

## Report of the PCC Task Group on Inclusion of Rare Materials in the Unified BIBCO Standard Record (BSR)

Submitted for Comment to RBMS Bibliographic Standards Committee \_\_\_\_

Revised \_\_\_\_ based on comments from BSC

Submitted to PCC Standing Committee on Standards \_\_\_\_

The Task Group was charged with making recommendations for inclusion of rare materials instructions in the unified PCC BIBCO Standard Record (BSC) metadata application profile (MAP) for use with RDA with a deadline of end of summer 2012.

The TG based its work on the final report of the PCC Task Group on RDA and the BIBCO Standard Record (BSR) for Textual Monographs, <http://www.loc.gov/aba/pcc/scs/documents/FinalReport-RDA-BSR-TextualMonos.pdf>, and the AACR2-based BIBCO Standard Record (BSR) for Rare Books Metadata Application Profile, [http://www.loc.gov/aba/pcc/bibco/documents/BSR\\_RB\\_3Sept-2010.pdf](http://www.loc.gov/aba/pcc/bibco/documents/BSR_RB_3Sept-2010.pdf). Its work is also based on the 2012 decision of the PCC Standing Committee on Standards to create a unified BSR in RDA rather than continue to create and maintain separate BSRs based on format.

The current BSR for Rare Books began its career in 1998 as the PCC Core Standard for Rare Books. Several years ago the PCC did away with the core standard and replaced all the core documents with BIBCO Standard Record documents. At that time the rare books document was revised to its current form. At all points along the way the document was created and revised through a process of comment from and approval by the ACRL RBMS Bibliographic Standards Committee, the author of *Descriptive Cataloging of Rare Materials* (DCRM) and the committee charged with formulating and recommending policy for U.S. rare materials cataloging practice. The documents were then approved by the PCC Standing Committee on Standards. The transformation of the BSR for Rare Books into rare materials instructions for elements within the unified BIBCO Standard Record for use with RDA follows the same procedure.

The work of the TG consisted chiefly in ensuring that elements in the AACR2-based BSR for Rare Books were included in the RDA-based unified BSR. Additionally the TG considered whether other elements merited inclusion. A PCC decision was made for the AACR2 BSRs that only required elements should be included, not recommended elements. This decision was reversed for the RDA unified BSR, so the TG included certain recommended elements. It should be remembered that the BSR, including rare materials instructions, is not meant to represent the fullest possible rare materials cataloging, but represents a floor on which other elements can be built. Nor does it explain how to record the elements. As such it is not meant to reproduce *Descriptive Cataloging of Rare Materials* (DCRM), but rather is meant to be used in conjunction with the instructions and principles of the general cataloging guidelines (RDA) and those of DCRM.

Because the TG's goal was the identification of rare elements within a unified BSR rather than to create separate BSRs for different formats, the TG decided to write the elements in terms of rare *materials* rather than rare *books* as much as possible, with the intent that other formats

could add specialized instructions on an ongoing basis. Additionally, many rare materials instructions will apply to all formats and so this wording will avoid repetition. We believe that it will be possible to label all these specialized instructions with the general label “RM” (for rare materials), letting the context of the element show that the instruction is intended for, e.g., music, maps, serials, etc. However, the TG would like to reserve the option to label specialized instructions more specifically in the future should that prove necessary as other rare format instructions are added.

Concern was also expressed that a unified BSR might prove unwieldy once all the general formats and all rare instructions are added. Since no one has yet seen the final product, this remains to be seen and the TG is willing to give the concept of a unified BSR the benefit of the doubt. However, the TG recommends that PCC consider presenting the final unified BSR in such a way that catalogers can limit the view to parts that are of interest to them (e.g., just see sections that pertain to cartographic materials, or only the instructions for rare materials, etc.)

The TG’s initial work was based on the approved BSR elements for textual monographs, the only approved part of the new BSR at the time. Because of this and the summer 2012 deadline the TG concentrated on the inclusion of monographic book-related elements, especially those found in the AACR2-based BSR. It is understood that rare materials instructions for other formats can be added at any time to this document, and so the TG invites other DCRM format communities to contribute additional elements for inclusion as other formats are added to the unified BSR. The addition of general instructions for all formats to the BSR should be completed by fall 2013, which will inform specialist rare cataloging communities of what additional instructions for rare materials might be needed. We particularly recommend that rare serials elements and instructions be added soon (if possible during fall 2012), since DCRM(S) has already been published and the proposed CONSER additions to the unified BSR are currently available for review (<http://www.loc.gov/aba/pcc/conser/documents/CONSER-RDA-core-elements.doc>).

Because rare materials cataloging practices under the BSR depart from general cataloging practices in a few places (no classification number is required, and the practice for recording extent is different from RDA) it is crucial to have some way of labeling records as being cataloged under the PCC BSR rare materials guidelines. Historically this has been accomplished by including the appropriate “dcrm” code in the 040 field. This seems the logical way of labeling these records under RDA as well. Currently the only available codes are “dcrmb” and “dcrms”. This implies that until other codes are authorized as DCRM modules are published catalogers other formats could not code a PCC record as explicitly for rare materials. Catalogers of such materials could certainly use RDA and the general BSR, but would not be able to invoke exceptional rare materials provisions. There are only two of these, already mentioned: PCC records coded for rare materials are not required to include a classification number, and PCC records coded for rare materials will follow DCRM practice rather than RDA practice in the extent element (see the MAP below).

The unified BSR is under development for all formats at the same time. The only section that has been approved so far by PCC is that for textual monographs, but reviewers should be aware that other sections have been submitted to PCC for consideration (e.g., music) and the final document will include elements from all formats (that is, it will include elements for non-textual-monograph materials beyond those seen in the proposed MAP below). Reviewers will also observe that the format of the unified BSR is by RDA element, not MARC field.

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## Draft Unified RDA BSR (Textual Monographs and Rare Materials sections only)

This document is a combination of RDA “Core,” “Core if,” and “BSR core plus” elements applicable to textual monographs and rare materials. It is based on the proposed RDA BIBCO Standard Record for Textual Monographs; elements necessary for rare materials cataloging have been incorporated into the BSR-TM document. *Elements in the base document that represent a change in policy or practice from the AACR2 BSRs are highlighted in yellow. Rare elements added are highlighted in green.* This is for review purposes only. The final unified document will not have this highlighting.

BSR elements not related to RDA, or treated in MARC control fields, are included in a separate table at the end of this document.

Rare materials provisions within the following Metadata Application Profile (MAP) are intended to be applied to rare materials of all formats unless specifically limited. Books printed before 1500 are not excluded from the MAP, but such material should be cataloged to the fullest extent possible by the cataloging agency.

Explanation of symbols in this table:

“Element” column:

- A plus sign (“+”) identifies additional elements, beyond the RDA “core” and RDA “core if” elements, selected by PCC to be core elements in its records.
- A “**T**” in parentheses identifies a transcribed element per RDA instruction (“take what you see”) or per LC’s existing policy for alternative in that instruction.
- An “**R**” in parentheses identifies additional elements that, while not core in RDA or the BSR, the PCC *recommends* and encourages catalogers include when the element may be useful to support user tasks (find, identify, select, and obtain).

- **“RM”** identifies elements required for descriptions coded as rare materials or denotes special instructions for rare materials. In the “Recommended RDA Elements” portion of the MAP, “RM” identifies recommended elements. The “RM” is found in the “element” column if the element is PCC core only for rare materials. For clarity, the notation is also found in the “notes” column. If an element applies both to general and rare materials and a particular application to rare materials is called for, the “RM” notation appears only in the “notes” column.

**“FRBR” column:** Specifies the FRBR/FRAD entities applicable to that RDA element:

C = corporate body	M = manifestation
E = expression	P = person
F = family	PL = place
I = item	W = work

#### RDA & BSR Core Elements

Element	RDA no.	FRBR	Notes	MARC encoding
IDENTIFYING MANIFESTATIONS AND ITEMS				
General guidelines on transcription (T) (RM)	<a href="#">1.7.1</a> <a href="#">Alternative 1</a>	M	RM: Use <i>Descriptive Cataloging for Rare Materials</i> as the “designated published style manual” in place of the instructions given under RDA 1.7.2-1.7.9 for transcribing punctuation, numerals, symbols, abbreviations, etc.	
Numbers expressed as numerals or as words (T) (RM)	<a href="#">1.8.1</a>	M	RM: Apply the RDA alternative for early printed resources	
Form of numerals (T) (RM)	<a href="#">1.8.2</a>	M	RM: Apply the alternative to record numerals in the form in which they appear on the source of information (e.g. roman).	
Sources of information (RM)	<a href="#">2.2</a>	M	RM: Follow the exception for early printed resources in 2.2.2.2	
Recording titles (T) (RM)	<a href="#">2.3.1.4</a>	M	RM: Generally do not abridge.	245
Title proper (T)	<a href="#">2.3.2</a>	M		245
Parallel title proper (T) +	<a href="#">2.3.3</a>	M	Record all.	245
Other title information (T) +	<a href="#">2.3.4</a>	M		245

Element	RDA no.	FRBR	Notes	MARC encoding
Variant title (T) + (RM)	<a href="#">2.3.6</a>	M	RM: Record variant titles that are required by DCRM(B) or the appropriate other DCRM module. Additional variant titles that are deemed important to identification or access are assigned according to cataloger judgment and/or local policy.	246
Later title proper (T) +	<a href="#">2.3.8</a>	M	Reminder: applies to multipart monographs.	246
Statement of responsibility relating to title proper (T)	<a href="#">2.4.2</a>	M	If more than one, only the first recorded is required by RDA, but catalogers are encouraged to transcribe as many statements of responsibility that are possible and appropriate to aid in resource discovery, identification, and selection. RM: Generally transcribe all statements of responsibility relating to title proper found in the preferred source of information. Generally do not abridge. Do not record statements of responsibility found in a source other than the preferred source in this element (if considered necessary, record the information in a note). If a statement of responsibility and title proper (etc.) on a title page have been transposed from their presentation in the source because of ISBD presentation requirements, make a note indicating the transposition.	245
Designation of edition (T)	<a href="#">2.5.2</a>	M		250
Statement of responsibility relating to the edition (T) (RM)	<a href="#">2.5.4</a>	M	RM: Record statements of responsibility relating to the edition	250
Designation of a named revision of an edition (T)	<a href="#">2.5.6</a>	M		250
Date of production	<a href="#">2.7.6</a>	M	Record date of production for a resource in unpublished form.	264
Place of publication (T)	<a href="#">2.8.2</a>	M	If more than one, only the first recorded is required. Also transcribe current place if it differs (for multipart monographs). RM: Generally record all places of publication (cf. DCRM(B) 4B6.2).	264
Publisher's name (T)	<a href="#">2.8.4</a>	M	If more than one, only the first recorded is required. Also transcribe current publisher if it differs (for multipart monographs).	264

Element	RDA no.	FRBR	Notes	MARC encoding
			<b>RM: Generally record all publishers' names (cf. DCRM(B) 4C6.2)</b>	
Date of publication	<a href="#">2.8.6</a>	M	Record the publication date(s) found in the resource, or supply date(s) in brackets, or record "[Date of publication not identified]."	264
Place of distribution (T)	<a href="#">2.9.2</a>	M	Transcribe for a published resource, if place of publication is not identified; if more than one, only the first recorded is required. <b>RM: Generally record all places of distribution (cf. DCRM(B) 4B6.2).</b>	264
Distributor's name (T)	<a href="#">2.9.4</a>	M	Transcribe for a published resource, if publisher is not identified; if more than one, only the first recorded is required. <b>RM: Generally record all distributors' names (cf. DCRM(B) 4C6.2)</b>	264
Date of distribution	<a href="#">2.9.6</a>	M	Record date of distribution for a published resource, if date of publication is not identified. <b>RM: Generally record date of distribution.</b>	264
Place of manufacture (T)	<a href="#">2.10.2</a>	M	Transcribe for a published resource, if neither place of publication nor place of distribution is identified; if more than one, only the first recorded is required. <b>RM: Generally record all places of manufacture.</b>	264
Manufacturer's name (T)	<a href="#">2.10.4</a>	M	Transcribe for a published resource, if neither publisher nor distributor is identified; if more than one, only the first recorded is required. <b>RM: Generally record all manufacturers' names.</b>	264
Date of manufacture	<a href="#">2.10.6</a>	M	Record date of manufacture for a published resource, if neither date of publication, date of distribution, nor copyright date is identified. <b>RM: Generally record date of manufacture.</b>	264
Copyright date	<a href="#">2.11</a>	M	Record copyright date for monographs, if neither the date of publication nor the date of distribution is identified. <b>RM: Record copyright date for monographic resources if present.</b>	264
Title proper of series (T)	<a href="#">2.12.2</a>	M		490
Other title information of series	<a href="#">2.12.4</a>	M	<b>RM: Transcribe other title information relating to series, if present</b>	490

Element	RDA no.	FRBR	Notes	MARC encoding
(T) (RM)				
Statement of responsibility relating to series (T) (RM)	<a href="#">2.12.6</a>	M	RM: Transcribe statement of responsibility relating to series, if present	490
ISSN of series +	<a href="#">2.12.8</a>	M		490
Numbering within series (T)	<a href="#">2.12.9</a>	M		490
Title proper of subseries (T)	<a href="#">2.12.10</a>	M		490
ISSN of subseries +	<a href="#">2.12.16</a>	M	Supply both ISSN of series and ISSN of subseries if both are present.	490
Numbering within subseries (T)	<a href="#">2.12.17</a>			490
Mode of issuance +	<a href="#">2.13</a>	M	Use Bibliographic level (Ldr/07) value “m”.	Ldr/07
Identifier for the manifestation	<a href="#">2.15</a>	M		020, 024, 026-028, 074, 088
Note on title +	<a href="#">2.20.2</a>	M	Supply source of title, if applicable.	500, 588
Note on issue, part, or iteration used as the basis for identification of the resource +	<a href="#">2.20.13</a>	M	Reminder: applies to multipart monographs and serials.	588
<b>DESCRIBING CARRIERS</b>				
Media type +	<a href="#">3.2</a>	M		337
Carrier type	<a href="#">3.3</a>	M	Always record in 338. For microform textual monographs, must also complete the Specific Material Designation (007/01).	338; 007/01
Extent	<a href="#">3.4</a>	M	Always record extent, even though RDA only considers extent to be core if the resource is complete or the total extent is known. RM: Apply Descriptive Cataloging of Rare Materials (DCRM) conventions when recording extent; however, do not use abbreviations.	300
Dimensions (RM)	<a href="#">3.5</a>	M	RM: Always record dimensions, if applicable. For graphic materials, always specify what was measured.	300
Restrictions on use (RM)	<a href="#">4.5</a>	M	RM: Record any limitations placed on use of the resource.	506

IDENTIFYING WORKS AND EXPRESSIONS			The authorized access point for principal creator (if any) is required for use in conjunction with the work and expression attributes listed in this section (see also RDA 19.2 below). If a formal authorized access point for a work or expression is also included in the BSR, its form should be established following NACO policies.	
Preferred title for the work	<a href="#">6.2.2</a>	W		130, 240, 7XX
Form of work	<a href="#">6.3</a>	W	Record if needed to differentiate.	130, 240, 380, 7XX
Date of work	<a href="#">6.4</a>	W	Record if needed to differentiate.	130, 240, 7XX
Place of origin of the work	<a href="#">6.5</a>	W	Record if needed to differentiate.	130, 240, 7XX
Signatory to a treaty, etc.	<a href="#">6.22</a>	W	Record both signatories of a bilateral treaty.	240, 7XX
Other distinguishing characteristic of the work	<a href="#">6.6</a>	W	Record if needed to differentiate.	130, 240, 7XX
Content type	<a href="#">6.9</a>	E	Always record content type as an element in 336. Also record as part of an access point if needed to differentiate. Use Type of Record (Ldr/06) values "a" or "t".	336, Ldr/06, 006
Date of expression	<a href="#">6.10</a>	E	Record if needed to differentiate.	130, 240, 7XX
Language of expression	<a href="#">6.11</a>	E	Record if needed to differentiate. Also code in 008/35-37, 041/546.	008/35-37, 041, 546, 130, 240, 7XX
Other distinguishing characteristic of the expression	<a href="#">6.12</a>	E	Record if needed to differentiate.	130, 240, 7XX.
DESCRIBING CONTENT				
Dissertation or thesis information +	<a href="#">7.9</a>	W		502
Language of the content +	<a href="#">7.12</a>	E		008/35-37, 041, 546



Script +	<a href="#">7.13.2</a>	E	Record for some languages (see LCPS 7.13.2.3).	546

PERSONS, FAMILIES, AND CORPORATE BODIES ASSOCIATED WITH A WORK				
Creator	<a href="#">19.2</a>	W	<p>If more than one, only the creator having principal responsibility named first in resources embodying the work or in reference sources is required; if principal responsibility is not indicated, only the first-named creator is required.</p> <p>After satisfying the RDA core requirement, catalogers may provide additional authorized access points for creators according to cataloger's judgment.</p>	<p>1XX</p> <p>7XX</p>
Other person, family, or corporate body associated with a work	<a href="#">19.3</a>	W	<p>If the authorized access point representing that person, family, or corporate body is used to construct the authorized access point representing the work).</p> <p>After satisfying the RDA core requirement, catalogers may provide additional authorized access points according to cataloger's judgment.</p>	<p>1XX</p> <p>7XX</p>

#### Recommended RDA Elements

The following table includes elements that, while not core in RDA or the BSR, the PCC *recommends* and encourages catalogers to include when the element may be useful to support user tasks (find, identify, select, and obtain).

DESCRIBING CARRIERS				
Book format (R)	<a href="#">3.12</a>	M	RM: Record book format when it can be determined	300 or 340
PERSONS, FAMILIES, AND CORPORATE BODIES ASSOCIATED WITH AN EXPRESSION				

Contributor (R)	<a href="#">20.2</a>	E	Cataloger's judgment for contributors to the resource beyond the principal creator of the work.	7XX
RELATED WORKS				
Related work (R)	<a href="#">25.1</a>	W	<p>Give a contents note (no limit on number of works in the contents note unless burdensome). Give an analytical authorized access point for the predominant or first work in the compilation. Additional access points for other related works may also be included at the discretion of the cataloger. See section above for elements used to identify works and expressions.</p> <p>If local institutional cataloging policy is to trace a series, use the authorized access point form of the series established in the LC/NACO Authority File.</p>	5XX, 7XX  8XX
Reference to published descriptions (R)	<a href="#">25.1</a>	W	<b>RM: Citation notes are encouraged. Record in the form prescribed by <i>Standard Citation Forms for Rare Book Cataloging</i></b>	510
RELATED EXPRESSIONS				
Related expression (R)	<a href="#">26.1</a>	E	<p>Give a contents note (no limit on number of expressions in the contents note; use cataloger's judgment). Give an analytical authorized access point for the predominant or first expression in the compilation. Additional access points for other related expressions may also be included at the discretion of the cataloger. See section above for elements used to identify works and expressions.</p> <p>If local institutional cataloging policy is to trace an expression of a series, use the authorized access point form of the expression of the series established in the LC/NACO Authority File.</p>	5XX, 7XX, 8XX
RELATED MANIFESTATIONS				
Related manifestation (R)	<a href="#">27.1</a>	M	Make for reproductions.	5XX, 76X-787
Related manifestation (R): "with	<a href="#">27.1</a>	M	<b>RM: If making separate descriptions for resources that were issued</b>	5XX,

note”			together by the publisher, make a reference to the related manifestation.	76X-787
<b>RELATED ITEMS</b>				
Related item (R)	<a href="#">28.1</a>	I	Make for reproductions, bound-withs, and for special relationships for rare materials if warranted.	5XX, 76X-787
Related item (R): local “with note”	<a href="#">28.1</a>	I	RM: If making separate descriptions for resources bound together after publication, make a reference to the related manifestation in a local note.	501 + \$5 or 590

#### Required Non-RDA Data

The following table outlines data required by the BSR that do not map directly to RDA (e.g., classification and subject access), or data associated with bibliographic records that are encoded in the MARC 21 Bibliographic Format.

Element	RDA no.	Notes	MARC encoding
<b>LEADER</b>			
Encoding level	n/a	Use Encoding level (Ldr/17) value “blank”	Ldr/17
Descriptive cataloging form	n/a	Use Descriptive cataloging form (Ldr/18) value “i”	Ldr/18
<b>PHYSICAL DESCRIPTION FIXED FIELD</b>			
Category of material	n/a	For microform textual monographs, use value “h”	007/00
<b>FIXED-LENGTH DATA ELEMENTS</b>			
Type of date/publication status	Varies		008/06
Date 1	Varies		008/07-10
Date 2	Varies		008/11-14
Place of publication, production, or execution	Varies		008/15-17
Form of item	n/a		008/23
Language	Varies		008/35-37, 041
Modified record	n/a		008/38

Element	RDA no.	Notes	MARC encoding
Cataloging source	n/a		008/39
VARIABLE FIELDS			
Cataloging source: Language of cataloging +	<a href="#">0.11.2</a>	Always specify that the language of cataloging is English. Use "eng"	040\$b
Cataloging source: Description conventions	n/a	Use "rda"	040\$e
Cataloging source: Description conventions (RM)	n/a	RM: use "rda" and the appropriate authorized dcrn code (currently, "dcrmb" or "dcrms"). Other codes may be used as they become authorized upon publication of the respective DCRM module.	040 \$e
Authentication code	n/a	Use "pcc"	042
Classification numbers	n/a	Assign at least one classification number from an <a href="#">established classification system</a> . RM: Classification number is not required for rare materials.	050, etc.
Subject and genre/form access	n/a	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential and/or form of the work at the appropriate level of specificity. Assign such access points from an <a href="#">established thesaurus, list, or subject heading system</a> . RM: Addition of genre/form terms to the BSR for Rare Materials as appropriate to the piece is encouraged. These may be taken from one of the official Rare Books and Manuscripts Section (RBMS) controlled vocabularies maintained by the RBMS Bibliographic Standards Committee; in addition, terms from any other authorized thesaurus (e.g, LCSH, LCGFT, the Art and Architecture Thesaurus) may be used as appropriate.	6XX