are housed at the University of Wisconsin--Milwaukee Library.

Finally, there is an 856 with a URL in subfield u, which, according to subfield z, we know links back to the Register, or finding aid for this collection.

Resources

Manuscripts in libraries: catalog versus finding aid

<https://collation.folger.edu/2017/02/manuscripts-in-libraries/>

Marc to Dublin Core Crosswalk:

<http://www.loc.gov/marc/marc2dc.html>

MARC fields for archival description:

https://mediawiki.middlebury.edu/LIS/MARC_Fields_for_Archival_Description

Dublin Core:

<https://www.dublincore.org/specifications/dublin-core/dces/>

<https://www.dublincore.org/specifications/dublin-core/usageguide/qualifiers/>

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So, that is it! I am finally done going on and on about cataloging archival and special collections. This slide lists some resources that I both used to create this presentation, and highly recommend for anybody that would like further information about cataloging archival materials and special collections.



Questions?

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With all of that said, I thank you so much for your time! Are there any questions?



On the Call Today



Ian Anderson, Cataloger



Heidi Margold, Cataloger



Erin Rose, Metadata
Cataloger



Cheri Schuler-Faust,
Cataloger



Pamela Thomas,
Bibliographic Project
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On the call today are Ian Anderson, Heidi Margold, Cheri Schuler-Faust, Dr. Pamela Thomas, and myself, Erin Rose.