

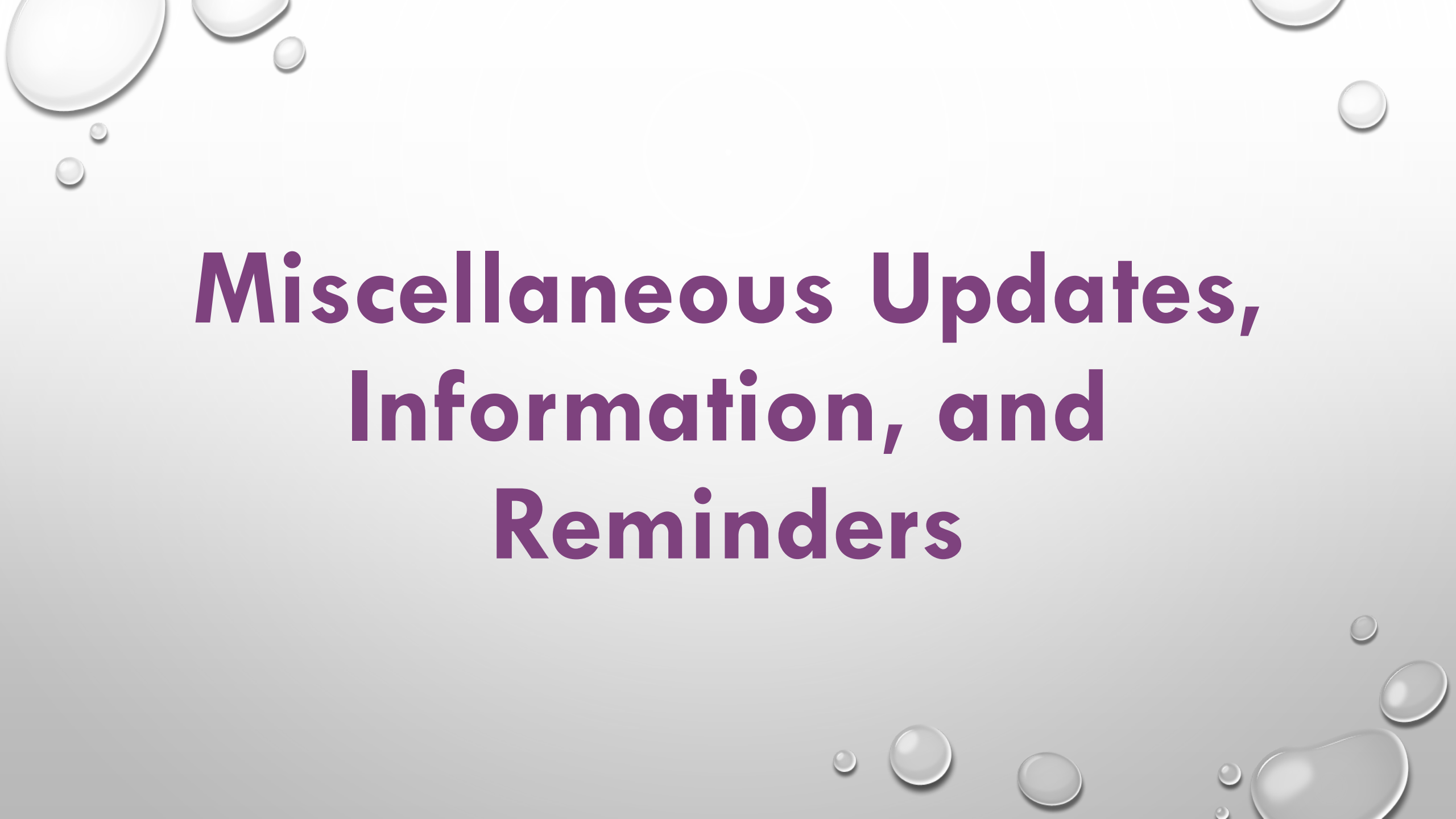
Agenda for Cataloger's Training Session

Tuesday, March 14th, 2023

1. Welcome – we will do sound checks around 8:50. If you do not hear anything at that time, please adjust your volume. This short video may help if you are having problems with our audio: <https://support.Zoom.U.S/hc/en-us/articles/201362283-testing-computer-or-device-audio>
2. Please ask questions in the chat area – IHLS staff will monitor the chat and ensure the speaker sees questions.
3. Share Update
4. Miscellaneous Information and Updates
5. CMC Update
7. Cataloging Kits presentation and live demonstration
8. Questions

The background features a light gray gradient with several realistic water droplets of varying sizes in the corners. The top-left and bottom-right corners have clusters of droplets, while the top-right and bottom-left corners have fewer, more isolated droplets.

SHARE Update

The background of the slide is a light gray gradient. In the top-left and bottom-right corners, there are several realistic-looking water droplets of various sizes, some overlapping. The text is centered in the middle of the slide.

Miscellaneous Updates, Information, and Reminders

The background is a light gray gradient. In the top-left and bottom-right corners, there are several realistic water droplets of various sizes, rendered with highlights and shadows to give them a 3D appearance.

CMC Update

CATALOGING KITS

PRESENTED BY



SHARE

SHARING HEARTLAND'S AVAILABLE
RESOURCES EQUALLY

ILLINOIS HEARTLAND LIBRARY SYSTEM

WHAT COUNTS AS A KIT?

- What your library might define as a kit might not be a kit for cataloging purposes
 - For example: book + CD, a game, etc.
- Kits are not mentioned in RDA
 - There are no rules! Mwahahahahaha!
 - The AACR2 definition is “an item containing two or more categories of material, no one of which is identifiable as the predominant constituent of the item”

WHAT COUNTS AS A KIT?

- Some are published as “kits” and might already be in OCLC
 - How do you know when to make a kit in OCLC vs. a local record in Polaris?



245: TITLE AND STATEMENT OF RESPONSIBILITY

- This is probably going to be made up
 - If it's a series of kits, try to keep it consistent
 - For example: "Backpacking adventure kit" and "Caving adventure kit"
- Make sure to check instruction sheets, kit contents sheets, and containers
- Always add a 588 0_ note with the source of title
- Unlikely to have a statement of responsibility

GENERAL MATERIAL DESIGNATION (GMD)

- Not used in RDA– removed from records in OCLC
- SHARE local practice: add GMD to non-print format records in Polaris
 - Do this for kits even if all the materials are books
 - Subfield h comes after subfields a, n, and p
 - Subfield h comes before subfield b
- Example: 245 00 \$a Grave robbing adventure \$h [kit].



250: EDITION STATEMENT

- Source is anywhere on the item
 - Transcribe it exactly as you see it
- If taken from an outside resource, such as a website, put in brackets
- Unlikely to have this if it's something your library created



264: PUBLICATION INFORMATION

- For our purposes, if it's a kit that your library put together, then consider your library as the publisher
- You can have repeated 264 fields for different functions with appropriate second indicators
 - Producer (0), publisher (1), distributor (2), manufacturer (3), and copyright date (4)
 - Nothing is technically “core”, so just put whatever information you can find
 - This is for the whole kit, not the various parts

DATES AND PLACES FOR PUBLICATION

- Publication date: see if there is a date on the container or use the copyright date as the implied publication date
- If your library created the kit, then put the year of creation in brackets. Also, use your town and library name for subfields a and b
- Example: 264 _1 \$a Edwardsville, Illinois : \$b Illinois Heartland Library System, \$c [2023]
- Example: 264 _1 \$a Chicago, Illinois : \$b Mattel, Inc., \$c [2018]

264 _4 \$c ©2018

300: PHYSICAL DESCRIPTION

- 300 \$a extent
 - Use format: 1 kit (kit components)
- 300 \$b other physical details
 - Sound? Color? Type of materials? Etc.
- 300 \$c dimensions
- Example: 300 __ \$1 kit (1 frame board, 20 magnetic counters, 100 small counters, 1 kit contents card) : \$b color, foam, plastic ; \$c in bag, 38 x 35 cm

336, 337, 338: CONTENT, MEDIA AND CARRIER TYPES

- Add all applicable fields
- If your kit is only books, you would just have the same ones that you would normally use for books
- 336 is content type, 337 is media type, and 338 is carrier type
- Add "other" 337 and 338 to with multiple content types
 - 337 \$a other \$b x \$2 rdamedia
 - 338 \$a other \$b nz \$2 rdacarrier

33X FIELDS EXAMPLE

Your kit includes 2 DVDs, some picture books,
a game, and some plastic figurines

- 336 \$a three-dimensional form \$b tdf #2 rdacontent
- 336 \$a two-dimensional moving image \$b tdi #2 rdacontent
- 336 \$a text \$b txt #2 rdacontent
- 336 \$a still image \$b sti #2 rdacontent
- 337 \$a unmediated \$b n #2 rdamedia
- 337 \$a video \$b v #2 rdamedia
- 337 \$a other \$b x #2 rdamedia
- 338 \$a videodisc #2 rdacarrier
- 338 \$a object \$b nr #2 rdacarrier
- 338 \$a volume \$b nc #2 rdacarrier
- 338 \$a other \$b nz #2 rdacarrier

OTHER 33X EXAMPLES

- **A kit with only objects**
 - 336 \$a three-dimensional form \$b tdf \$2 rdacontent
 - 337 \$a other \$b x \$2 rdamedia
 - 337 \$a unmediated \$b n \$2 rdamedia
 - 338 \$a other \$b nz \$2 rdacarrier
 - 338 \$a object \$b nr \$2 rdacarrier
- **A kit with picture books, brochures, puzzles, and other objects**
 - 336 \$a text \$b txt \$2 rdacontent
 - 336 \$a still image \$b sti \$2 rdacontent
 - 337 \$a unmediated \$b n \$2 rdamedia
 - 337 \$a other \$b x \$2 rdamedia
 - 338 \$a object \$b nr \$2 rdacarrier
 - 338 \$a volume \$b nc \$2 rdacarrier
 - 338 \$a other \$b nz \$2 rdacarrier

340 FIELDS: PHYSICAL MEDIUM

- Record each term in a separate 34X field (per OCLC)
- Use controlled vocabulary terms where possible
 - Links to lists can be found in Bibliographic Formats and Standards for the field and subfield
 - [340 PHYSICAL MEDIUM \(OCLC.ORG\)](https://www.oclc.org/standards/bibliographic/formats/340-physical-medium)
 - Enter the code for the list in \$2
- Not every term is included in an RDA Registry List
 - If not using a term from a controlled list, omit \$2

340 EXAMPLE

340 #3counter pieces#afoam
340 #3frame board#a plastic#2rdamat
340 #3frame board#b23 x 31 cm
340 #3small counters#b3 x 3 cm
340 #3large magnetic counters#b4 x 4 cm
340 #gcolor.

RDA REGISTRY VOCABULARY

Subfields

#a Material base and configuration

The material base (physical substance) and configuration on which the information is recorded. Material bases include audiotape, cartridge, chip, dot, fiche, globe, magnetic tape, microtape, sheet, ultratape, and videotape. For a list of RDA-controlled terms, see [RDA Material](#).

340 marble
[The medium is for a sculpture]

340 canvas #2 rdatat
[The medium is for an oil painting]



#b Dimensions

The measurements of the material configuration (e.g., 35 mm for film, 90 min. for cassette tape, 11 x 15 cm for microfiche, and 12 in. for audio disc).

340 #b 20 cm folded to 10 x 12 cm

#c Material applied to surface

The physical substance applied to the material base (e.g., ink, oil, paint, tempera, or a specific photographic emulsion such as albumen). For a list of RDA-controlled terms, see [RDA Material](#).

340 #c charcoal #2 rdatat

340 #3 self-portrait #c colored inks

RDA value vocabularies : RDA Material

Concepts for a physical or chemical substance that is used to create a manifestation.

Number of active elements:	48
Namespace:	http://rdaregistry.info/termList/RDAMaterial
Version:	v5.0.9
Suggested prefix*:	rdamat
Example curie:	rdamat:1001

* registered at prefix.cc

Downloads

CSV (text/csv) [English language only]
JSON-LD (application/json application/json+ld)
N-Triples (text/rdf+nt)
RDF/XML (application/rdf+xml)

Languages












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[Hungarian](#) [Italian](#) [Latvian](#) [Norwegian](#) [Spanish](#) [Swedish](#) [Vietnamese](#)

Concepts Index

Show entries

Search:

#	 CURIE	 Label	 Definition	Status 
#	 rdamat:1001	"acetate"	"A material that is composed of the acetate ester of cellulose."	Published
#	 rdamat:1002	"acrylic paint"	"A material that consists of pigment or dye bound in an emulsion of acrylic resin."	Published
#	 rdamat:1003	"aluminium"	"A material that is a non-magnetic metal, usually alloyed, that is ductile and malleable with a lustre that ranges from grey to silver."	Published
#	 rdamat:1004	"Bristol board"	"A material that consists of a high-grade white cardboard, most commonly made by pasting together sheets of heavy ledger paper."	Published
#	 rdamat:1005	"canvas"	"A material that consists of a closely woven textile made in various weights, usually of flax, hemp, jute, or cotton, used as a support for painting or printing; or a loosely woven, lattice-like mesh, usually of flax, hemp, jute, or cotton, used as a needlepoint foundation."	Published
#	 rdamat:1006	"cardboard"	"A material that consists of a type of stiff sheet typically made of good-quality chemical pulp or rag pulp, varying greatly in type and strength, and that is thicker than 0.1524 mm."	Published
#	 rdamat:1007	"ceramic"	"A material that consists of a nonmetallic mineral, such as clay, fired at a high temperature to form a hard, brittle, heat- and	Published

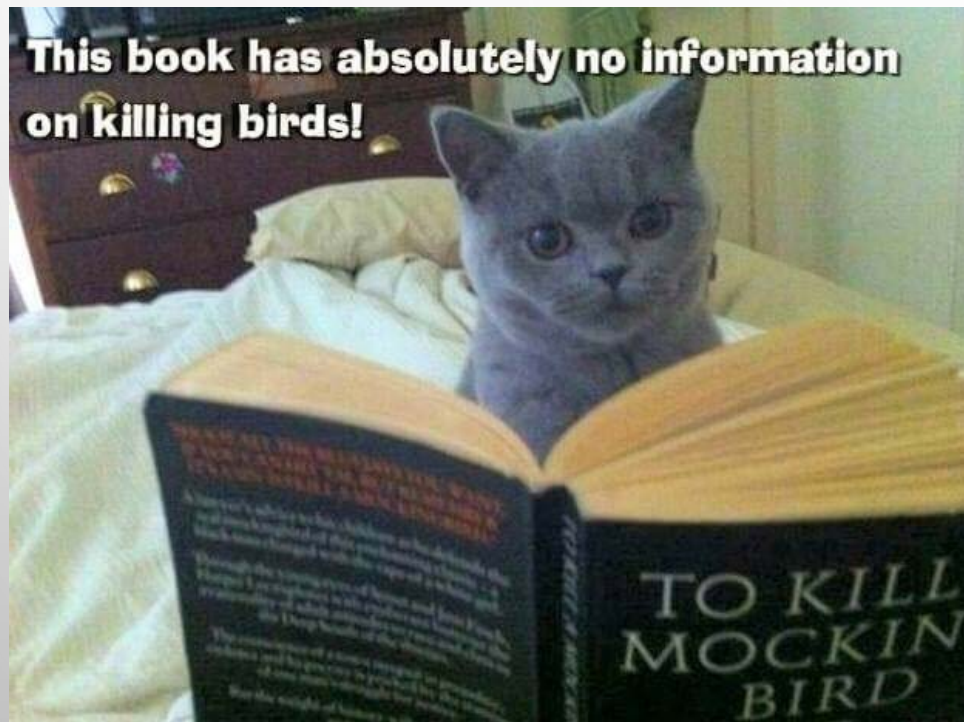
34X FIELDS CONTINUED AND 380 FIELD

- Record as applicable
 - If you have a kit with DVDs, also include the 34X fields that you would normally include in a DVD record
 - Example: 341 _0 \$a auditory \$b captions
347 __ \$a video file \$2 rdaft
- Use \$3 to denote which component you're describing, as needed
- If you want to add a 380 field for form of work, you could use the AAT term "kits (sets)", since that thesaurus is now approved for use!
 - 380 __ \$a Kits (sets) \$2 aat
 - [Art & Architecture Thesaurus Full Record Display \(Getty Research\)](#)

5XX FIELDS: NOTES

- Who compiled the kit/why the kit was compiled, Cost of kit replacement, etc.
- More specific breakdown of kit contents
 - Example: Includes book: *Going Along the Emigrant Trails* / Barbara Fifer. Helena, Montana: Faircountry Press, ©2006.
- 588 0_ : Source of title note
- 520: Summary of the kit and description of how to use it
- Any warnings: small parts, choking hazards, etc.
- 521 (with appropriate indicators): Audience note
- Where various items were made, etc.

ANY QUESTIONS SO FAR?



SUBJECT HEADINGS

- Add as applicable for the subjects of the kit as a whole
 - Example: 650 _0 \$a Frogs.
- Topical, geographic, and names
- No need to add \$v
- Also add local subject heading for kits
 - 690 \$a Kits.
- Add all applicable genre headings for every type of item within the kit
 - 655 _7 \$a Picture books. \$2 lcgft
 - 655 _7 \$a Educational games. \$2 lcgft

STANDARD NUMBERS AND CALL NUMBERS

- 020– international standard book number (ISBN)
- 024– UPC or other standard number
 - First indicator 1 for UPC numbers
 - First indicator 8 for unspecified number or code
- 028– publisher or distributor number
- Call numbers
 - Example: 082 04 \$a 597.8 \$2 23/eng/20230314
- Can also use local call number field
 - 099 is for Local Free-Text call number

COMMON 0XX FIELDS

- 041 language code
- 043 geographic
 - You can use an OCLC Macro to add this
 - Or use this link: [MARC CODE LIST FOR GEOGRAPHIC AREAS \(LIBRARY OF CONGRESS\) \(LOC.GOV\)](#)

MARC TAG 007

- For kits: \$a o \$b u
- For unspecified items that don't match other categories: \$a z \$b z
- Don't use 007 Tactile Material unless it's for Braille
- Can add the ones for DVDs/Blu-rays/CDs, etc., but they will make the icon wrong so leave them out of the Polaris records

FORMAT ICON IN PAC VIEW



2022

1. Counting manipulatives kit [kit].

Summary: Use the counters and the magnetic frame board for a variety of math activities.

Publisher, Date: Freeburg, Illinois : Freeburg Area Library, [2022]

Description: 1 kit (1 frame board, 20 magnetic counters, 100 small counters, 1 kit contents card) : color, foam, plastic, in bag, 38 x 35 cm

Local Availability: 0 (of 0)

System Availability: 1 (of 1)

OTHER FIXED FIELDS

- Type: o
- Blvl: c for collections
- Desc: i
- Elvl: blank
- Form: probably blank
- TMat: b for kit
- Srce: d, unless it's coming from OCLC
- Gpub: blank
- Tech: n
- Audn: whatever is appropriate
- Time: nnn
- DtSt: if Blvl c, use k or i
- Lang: whatever is appropriate
- Ctry: whatever is appropriate

TYPE OF DATE/PUBLICATION STATUS

- [DTST \(OCLC.ORG\)](https://www.oclc.org/dtst/)

Non-continuing resources

Precedence for non-continuing resources. If more than one code applies, use the following chart to determine precedence.

Single part items or multipart items complete in one year		Collections or multipart items complete in more than one year	
b	No dates given; B.C. date involved	b	No dates given; B.C. date involved
r	Reprint/original date	i	Inclusive date
e	Detailed date	k	Range of dates
s	Single date	r	Reprint/original date
p	Distribution/production date	m	Initial/terminal date
t	Publication date and copyright date	t	Publication date and copyright date
q	Questionable date	n	Unknown date
n	Unknown date		

AUTHORIZED ACCESS POINTS

- Add access points for author names, and illustrators by which you want patrons to search
- Basically, add whatever you would normally add to records for the various components
 - If you have multiple books and multiple movies, this can get quite long!
- 730: Container of work, etc.
 - Have these for books, movies (and their corresponding audio tracks), audiobooks
 - Example: 730 0_ \$i Container of (work): \$a Dunn, Mary R. \$t Frog's Life Cycle.
- Use the full relator term, not the code (local practice)

LOCAL PRACTICES

- Add 945 \$b OCLC DO NOT SET
 - For kits that you want to keep local
- Remember to add the GMD
- Add local subject heading: 690 \$a kits
- Use the full relator term in subfield \$e for authorized access points

ADDITIONAL RESOURCES

- Kits, 3D Materials, and Board Games Workshop
 - OLAC @ 40 Workshop
 - [CORNERSTONE: A COLLECTION OF SCHOLARLY AND CREATIVE WORKS FOR MINNESOTA STATE UNIVERSITY, MANKATO - OLAC CONFERENCES: KITS, 3D MATERIALS, AND BOARD GAMES WORKSHOP \(MNSU.EDU\)](#)
- Cataloging Three-Dimensional Objects and Kits with RDA
 - Presented by Kelley McGrath, 2012
 - [CATALOGING THREE-DIMENSIONAL OBJECTS AND KITS WITH RDA - YOUTUBE](#)

The background is a dark gray gradient. In the upper portion, there are several realistic water droplets of varying sizes, some with highlights and shadows. Below the text, the background transitions into a dense, perspective-distorted grid of small, multi-colored dots in shades of purple, blue, green, and brown. In the lower right corner, there are more water droplets, including a large, prominent one that is slightly out of focus.

AND FOR MY NEXT TRICK, WE
WILL CATALOG A KIT IN POLARIS!