

Upgrading Library of Congress Cataloging in Publication Records

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The Library of Congress CIP program relies on galley proofs for its cataloging information. By the time a book has been published, there have often been many changes in the wording and layout of the title page. CIP records (Encoding Level 8) should be proofread carefully and edited to match the published item. These are the main points to be aware of in upgrading such records.

The usual criteria for a record matching a book may not hold for CIP records. **If you have any question about whether or not the record matches the piece, set aside for a cataloger.**

Most CIP records will only need the 300 field updated. It is wise, however, to be careful to follow standard procedures in regard to the other fields in order to ensure the record's usefulness and minimize confusion for other librarians and patrons. However, **do not agonize.**

Title and Statement of Responsibility

Title (\$a and \$b): Proofread the title page against the **245** field of the record. The title should be transcribed “exactly as to wording, order, and spelling, but not necessarily as to punctuation and capitalization” (AACR2rev.). If the title begins with an article, follow instructions in Non-filing Character Indicators section below.

Statement of responsibility (\$c): Statements of responsibility appearing on the title page should be transcribed “as they appear” (AACR2rev.) excluding titles of address and addresses.

Edition

Edition statement (\$a): Edition statements appearing prominently on the item (on the title page, title page verso, colophon, the pages preceding the title page, or the cover) should be entered in the catalog record in a **250** field using standard abbreviations (e.g. 1st for First, ed. for edition).

Publication Information

Place of publication (\$a): The **260** field should contain the first listed place of publication in the subfield a, and, if that is not in the U.S., any subsequently listed place of publication that is in the U.S. in a 2nd subfield a, separated by a space, semicolon, space.

Publisher (\$b): The publisher may be listed in the “shortest form in which it can be understood and identified internationally” (AACR2rev.). In the case of *non-commercial* publishers that are part of a hierarchy, the 260 contains the entire hierarchy that is listed in the publisher area on the piece.

Date (\$c): The date in subfield c should be the publication date that is printed in the piece. If there is no publication date, but there is a copyright date, use the latest copyright date, preceded by the letter “c”, e.g. c1999. If there is no available date, set aside for a cataloger.

Pagination, Illustrations, Size

Library of Congress CIP records are usually quickly recognizable by the fact that the **300** field contains only: p. cm. CIP records from some other countries sometimes include estimated pagination.

Pagination (\$a): Give the last numbered page in each sequence (e.g., xi, 324 p.). If the book is unpaginated use 1 v. (unpaged). If the numbering is complicated or irregular, use 1 v. (various pagings). For multivolume works use the number of volumes: 3 v., unless it is incomplete, in which case subfield a contains only “v.” The number of volumes should be filled in when the set is complete.

Illustrations (\$b): If the book is illustrated, follow the pagination with a space, a colon, another space and \$\$b. Most illustrations, unless they are of a special kind that are important to the work (maps in atlases) are simply listed as ill. Maps may be listed as maps. Ignore tables.

Size (\$c): Subfield c is always preceded by a space, a semicolon, and another space. It contains the height of the book to the nearest larger centimeter (27 cm.). If the book is wider than it is tall, or if the width is less than half the height, give the height x width (20 x 29 cm.).

Series

Occasionally, a series title appears on the book which was not recorded in the CIP. All series statements appearing on the book should be accounted for in the cataloging record.

- **If you are adding a series statement to a record, search for the series authority record in HVD10 and note the form of entry in the 1XX field. Also note the form of numbering in the H42 field. Check the series tracing decision in the H45 field. If no series authority exists in HVD10 or if the record that does exist contains no Widener tracing decision, set aside for a cataloger. For more information, refer to the document, Monographic Series.**

Transcribing the series statement

Title (\$a): Series statements that appear on the book should be entered in a **4XX** field as they appear on the piece using the same guidelines that you would use for entering the 245 field, subfield a. Do not enter subtitles. If the series appears in more than one place on the book, use the following as the order of preference: series title page (page facing title page), title page, caption, cover, colophon, other preliminaries.

Numbering (\$v): The numbering, if it appears, is entered in the subfield v, preceded by a space, a semicolon, and another space. Use standard abbreviations for the volume designation (e.g. v. for volume, no. for number).

Traced Series (H45 a t)

- If the authorized heading for the series (1XX field in the authority record) is the same as the form found on the piece, excluding the initial article, use a **440** field. Be sure to set the second indicator to the number of characters to be ignored in filing if the title does begin with an article (see section on Non-filing Character Indicators

below). If the form in the 1XX field of the authority record differs in any way other than the initial article, transcribe the form that appears on the piece in a **490** field with first indicator 1. Also use a **490** field with first indicator 1 if the form of numbering that appears on the piece differs from the form found in the H42 field of the authority record in any respect other than abbreviation.

- If the series statement was entered in a 490 1 field, enter the authorized form from the 1XX field of the authority record in an **8XX** field. This will usually be an **830** field, but on rare occasions, series are entered in **800**, **810**, or **811** fields. Follow Library of Congress practice set out in the authority records in making the choice of tag. If there is no authority record for the series, set aside for a cataloger. Add the series numbering in subfield v in a way consistent with the example in the H42 field of the authority record.

Untraced series (H45 a n)

Enter the series title found on the book in field **490**, with first indicator **0**.

Notes

Notes in CIP may not be accurate. Ensure that notes apply to the piece as published. If you have any question about whether or not the record matches the piece, set aside for a cataloger.

Bibliographies and indexes

Some bibliography notes (**504** fields) in CIP records contain a place for the pagination for the bibliography. This is done when the book contains one major bibliography. (Includes bibliographical references (p.).) Leave a space after the “p.” and fill in the beginning and ending pages of the bibliography separated by a hyphen. If the book as published contains only scattered bibliographies at the end of chapters or bibliographical footnotes, delete the (p.). If the book contains an index that is not noted, this can be added to the bibliography note as “and index” or “and indexes.” If there is no bibliography note and there is an index or indexes, make a note using a **500** field: Includes index or Includes indexes.

504 __ a Includes bibliographical references (p. 344-350).

504 __ a Includes bibliographical references (p. 9-10) and indexes.

500 __ a Includes index.

Subjects

Review subject headings (**6XX** fields) for typos.

Added Entries

Ensure that any authors or editors that have been added to the statement of responsibility in the 245 field have entries in 7XX fields. These are the headings for names of people and corporate bodies that will be indexed. In HOLLIS indexes, the form of an author's name should be consistent from record to record. Therefore, it is important to use the standard form of an author's name. If you add a 7XX field, use the form of name that is listed in the authority record for that author.

Non-filing Character Indicators

The second indicator in the 245 and 440 fields is called a filing indicator. It is used to alert the computer to ignore articles in indexing titles. If the field does not begin with an article, the indicator is set to 0. If the field does begin with an article, the indicator is set to the number of characters and spaces to ignore before beginning filing. To determine the number to be used as the filing indicator, count the following:

- number of characters in the article
- spaces
- punctuation
- any diacritics or special characters that display before the first letter of the first word to indexed

Examples:

245 12 a A case of microphakia
245 03 a An American in Norway
245 04 a Les étudiants
245 02 a L'étudiant au village
245 16 a "Eine Art Information in der Form von Erzählung"
245 18 a "... die Fülle ihres Lebens gefunden"

Some uniform title fields also have defined filing indicators (240 and 830), but since uniform titles should never begin with an article, the filing indicators in those fields are always set to 0.

008 Field

If you have made any changes in the 260 or 300 field, or added a bibliography note or an index note, you will probably need to update the 008 field. The following codes may need to be changed:

07-10 Date 1 If you have changed the date in the 260 field update Date 1 to match

17 Place of publication, production, or execution: This should be the code for the first place of publication in the 260 field. Codes are available on the Library of Congress' web site at <http://lcweb.loc.gov/marc/countries/>

18-21 Illustrations

- ^ No illustrations
- a Illustrations
- b Maps

24-27 Nature of contents

- ^ No specified nature of contents
- b Bibliographies

31 Index

- 0 No index
- 1 Index present

Example of Subfield Coding and Punctuation

- 100 1 a Surname, Forename,
d 1945-
- 245 14 a The title proper :
b the subtitle /
c by Forename Surname ; edited by Forename Editor.
- 260 a London ;
a Boston :
b Publisher,
c 1993.
- 300 a ix, 324 p. :
b ill. ;
c 24 cm.
- 440 4 a The series statement ;
v v. 19
- 504 a Includes bibliographical references (p. 320-323).
- 650 0 a Topical Subject
x Topical subdivision
z Geographic subdivision
v Form subdivision.
- 651 0 a Geographical subject
x Topical subdivision
v Form subdivision.
- 700 1 a Editor, Forename.