

TO: Joint Steering Committee for Revision of AACR

FROM: Jennifer Bowen, ALA representative

SUBJECT: List of Specialist Cataloguing Manuals for RDA: Possible additional titles

In response to 5JSC/ALA/3, ALA received an extensive list of additional manuals from Adam Schiff, Chair of the 2<sup>nd</sup> JSC Examples Group, to be considered as possible additions to the list in 5JSC/ALA/3. ALA is submitting a list of additional titles below, in the hope that it will be informative to the JSC and constituencies in discussing the scope of the list of manuals for inclusion within RDA. Some of the manuals on the list below duplicate the titles in the original ALA proposal, but are listed under additional categories. The list in this follow-up document is heavily based on the original list from Adam Schiff, with some revisions.

### **Additional Discussion Topics**

Adam's rather inclusive list suggests additional questions for JSC discussion:

1. Should manuals for authority control be included in this list, if they address authority control in general and not in relationship to a particular cataloguing specialization? If so, how should we distinguish a general text on authority control from a "manual"?
2. Should lists of difficult-to-establish authorized headings in specialized areas be included in RDA (e.g. African legislative and ministerial bodies, musical compositions)?
3. What is the distinction between a "specialist manual" and a more generic text on how to catalogue a certain type of resource? Where should we draw the line for inclusion within RDA?
4. Should manuals intended for training, as opposed to reference, be included? (For example, the NACO training manuals; the list below includes only the NACO Series training guide but others should be added if they are considered within scope.) ALA would prefer that training manuals **not** be considered within scope.
5. How much of a resource should be devoted to descriptive cataloguing to warrant inclusion within RDA? Is a single chapter enough?
6. How are materials that are considered "standards" within various specialist communities be identified for inclusion and differentiated from those that are not? ALA would like to see the former included, but not the latter.

7. How will a list of manuals in RDA be maintained? Could RDA link out to an external list of such manuals? Could a wiki or other technology to be used to allow specialist communities to maintain citations for resources in their areas?

## Supplemental List of Specialist Cataloguing Manuals

### Archives

*AMIA Compendium of Moving Image Cataloging Practice*. Edited by Abigail Leab Martin, written and compiled by AMIA Cataloging and Documentation Committee's Subcommittee for the Compendium of Cataloging Practice. Beverly Hills, Calif.: Association of Moving Image Archivists; Chicago: Society of American Archivists, c2001.

*Arranging & Describing Archives & Manuscripts*. Kathleen D. Roe. Chicago: Society of American Archivists, c2005.

*Authority Control: A Manual for Archivists*. By Elizabeth Black. [Ottawa]: Bureau of Canadian Archivists, Planning Committee on Descriptive Standards, 1991.

*The IASA Cataloguing Rules: A Manual for the Description of Sound Recordings and Related Audiovisual Media*. Compiled and edited by the IASA Editorial Group convened by Mary Miliano. Stockholm: International Association of Sound and Audiovisual Archives, c1999.

*Manual of Archival Description*. Margaret Procter and Michael Cook. 3rd ed. Aldershot, Hampshire, England: Gower, c2000.

*Oral History Cataloging Manual*. Compiled by Marion Matters. Chicago: Society of American Archivists, c1995.

*Organizing Archival Records: A Practical Method of Arrangement and Description for Small Archives*. David W. Carmicheal. 2nd ed. Walnut Creek, CA: AltaMira Press, c2004.

*RAD Revealed: A Basic Primer on the Rules for Archival Description*. By Wendy M. Duff and Marlene van Ballegooie with the assistance of Lori Eddy. Ottawa, Ont.: Canadian Council of Archives, c2001.

*Rules for Archival Cataloging of Sound Recordings*. Association for Recorded Sound Collections, Associated Audio Archives. Rev. [Albuquerque, N.M.?]: Association for Recorded Sound Collections, c1995.

*UCLA Film and Television Archive Cataloging Procedure Manual*. Los Angeles, Calif.: UCLA Film and Television Archive, 2004- Available online at:  
<http://www.cinema.ucla.edu/CPM%20Voyager/CPMV00TofC.html>

## Art

*Art Exhibition Documentation in Libraries: Cataloguing Guidelines*. Compiled by the ARLIS/UK & Ireland Cataloguing and Classification Committee. [Great Britain]: ARLIS/UK & Ireland, Art Libraries Society, 2000.

*Artists' Books: a Cataloguers' Manual*. Maria White, Patrick Perratt and Liz Lawes on behalf of ARLIS/UK & Ireland Cataloguing and Classification Committees. London: ARLIS/UK & Ireland, 2006.

*Cataloging Cultural Objects: A Guide to Describing Cultural Works and Their Images*. Murtha Baca, Patricia Harpring, Elisa Lanzi, Linda McRae, Ann Whiteside on behalf of the Visual Resources Association. Chicago: American Library Association, 2006.

*A Guide to Cataloguing Chinese Art*. Wendy Holden. Ann Arbor, MI: Visual Resources Association, 2004.

## Authority control

*African Legislative and Ministerial Bodies: List of Uniform Headings for Higher Legislative and Ministerial Bodies in African Countries*. Compiled by the IFLA International Office for UBC in association with the African Standing Conference on Bibliographic Control. London: IFLA International Office for UBC, 1980.

*Anonymous Classics: A List of Uniform Headings for European Literatures*. 2nd ed. rev. by the working group set up by the IFLA Standing Committee of the Section on Cataloguing. [The Hague, Netherlands]: International Federation of Library Associations and Institutions, 2004.

Available online at: <http://bibpurl.oclc.org/web/9557>

(PURL for <http://www.ifla.org/VII/s13/pubs/AnonymousClassics2004.pdf>)

*Anonymous Classics: African Literature: Epics and Assimilated*. Compiled by Nadine Boddaert. Version of August 10, 2005. [The Hague, Netherlands]: IFLA, [2005]. Available online at:

[http://www.ifla.org/VII/s13/pubs/AnonymousClassics\\_Africa\\_Draft.pdf](http://www.ifla.org/VII/s13/pubs/AnonymousClassics_Africa_Draft.pdf)

*Note: Currently only draft, but may be available in final published form by time RDA is published.*

*Authority Control: A Manual for Archivists.* By Elizabeth Black. [Ottawa]: Bureau of Canadian Archivists, Planning Committee on Descriptive Standards, 1991.

*Cataloguing of Indian Muslim Names.* Mohammed Haroon. Delhi: Indian Bibliographies Bureau, c1984.

*Cataloguing of Indic Names in AACR-2: A Study.* D.K. Kaushik. Delhi: Originals, 2000.

*Cataloguing of Pakistani Names.* Anis Khurshid. Rev. ed. Karachi: University of Karachi, 1997.

*Descriptive Cataloging Manual. Z1, Name and Series Authority Records.* Prepared by the Cataloging Policy and Support Office, Library of Congress. [Washington, D.C.: Cataloging Distribution Service, Library of Congress, 1993]- Available online at: <http://www.loc.gov/catdir/pcc/naco/z1.pdf>

*Form and Structure of Corporate Headings.* Recommendations of the Working Group on Corporate Headings, approved by the Standing Committees of the IFLA Section on Cataloguing and the IFLA Section on Official Publications. London: IFLA International Office for UBC, 1980.

*A Handbook of Examples for Use in Authority Records Created by the NACO Music Project.* Prepared by Michelle Koth. [Eugene, OR: Music OCLC Users Group], 2006. Available online at: [http://www.library.yale.edu/cataloging/music/nmp\\_hdbk.htm](http://www.library.yale.edu/cataloging/music/nmp_hdbk.htm)

*The Impact of Naming Practices Among North American Indians on Name Authority Control.* Frank Kepler Exner. Thesis (D. Phil.)--University of Pretoria, 2005. Available online at: <http://upetd.up.ac.za/thesis/available/etd-05132005-083035>

*Latin Place Names Found in the Imprints of Books Printed Before 1801 and Their Vernacular Equivalents in AACR2 (Anglo-American Cataloguing Rules) Form.* Created and maintained by Robert L. Maxwell. [Provo, Utah]: Harold B. Lee Library [and] Association of College and Research Libraries, Rare Books and Manuscripts Section, Bibliographic Standards Committee, 1997- Available online at: <http://www.lib.byu.edu/~catalog/people/rlm/latin/names.htm>

*List of Uniform Headings for Higher Legislative and Ministerial Bodies in European Countries.* Compiled by the USSR Cataloguing Committee. 2nd ed., rev. London: IFLA International Office for UBC, 1979.

*List of Uniform Titles for Liturgical Works of the Latin Rites of the Catholic Church.* Recommended by the Working Group on Uniform Headings for Liturgical Works. 2nd ed., rev. London: IFLA International Office for UBC, 1981. Available online at: <http://www.ifla.org/VI/3/pubs/unititles.htm>

*Names of Persons: National Usages for Entry in Catalogues.* 4th rev. and enl. ed. München: K.G. Saur, 1996.  
Available online at: [http://www.ifla.org/VII/s13/pubs/NamesOfPersons\\_1996.pdf](http://www.ifla.org/VII/s13/pubs/NamesOfPersons_1996.pdf)

*Names of States: An Authority List of Language Forms for Catalogue Entries.* Compiled by the IFLA International Office for UBC. London: IFLA International Office for UBC, 1981.

*Series Training for NACO Participants: Series Statements and Authority Records.* Prepared by Judith A. Kuhagen. Rev. Mar. 2000. [Washington, D.C.: Cataloging Policy and Support Office, Library of Congress, 2000].

*Structures of Corporate Name Headings: Final Report.* IFLA Section on Cataloguing Working Group on the Revision of FSCH, compiled and introduced by Ton Heijligers. [The Hague, Netherlands]: International Federation of Library Associations and Institutions Universal Bibliographic Control and International MARC Programme, 2001.  
Available online at: <http://www.ifla.org/VII/s13/scatn/final2000.htm>

### **Children's materials**

*Cataloging Correctly for Kids: An Introduction to the Tools.* Edited by Sheila S. Intner, Joanna F. Fountain, and Jane E. Gilchrist. 4th ed. Chicago: American Library Association, 2006.

### **East Asian materials**

*A Guide to Cataloguing Chinese Art.* Wendy Holden. Ann Arbor, MI: Visual Resources Association, 2004.

### **Electronic resources**

*Guide to Selecting and Cataloging Quality WWW Resources for the Small Library.* Anita S. Coleman. Fairfield, CA: Learning Resources Association of the California Community Colleges, 2004.

*Identifying, Selecting, and Organizing the Attributes of Web Resources.* By Grete María Pasch Valdés. Thesis (Ph. D.)--University of Texas at Austin, 2004.

Available online at:

<http://www.lib.utexas.edu/etd/d/2004/paschvaldesg042/paschvaldesg042.pdf>

## Ephemera

*Trade Literature: Cataloguing and Classification Guidelines.* Compiled by Bernadette Archer and Kaye Bagshaw. Bromsgrove: ARLIS, 2004.

## Graphic materials

*A Guide to Cataloguing Chinese Art.* Wendy Holden. Ann Arbor, MI: Visual Resources Association, 2004.

*A Guide to the Description of Architectural Drawings.* Vicki Porter and Robin Thornes. New York: G.K. Hall, c1994.

*Cataloging Cultural Objects: A Guide to Describing Cultural Works and Their Images.* Murtha Baca, Patricia Harpring, Elisa Lanzi, Linda McRae, Ann Whiteside on behalf of the Visual Resources Association. Chicago: American Library Association, 2006.

*SEPIADES: Recommendations for Cataloguing Photographic Collections: Advisory Report by the SEPIA Working Group on Descriptive Models for Photographic Collections.* Kristin Aasbø, Isabel Ortega García, Anne Isomursu, Torsten Johansson, Edwin Klijn, edited by Edwin Klijn. Amsterdam: European Commission on Preservation and Access, 2003. Available online at: <http://www.knaw.nl/ecpa/sepia/workinggroups/wp5/sepiadestool/sepiadesdef.pdf>

## Integrating resources

*Integrating Resources: A Cataloging Manual: Appendix A to the BIBCO Participants' Manual and Module 35 of the CONSER Cataloging Manual.* 2005 revision. [Washington, D.C.]: Program for Cooperative Cataloging, [2005]. Available online at: <http://bibpurl.oclc.org/web/9345> (PURL for <http://www.loc.gov/catdir/pcc/bibco/irman.pdf>)

## Liturgical works

*A Manual of AACR 2 Examples for Liturgical Works and Sacred Scriptures.* By James D. Kellen, edited by Edward Swanson. 2nd ed. Lake Crystal, Minn.: Published for the Minnesota AACR2 Trainers by Soldier Creek Press, 1987.

## Media materials

*AMIA Compendium of Moving Image Cataloging Practice.* Edited by Abigail Leab Martin, written and compiled by AMIA Cataloging and Documentation Committee's Subcommittee for the Compendium of Cataloging Practice. Beverly Hills, Calif.: Association of Moving Image Archivists; Chicago: Society of American Archivists, c2001.

*Descriptive Metadata for Television: An End-to-End Introduction.* Michael Cox, Ellen Mulder, Linda Tadic. Burlington, MA: Focal Press, c2006.

*The IASA Cataloguing Rules: A Manual for the Description of Sound Recordings and Related Audiovisual Media.* Compiled and edited by the IASA Editorial Group convened by Mary Miliano. Stockholm: International Association of Sound and Audiovisual Archives, c1999.

*Rules for Archival Cataloging of Sound Recordings.* Association for Recorded Sound Collections, Associated Audio Archives. Rev. [Albuquerque, N.M.?]: Association for Recorded Sound Collections, c1995.

*UCLA Film and Television Archive Cataloging Procedure Manual.* Los Angeles, Calif.: UCLA Film and Television Archive, 2004- Available online at:  
<http://www.cinema.ucla.edu/CPM%20Voyager/CPMV00TofC.html>

## Music

*Cataloger's Judgment: Music Cataloging Questions and Answers from the Music OCLC Users Group Newsletter.* Jay Weitz, arranged and edited by Matthew Sheehy. Westport, Conn.: Libraries Unlimited, 2004.

*Notes for Music Catalogers: Examples Illustrating AACR 2 in the Online Bibliographic Record.* By Ralph Hartsock. 1st ed. Lake Crystal, Minn.: Soldier Creek Press, 1994.

## Newspapers

*Guidelines for the Minimum Bibliographic and Holdings Description of Newspapers.* Prepared by the Working Group on Technical Services, Hana Komorous, chair. [Ottawa]: National Library of Canada, 1987.

*International Guidelines for the Cataloguing of Newspapers.* By Hana Komorous and Robert B. Harriman for the IFLA Section on Serial Publications, Working Group on Newspapers. London: IFLA Universal Bibliographic Control and International Marc Programme, 1989.

*The Newspaper Cataloging and Union Listing Manual.* Prepared by Todd Butler. [Washington, D.C.]: Cataloging Distribution Service, Library of Congress, 1990.

*Newspaper Cataloging Manual.* By Robert Harriman. CONSER/USNP ed. Washington, D.C.: Serial Record Division, Library of Congress, 1984.

## Notes

*Notes for Music Catalogers: Examples Illustrating AACR 2 in the Online Bibliographic Record.* By Ralph Hartsock. 1st ed. Lake Crystal, Minn.: Soldier Creek Press, 1994.

*Notes for Serials Cataloging.* Revised and edited by Beverley Geer and Beatrice L. Caraway. 2nd ed. Englewood, Colo.: Libraries Unlimited, c1998.

*Notes in the Catalog Record Based on AACR2 and LC Rule Interpretations.* By Jerry D. Saye and Sherry L. Vellucci. Chicago: American Library Association, 1989.

*Source of Title Note for Internet Resources.* 3rd revision. Created by the Subcommittee on the Source of Title Note for Internet Resources, Cataloging Policy Committee, Online Audiovisual Catalogers, Inc. [Buffalo, N.Y.]: OLAC CAPC, 2005. Available online at: <http://bibpurl.oclc.org/web/10911> (PURL for <http://ublib.buffalo.edu/libraries/units/cts/olac/capc/stnir.html>)

## Rare books

*Latin Place Names Found in the Imprints of Books Printed Before 1801 and Their Vernacular Equivalents in AACR2 (Anglo-American Cataloguing Rules) Form.* Created and maintained by Robert L. Maxwell. [Provo, Utah]: Harold B. Lee Library [and] Association of College and Research Libraries, Rare Books and Manuscripts Section, Bibliographic Standards Committee, 1997- Available online at: <http://www.lib.byu.edu/~catalog/people/rlm/latin/names.htm>

## Serials

*Notes for Serials Cataloging.* Revised and edited by Beverley Geer and Beatrice L. Caraway. 2nd ed. Englewood, Colo.: Libraries Unlimited, c1998.

## South Asian materials

*Cataloguing of Indian Muslim Names.* Mohammed Haroon. Delhi: Indian Bibliographies Bureau, c1984.

*Cataloguing of Indic Names in AACR-2: A Study.* D.K. Kaushik. Delhi: Originals, 2000.

*Cataloguing of Pakistani Names.* Anis Khurshid. Rev. ed. Karachi: University of Karachi, 1997.

*A Code for Cataloging Materials Published in Urdu, Pushto, and Panjabi.* By Abdus Subbuh Qasimi. Thesis--Columbia University, 1967.