THE ACCIDENTAL CATALOGER

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GENERAL CATALOGING RESOURCES

Resource Description and Access (RDA) : https://access.rdatoolkit.org

> For the new toolkit, you need to create a personal profile logon in addition to your institutional subscription. For the original toolkit, you will need your institutional logon.

Library of Congress : https://www.loc.gov/aba/

> This link is to the main Library of Congress cataloging and acquisitions page. From there, you can find all kinds of cataloging resources.

> You can also search the Library of Congress Catalog (direct link: https://catalog.loc.gov/). While I don't believe you can export records directly from here, you CAN view the MARC tags, so you could certainly use that record as a template for creating a record in your own system. This could be a good option if your institution doesn't subscribe to OCLC.

MARC21 Standards : https://www.loc.gov/marc/

> The official MARC21 standards. Includes links to Bibliographic, Holdings, and Authority standards for MARC21, and the MARC Code Lists used in various MARC fields.

OCLC Bibliographic Formats & Standards : https://www.oclc.org/bibformats/en

> Specifically tailored to the requirements of cataloging in the OCLC shared catalog, this resource still has a lot of valuable guidance for catalogers, even if they don't work in OCLC. It adheres to MARC and RDA standards, and with additional notes and examples, often makes it easier to understand how MARC and RDA fit together than reading MARC and RDA standards separately.

ALCTS : http://www.ala.org/alcts/

> ALCTS (Association for Library Collections & Technical Services) is a division of ALA. They offer frequent training on technical services topics. (This is where I attended several webinars on the new RDA Toolkit). You don't have to be a member of ALA to sign up for their training programs, though you can often get a discount if you are.

LIBRARY OF CONGRESS AUTHORITIES

https://authorities.loc.gov/ - LC Name, Subject, Title and Name/Title authorities

https://id.loc.gov/authorities/genreForms.html - Library of Congress Genre/Form Terms

https://id.loc.gov/authorities/performanceMediums.html - Library of Congress Medium of Performance Thesaurus for Music

There are many more vocabularies available at the LoC website, but these are some of the most commonly used in RDA and MARC cataloging.

CODE LISTS AND VOCABULARIES FOR THE 33X FIELDS

https://www.oclc.org/bibformats/en/fixedfield.html

Some helpful charts for cross walking OCLC Fixed Fields with the corresponding positions in LDR and 008 fields. This can also be useful even if you're not cataloging in OCLC, as you can find the position you're trying to code, and click through the links to find information about the options available, and how to apply them.

https://www.loc.gov/marc/languages/

This is the MARC Code List for Languages. These codes are used in the Lang Fixed Field (008 position 35-37), and the 041 field in MARC

https://www.loc.gov/marc/countries/

The MARC Code List for Countries. These codes are used in the Ctry Fixed Field (008 position 15-17).

https://www.loc.gov/marc/geoareas/

MARC Code List for Geographic Areas. Used when coding field 043.

https://www.loc.gov/catdir/cpso/gcutter.html

This is a list of geographic cutter numbers. It's primary purpose is to provide cutters for Subclass G in the Library of Congress classification system. However, the country and city codes in this list are ALSO use in field 033 in MARC. The 033 field is a coded field used to record the date/time and place of an event – such as the recording of a musical sound recording. The cutter codes from this list are used in subfields 'b' and 'c'.

http://www.loc.gov/standards/valuelist/rdacontent.html

The list of terms and codes used to populate subfields 'a' and 'b' in field 336 – Content Type (RDA 6.9)

http://www.loc.gov/standards/valuelist/rdamedia.html

The list of terms and codes used to populate subfields 'a' and 'b' in field 337 – Media Type (RDA 3.2)

http://www.loc.gov/standards/valuelist/rdacarrier.html

The list of terms and codes used to populate subfields 'a' and 'b' in field 338 – Carrier Type (RDA 3.3). Tip: these terms are arranged under the related term in media type, so if you find your term for media type first, it will narrow down where in this list to look for your carrier type.

FORMAT SPECIFIC RESOURCES

OLAC (Publications and Training materials) : https://www.olacinc.org/training-publications

OLAC (Online Audiovisual Catalogers) is an organization devoted to the cataloging of nonprint materials. In the Publications and Training materials section of their website, you can find their Best Practices documents for cataloging materials such as DVDs and Blu-Rays, Streaming Media, and Video Games, among other things.

CONSER : https://www.loc.gov/aba/pcc/conser/

CONSER is a subdivision of the Library of Congress's Program for Cooperative Cataloging (PCC) and is dedicated to cataloging serials. Their site provides documentation, training, and other resources for creating bibliographic records for serials.

MLA Best Practices for Cataloging Using RDA and MARC21 : http://cmc.blog.musiclibraryassoc.org/rda/

The Music Library Association (MLA) has also created best practices for cataloging music materials using RDA and MARC. Like the LC-PCC PS (Library of Congress – Program for Cooperative Cataloging Policy Statements), the MLA Best Practices

are integrated with the original RDA toolkit. However, if you don't have an RDA subscription, or you just don't want to wade through RDA, you can find the Best Practices and all the most recent updates at this link.

SAMPLE BIB RECORDS

Since there were questions about both kits and e-books, and I wasn't able to provide a complete answer for either on the fly, I'm including a sample bib record of each. While it doesn't explain the underlying rules, this should at least give you some idea what fields to include, and what you might need to look up more information about. In the interests of space, I cut out some repetitive fields and some subject headings, but I'm including the OCLC number of the records, so you can go view the whole thing if you like.

E-BOOK RECORD - OCLC# 668224798

As you can see, this e-book record has a lot in common with the way you'd catalog a print book. Just a couple of fields to bring to your attention:

Form (008/23) – This field is coded 'o' for online, unlike the print record which would have been blank for this field.

006 – Usually the 006 is used in a record where you have multiple format characteristics. You can find the coding for that field in the Fixed Field chart linked above, or by checking the MARC21 standards. This record also contains an 007, and together these to fields are coded for characteristics of the online resource not available in the Fixed Field on the book form.

300 – Here you'll notice that the extent is "1 online resource" and also gives the pagination.

588 – This field is for the source of record, and basically just tells us that this record was created based on the record for the print version of the same title. This is a great time saver – if you can't find an e-book record, see if you can find a print record and use that to build your e-book record off of.

776 – This field provides basic information about the print version of the resource and gives the catalog numbers for the print record in the LC catalog and OCLC.

856 – This is the field where you would provide your link to the e-book.

Books		Rec stat	c	Entered	20101005		Replaced	20200905130717.6
Type a	ELvl I		Srce d	Audn		Ctrl		Lang eng
BLvl m	Form o		Conf 0	Biog b		MRec		Ctry nyu
	Cont b		GPub	LitF 0		Indx 1		
Desc i	Ills		Fest 0	DtSt t		Dates 2005	, 2004	

006		m o d
007		c ‡b r ‡d c ‡e n ‡f u ‡g --- ‡h u ‡i n ‡j u ‡k u ‡l u
040		TEFOD ‡b eng ‡e rda ‡e pn ‡c TEFOD ‡d OCLCQ ‡d OCLCA ‡d OCLCF ‡d OCLCO ‡d HQD ‡d RECBK ‡d OCL ‡d OCLCQ ‡d MMI ‡d OCL ‡d YDXCP ‡d MMI ‡d N$T ‡d WAU ‡d OCL ‡d OCLCQ ‡d MMI ‡d OCLCQ ‡d MMI ‡d OCLCQ ‡d YDX ‡d OCLCA ‡d CCE ‡d X#7 ‡d IOG ‡d OCLCQ ‡d MR7 ‡d KYB ‡d OCLCO ‡d OCLCA ‡d QT4 ‡d GILDS ‡d OCLCO ‡d MMI ‡d ZCU ‡d OCLCO ‡d QQ3 ‡d HCO ‡d OCLCO ‡d MMI ‡d OCLCO ‡d UOK ‡d OCLCO ‡d NTG ‡d H4N ‡d MLSOD ‡d OCLCO ‡d OCLCA ‡d OCLCQ ‡d OCLCO ‡d DOS ‡d SOM ‡d OCL ‡d OCLCA ‡d OCLCQ ‡d OCLCO ‡d OCLCA ‡d INARC ‡d ORU ‡d MMI ‡d STF ‡d CUY ‡d B@L ‡d IDEBK ‡d DEERP ‡d TXUPP ‡d DYJ ‡d AL5CW ‡d WT2 ‡d MXB ‡d TXSCH ‡d LNC ‡d M$K ‡d KF6 ‡d KI2 ‡d MLM ‡d EBLCP ‡d UKAHL
019		851577109 ‡a 883307764 ‡a 922351717 ‡a 966881134 ‡a 1164703833
020		9781429531184 ‡q (electronic bk.)
020		1429531185 ‡q (electronic bk.)
024	3	9780143034759
028	0 1	EB00389727 ‡b Recorded Books
037		‡b OverDrive, Inc. ‡n http://www.overdrive.com
043		n-us---
050	4	E302.6.H2 ‡b C48 2005eb

072		7	BIO ‡x 006000 ‡2 bisacsh
072		7	HIS ‡x 036010 ‡2 bisacsh
082	0	4	973.4/092 ‡2 22
084			15.85 ‡2 bcl
100	1		Chernow, Ron, ‡e author.
245	1	0	Alexander Hamilton / ‡c Ron Chernow.
264		4	‡c ©2004
264		1	New York : ‡b Penguin Press, ‡c 2005.
300			1 online resource (818 pages)
336			text ‡b txt ‡2 rdacontent
337			computer ‡b c ‡2 rdamedia
338			online resource ‡b cr ‡2 rdacarrier
504			Includes bibliographical references (pages 739-788) and index.
520			Publisher's description: In the first full-length biography of Alexander Hamilton in decades, National Book Award winner Ron Chernow tells the riveting story of a man who overcame all odds to shape, inspire, and scandalize the newborn America. According to historian Joseph Ellis, Alexander Hamilton is "a robust full-length portrait, in my view the best ever written, of the most brilliant, charismatic and dangerous founder of them all." Few figures in American history have been more hotly debated or more grossly misunderstood than Alexander Hamilton. Chernow's biography gives Hamilton his due and sets the record straight, deftly illustrating that the political and economic greatness of today's America is the result of Hamilton's countless sacrifices to champion ideas that were often wildly disputed during his time. "To repudiate his legacy," Chernow writes, "is, in many ways, to repudiate the modern world." Chernow here recounts Hamilton's turbulent life: an illegitimate, largely self-taught orphan from the Caribbean, he came out of nowhere to take America by storm, rising to become George Washington's aide-de-camp in the Continental Army, coauthoring The Federalist Papers, founding the Bank of New York, leading the Federalist Party, and becoming the first Treasury Secretary of the United States. Historians have long told the story of America's birth as the triumph of Jefferson's democratic ideals over the aristocratic intentions of Hamilton. Chernow presents an entirely different man, whose legendary ambitions were motivated not merely by self-interest but by passionate patriotism and a stubborn will to build the foundations of American prosperity and power. His is a Hamilton far more human than we've encountered before-from his shame about his birth to his fiery aspirations, from his intimate relationships with childhood friends to his titanic feuds with Jefferson, Madison, Adams, Monroe, and Burr, and from his highly public affair with Maria Reynolds to his loving marriage to his loyal wife Eliza. And never before has there been a more vivid account of Hamilton's famous and mysterious death in a duel with Aaron Burr in July of 1804. Chernow's biography is not just a portrait of Hamilton, but the story of America's birth seen through its most central figure. At a critical time to look back to our roots, Alexander Hamilton will remind readers of the purpose of our institutions and our heritage as Americans.
588	0		Print version record.
505	0		Prologue: The Oldest Revolutionary War Widow -- The Castaways -- Hurricane -- The Collegian -- The Pen and the Sword -- The Little Lion -- A Frenzy of Valor -- The Lovesick Colonel -- Glory -- Raging Billows -- A Grave, Silent, Strange Sort of Animal -- Ghosts -- August and Respectable Assembly -- Publius -- Putting the Machine in Motion -- Villainous Business -- Dr. Pangloss -- The First Town in America -- Of Avarice and Enterprise -- City of the Future -- Corrupt Squadrons -- Exposure -- Stabbed in the Dark -- Citizen Genet -- A Disagreeable Trade -- Seas of Blood -- The Wicked Insurgents of the West -- Sugar Plums and Toys -- Spare Cassius -- The Man in the Glass Bubble -- Flying Too Near the Sun -- An Instrument of Hell -- Reign of Witches -- Works Godly and Ungodly -- In an Evil Hour -- Gusts of Passion -- In a Very Belligerent Humor -- Deadlock -- A World Full of Folly -- Pamphlet Wars -- The Price of Truth -- A Despicable Opinion -- Fatal Errand -- The Melting Scene -- Epilogue: Eliza.
600	1	0	Hamilton, Alexander, ‡d 1757-1804.
650		0	Statesmen ‡z United States ‡v Biography.
651		0	United States ‡x Politics and government ‡y 1783-1809.
655		7	Biographies. ‡2 lcgft
655		0	Electronic books.
776	0	8	‡i Print version: ‡a Chernow, Ron. ‡t Alexander Hamilton. ‡d New York : Penguin Press, 2004 ‡z 9780143034759 ‡w (DLC) 2003065641 ‡w (OCoLC)53083988
856	4	0	‡3 OverDrive (PDF) ‡u http://www.contentreserve.com/TitleInfo.asp?ID={4AADE033-9F17-4E25-9425-81591DCBA087}&Format=50

KITS

You have a couple options with kits. You can catalog all the items together on a record with the actual Type code 'o' for kits, or if you only have a couple of items, you can choose a "primary" item and catalog it as that type of record, with the secondary item as accompanying material. So here are a couple of sample records showing those options.

I unfortunately couldn't find an RDA record for a kit, but this one would require very few updates – just update the 260 to a 264 and add 33x fields for both the book and the DVDs.

006 – this record has two 006 fields – one describing the book resource, and one for the DVDs. It also has a 007 field to add further information about the DVD.

300 – notice the formatting of the 300 field describing both items.

Visual Materials			Rec stat	c	Entered	20070912		Replaced	20200424001600.4
Type	o	ELvl	I	Srce	d	Audn		Ctrl		Lang	eng
BLvl	m	Form		GPub		Time	n n n	MRec		Ctry	nyu
Desc	a	TMat	b	Tech	n	DtSt	s	Dates	2007	,	

006			g256 vl
006			aa g 000 0
007			v ‡b d ‡d c ‡e v ‡f a ‡g i ‡h z ‡i k
040			XFM ‡b eng ‡c XFM ‡d MEU ‡d OCLCQ ‡d GL9 ‡d WAU ‡d CO3 ‡d ZEM ‡d UUS ‡d OCLCQ ‡d OCLCA ‡d OCLCF ‡d OCLCO ‡d OCLCQ ‡d OCLCO ‡d OCLCA ‡d CSA ‡d OCL ‡d OCLCO ‡d LPCLI
019			1038931419
020			9780807751008 ‡q (text)
020			0807751006 ‡q (text)
028	4	2	93973 ‡b HBO Video
041	1		eng ‡a spa ‡b eng ‡b fre ‡m eng
043			n-us-la ‡a n-us---
050		4	HV636 2005 .L8 ‡b T43 2007
082	0	4	363.34922 ‡2 22
245	0	0	Teaching the levees : ‡b a curriculum for democratic dialogue and civil engagement / ‡c Margaret Smith Crocco, editor ; [authors, Lucia Alcántara and others].
260			New York : ‡b Teachers College Press, ‡c 2007.
300			2 videodiscs (approximately 256 min.), curriculum text (104 pages : ‡b illustrations ; ‡c 28 cm)
538			DVD, NTSC; aspect ratio: 16:9.
546			[When the levees broke] In English or Spanish, with optional French or Spanish subtitles; closed-captioned.
500			Title from text.
500			"One powerful response to the disaster of Hurricane Katrina was the Peabody Award-winning HBO Documentary Films event, When the Levees Broke: A Requiem in Four Acts, by Spike Lee. Now through the generosity of the Rockefeller Foundation, faculty and staff at Teachers College, Columbia University have taken the documentary and created a compelling curriculum guide that, along with the 2-DVD set of When the Levees Broke, is being made available for distribution free of charge to high schools, colleges, and community groups"--Container.
520			[When the levees broke] Four acts document distinct perspectives on the pivotal events that preceded and followed Katrina's passage through New Orleans, a catastrophe during which the divide between race and class has never been more pronounced.
505	0		[Discs 1-2] When the levees broke: a requiem in four acts (2006 ; 256 min.) / HBO Documentary Films and 40 Acres and A Mule Filmworks present a Spike Lee Film ; producers, Sam Pollard and Spike Lee ; director, Spike Lee -- [text] Teaching the levees.
521	8		MPAA rating: TV-14.
508			Film producers, Sam Pollard and Spike Lee ; director, Spike Lee.
650		0	Hurricane Katrina, 2005.
650		0	Hurricane Katrina, 2005 ‡x Social aspects.
650		0	Hurricanes ‡z Louisiana ‡z New Orleans.
650		0	Disasters ‡z Louisiana ‡z New Orleans.
650		0	Disaster relief ‡z Louisiana ‡z New Orleans.
655		7	Documentary television programs. ‡2 lcgft
655		7	Video recordings for the hearing impaired. ‡2 lcgft

As you can see, this set of items is cataloged on a book record – all the fixed fields / LDR 008 will refer to the book. An 007 is added for the accompanying DVD-ROM.

300 – Notice the subfield 'e' – it contains the same type of information, in the same general format, as subfields 'a', 'b', and 'c' do for the primary item.

If there were other information you wanted to record about the DVD, such as a content note, or if it was a video DVD and you wanted to record producers, performers, etc, you can do that also. All notes fields are repeatable, so you can easily include, for example, a separate 505 for both the book and the DVD. In this particular case, I wouldn't add a content note for the DVD, because 98,367 articles is just not feasible to list in a note, but if you a more manageable number of titles to list, you could.

Books			Rec stat	c	Entered	20150212		Replaced	20200804134904.1

Type	a	ELvl		Srce		Audn		Ctrl		Lang	eng
BLvl	m	Form		Conf	0	Biog		MRec		Ctry	nyu
		Cont	b	GPub		LitF	0	Indx	1		
Desc	i	Ills	a b	Fest	0	DtSt	s	Dates	2013	,	

007			c ǂb o ǂe g
010			2015300116
040			DLC ǂb eng ǂe rda ǂc DLC ǂd AU@ ǂd IK2 ǂd WIQ ǂd IGR ǂd VP@ ǂd CDX ǂd YDXCP ǂd CPA ǂd J2H ǂd YJL ǂd ZCU ǂd S1C ǂd MEA ǂd OCLCF ǂd QBX ǂd B@L ǂd BTCTA ǂd GK8 ǂd NVQ ǂd WIM ǂd OCLCO ǂd CKK ǂd OCLCQ ǂd OCLCO ǂd SZE ǂd GRC ǂd DHA ǂd
020			9781579129446 ǂq (hbk.)
020			1579129447 ǂq (hbk.)
024	8		99956370544
037			ǂb Black Dog & Leventhal Pub, C/O Workman Pub Co Attn: Bari Hutt 225 Varick st, New York, NY, USA, 10014, (212)6147593 ǂn SAN 203-2821
042			pcc
043			n-us---
050	0	0	D743 ǂb .N44 2013
082	0	0	940.53 ǂ2 23
092			ǂb
049			MTGA
245	0	4	The New York Times complete World War II, 1939-1945 : ǂb the coverage from the battlefields to the home front / ǂc edited by Richard Overy ; foreword by Tom Brokaw.
246	3		Complete World War II, 1939-1945, the coverage from the battlefields to the home front
264		1	New York : ǂb Black Dog & Leventhal Publishers, ǂc [2013]
264		2	New York : ǂb Workman Publishing Company
264		4	ǂc ©2013
300			xiii, 611 pages : ǂb illustrations, maps ; ǂc 31 cm + ǂe 1 DVD-ROM (4 3/4 in.)
336			text ǂb txt ǂ2 rdacontent
337			unmediated ǂb n ǂ2 rdamedia
338			volume ǂb nc ǂ2 rdacarrier
500			"Includes DVD with 98,367 New York Times articles."--Jacket page 1.
500			Includes index.
505	0		Reich troops jam road to Poland, 1919-1939 -- Can the United States keep out of war?, September-October 1939 -- Fighting in the West is at a standstill, November 1939-March 1940 -- The sun also sinks, April-June 1940 -- Britain is defiant, July-September 1940 -- Hitler will decide law of new Europe, October-December 1940 -- A call to nation, January-May 1941 -- Nazis try the blitz on Russians, June-July 1941 -- Aim of President is war, August-November 1941 -- Japanese attack unites America, November-December 1941 -- Million women are needed for war, January-February 1942 -- Lidice, Illinois, March-June 1942 -- Red Verdun holds, July-September 1942 -- Himmler program kills Polish Jews, October 1942-January 1943 -- War on all fronts, February-May 1943 -- Eisenhower rubs his seven luck-pieces, June-July 1943 -- Russia still asks for second front, August-September 1943 -- Three men of destiny, October-December 1943 -- The doughboy's grim route to Rome, January-May 1944 -- This is the Europe we came to free, June-July 1944 -- Patton lashes out, August-September 1944 -- Nuts, October-December 1944 -- Japanese expected to win, poll finds, January-March 1945 -- Germans capitulate on all fronts, April-May 1945 -- New age ushered, June-September 1945 -- Atom blast in Russia disclosed, 1945-1949.