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## Introduction

This document defines a set of required elements for bibliographic records for rare books using a single encoding level. This single encoding level replaces the historic PCC BIBCO full and core levels for rare books. BIBCO Standard Records (BSRs) for rare books can be recognized by the presence of an encoding level of "blank" to indicate standard level record, the presence of "pcc" in field 042 to indicate that the record was created by a BIBCO library, and the presence of "dcrmb" in subfield $e of field 040 to indicate the use of Descriptive Cataloging of Rare Materials (Books) or DCRM(B) as a descriptive convention. The BIBCO core level record for rare books and the BIBCO Standard Record for printed books were used as starting points for the BSR for Rare Books.

As its name indicates, the BSR for Rare Books is to be applied to books whose dates range from 1500-1800. This explicitly **excludes** books printed before 1500 (incunabula), which should be cataloged as fully as appropriate. It does **not** exclude books printed after 1800, which may be cataloged according to the principles of DCRM(B), in keeping with the practices of the owning institution. Indeed, the BSR for Rare Books and DCRM(B) have guidance relevant to books from the nineteenth century, so application of the BSR for Rare Books to nineteenth century books is encouraged for institutions that allow for such coverage. The BSR for Rare Books model is especially appropriate when a faithful and accurate description is desirable and the provision of subject and other access points is important, but abridged transcriptions and fewer notes are acceptable. Catalog records for books that reflect the BSR for Rare Books must contain the designation "dcrmb" in subfield $e of field 040.

For rare books, the commitment, on the cataloger's part, is to render bibliographic details of the book as accurately as possible insofar as they are presented by the specimen in hand; also, to ensure that they are scrupulously stated, according to the provisions of Descriptive Cataloging of Rare Materials (Books). The strength of DCRM(B) is that it provides for "expanded coverage" of books deserving such treatment; by inversion, it is possible to use those provisions for expansion as guidelines for trimming. By omitting most notes (except for those deemed essential for clarification or to aid in identification and/or retrieval) and by taking the options given in DCRM(B) to abbreviate descriptive areas or by not taking the options to expand the same areas, an effective, DCRM(B)-oriented BSR for Rare Books

record can be created.   A list of these options is given in the index of DCRM(B), under "Optional treatments in rules."

## Characteristics of the BIBCO Standard Record for Rare Books

1. The BSR for Rare Books is a "floor" record that promotes an essential set of elements to serve user needs while fulfilling the functional objectives of DCRM.  In this, it differs from the BSR for Printed Books which emphasizes access over descriptive data.   The BSR for Rare Books emphasizes essential descriptive data as well as controlled subject and name access points.

2. One encoding level for the BSR for Rare Books replaces the two used for the core and full level records.

3. The BSR for Rare Books element set combines use of those elements that are mandatory (M) and those elements that are mandatory if applicable (A).   A few elements are encouraged (E) but not required.   The BSR for Rare Books element set supports user tasks to find, identify, select, and obtain needed resources.

4. BIBCO Standard Records are considered to be as full as is necessary for user tasks.  For rare materials particularly, it is essential that the uniqueness of individual resources be represented by the addition of elements that are mandatory if applicable for the item in hand.  In addition, elements not included in the BSR for Rare Books element set may be added if determined to be important for access by cataloger judgment and/or local policy.

5. Main entry headings (1XX), added entries (7XX), and subject headings (6XX) must be supported by authority records established through the NACO and SACO programs.

6. The BSR for Rare Books content is supported through use of MARC 21 Format for Bibliographic Data.

7. The BSR for Rare Books is intended for use by experienced catalogers knowledgeable in AACR2, LCRIs, national standardized classification systems, LCSH, and DCRM(B).

## Metadata Application Profile (MAP)
## BIBCO Standard Record for Rare Books
The MAP is defined for rare books, including reproductions and accompanying materials. Electronic books are not included. Elements in the MAP are represented by fields, subfields, and codes from the MARC 21 Format for Bibliographic Data. Elements are defined as being either mandatory (M), mandatory if applicable (A), or encouraged (E). Elements not included in the MAP are not required for use in the BSR for Rare Books. However, they may be used if cataloger judgment and/or local policy determine a need for them. Unless

otherwise noted, all indicators and subfields related to an element may be used when appropriate to the item being cataloged. Codes for some elements are included.

| Element | Labels and Notes | Use |
|---|---|---|
| **Leader** | | |
| 06 | Type of record "a" or "t" | M |
| 07 | Bibliographic level "m" | M |
| 17 | Encoding level "blank" | M |
| 18 | Descriptive cataloging form "a" | M |
| **Variable Control Field 007 – Microforms** | | |
| 00 | Category of material | M |
| 01 | Specific material designation | M |
| **Variable Control Field 008** | | |
| 06 | Type of date/Publication status | M |
| 07-10 | Date 1 | M |
| 11-14 | Date 2 | A |
| 15-17 | Place of publication, production or execution | M |
| 23 | Form of item | A |
| 35-37 | Language | M |
| 38 | Modified record | A |
| 39 | Cataloging source "c" | M |
| 33 | Literary form<br>Use of the numeric codes *0* and *1* to provide a generic identification of whether the item is a work of fiction, without further specification of literary form, is encouraged | E |
| **Variable Data Fields** | | |
| 010 | Library of Congress Control Number | A |
| 020 | International Standard Book Number ISBN<br>$c not required for BSR for Rare Books | A |
| 040 | Bibliographic records for books that reflect the BSR for Rare Books must contain the designation "dcrmb" in subfield $e of field 040 | M |
| 041 | Language code | A |
| 042 | Authentication code "pcc" | M |
| 050, etc. | Classification number:<br>Assignment of at least one classification number from an established classification system recognized in MARC 21 Format for Bibliographic Data is encouraged, but not mandatory.<br>Since institutional practices for rare books often involve locally formulated call numbers, a requirement for a national standard classification could cause additional or undue effort for creators of BSRs for Rare Books.  However, if an institution supplies standard call numbers to materials covered by the BSR for Rare Books, it is encouraged to add these numbers in the appropriate call number fields. | E |
| 100/110 / | Main entry—personal name/corporate body/meeting name/uniform title.  Include the authorized form of the name or uniform title as | A |

| 111/130 | established in or created for the LC Name Authority file. | |
|---|---|---|
| 240 | Uniform title<br>Supply if known or can be easily inferred from the item being cataloged. Include the authorized form of the uniform title as established in or created for the LC Name Authority file | A |
| 245-4XX | One of the basic differences between AACR2 and DCRM(B) is the method and extent to which bibliographic details (fields 245-4XX) are recorded. As to method, bibliographic details should be recorded as correctly as possible, according to the style expected for the field.  Transcription should follow the rules outlined in DCRM(B).<br>As to extent, DCRM(B) provides some options for abbreviating descriptive fields, and creators of BSRs for Rare Books are encouraged to invoke these options whenever pertinent. | |
| 245 | Title and statement of responsibility<br>$a $n $p $b $c $h | M |
| 246 | Varying form of title: $a $n $p<br>Assess each item and assign titles that are required by DCRM(B), Appendix F and titles that cover variations deemed important to assist users.  The importance of varying title information is intended to reflect individual cataloger judgment and/or local policy. | A |
| 250 | Edition statement | A |
| 260 | Publication, distribution, etc. (Imprint)<br>All subfields are mandatory if applicable.  Supply the data appropriate to subfields $a and $b if readily available, otherwise, use "[S.l.]" and "[s.n.]" as appropriate. | M |
| 300 | Physical Description<br>$a $b $c $e | M |
| 490 | Series Statement<br>Transcribe here the form of the series statement as is appears on the prescribed source in the item. | A |
| 500 | Source of title proper | A |
| 501 | With note<br>501 is used when items are issued and bound together by the publisher. When items have been bound together subsequent to publication, use 590 | A |
| 502 | Dissertation note | A |
| 505 | Formatted contents note<br>Contents may be encoded at one of two levels; "basic" or "enhanced" | A |
| 546 | Language note | A |
| 510 | Citation/References<br>Addition of citation notes as a means of abbreviating detailed description of the publication is encouraged, but not mandatory.  Prefer sources that provide the fullest or most authoritative information, to keep the number of citations to a minimum. | E |

| 600-630, 650-651 | Subject access fields<br>Use judgment in assessing the publication and, if appropriate, assign a complement of headings that provides access to the primary/essential subject of the work (as opposed to secondary or tertiary aspects) at the appropriate level of specificity.  Assign such headings from an established thesaurus, list, or subject heading system recognized by the MARC 21 Format for Bibliographic Data.  Follow the conventions of the particular subject heading system being used, including instances in which paired or related headings are needed to represent fully the primary subject aspect.  Include all subfields provided in the particular subject heading system that are necessary to provide appropriately specific access or represent relevant aspects of the subject or form. | A |
|---|---|---|
| 655 | Genre/form headings<br>Addition of genre/form terms to the BSR for Rare Books is encouraged if local policy calls for use of such terms, as appropriate to the piece. Terms may be taken, and term strings may be constructed, following any thesaurus recognized by the MARC Code Lists for Relators, Sources, Description Conventions: Part IV: Term, Name, Title Sources < http://www.loc.gov/marc/relators/relasour.html#rela655>.<br>Examples include the Art and Architecture Thesaurus and LCSH.  Use of terms taken from the official Rare Books and Manuscripts Section (RBMS) thesauri maintained by the RBMS Bibliographic Standards Committee is especially encouraged <http://www.rbms.info/committees/bibliographic_standards/controlled_vocabularies/index.shtml>. | E |
| 700-740 | Added entry fields<br>Use judgment in assessing each item and assign a complement of added entries that covers the primary relationships associated with the manifestation of which the item is a part.  The inclusion and importance of added entries are intended to reflect individual cataloger's judgment and/or local institutional policy. | A |
| 8XX | Series added entry<br>If cataloger judgment or local cataloging policy is to trace a series, include in this field the authorized form of the series as established in or created for the LC Name Authority File. | A |

**Implementation Issues**

The cataloging environment in which the BSR for Rare Books exists is dynamic and changing at a rapid pace, and to stay up-to-date, the BSR for Rare Books should be reviewed on a periodic basis.  One major change is the potential adoption of Resource Description and Access (RDA), which may well prompt modifications to the BSR for Rare Books.  A second area undergoing significant change is genre/form headings, with projects

underway at the Library of Congress. As national cataloging practice evolves, the BSR for Rare Books needs to evolve to stay abreast of such changes.

**Task Group Recommendations to the PCC**

1. Prepare documentation and training for the BSR for Rare Books.
2. Prior to implementing RDA, review the impact it might have on the BSR for Rare Books and MAP.
3. Identify and solicit input from appropriate expert rare book catalogers for any future review and changes to the BSR for Rare Books.