To: Joint Steering Committee for Revision of AACR

From: Jennifer Bowen, ALA representative

Subject: List of Specialist Cataloguing Manuals for RDA

Background

In *5JSC/RDA/Part 1/ALA response* (0.1.1, 3rd paragraph, page 15), ALA offered to provide a complete list of specialist cataloging manuals for inclusion within RDA. At the April 2006 JSC meeting, the JSC accepted ALA's offer to provide such a list.

The following list represents contributions from many subject experts on CC:DA. While we have attempted to be as complete as possible in our suggestions, ALA acknowledges that we are working from a U.S. perspective, and may have inadvertently omitted guides that are used by other constituencies. We would be happy to have such other sources added so that the list included within RDA is indeed complete.

In compiling the list, we have deliberately excluded guides to MARC coding and tagging unless they also refer specifically to AACR2 rules (as does the *CONSER Cataloging Manual*). Likewise, we have not included guidelines for subject analysis and classification. We understand that the guidance that is being considered for RDA in these areas will be very general in nature, and so have considered that referring to specialist guides in these areas is beyond the scope of RDA.

Several issues have come up during ALA's compilation of this list of specialist manuals that would benefit from JSC discussion. We offer these issues, and in some cases ALA's recommendations, below.

Discussion topics

1. ALA recommends that the list of specialist manuals in RDA include guides that only address certain aspects of descriptive cataloging and access control (e.g. NACO manuals, a guide to source of title notes for online resources), and we have included such guides in our list. Should such guides be included in a general list of specialist manuals under 0.1.1, or be referred to more specifically later in RDA in the appropriate location (e.g. Part B for the NACO manuals) – or in both locations?

2. Since some of the manuals on our list, such as the NACO manuals, refer to topics that will be included in RDA part B, should the list of specialist manuals be moved from 0.1.8 to the General Introduction? Will there be a need for two separate lists of parallel standards, one for part A, and one for part B (to include GARR)? Or could these lists be combined within the General Introduction?

3. ALA feels strongly that RDA should refer to all of the various ISBDs and the International Council on Archives standards that are still current. However, we were uncomfortable with considering them to be "specialist manuals" (as opposed to general cataloging standards) even though many are devoted to cataloging specific types of resources. We have not included them in the list below. Should they be included in the list of specialist manuals, or listed elsewhere in RDA with other parallel standards for resource description? ALA also notes that this situation will change as the consolidated ISBD is developed.

4. ALA has not included transliteration guides and tables in this list of specialist manuals unless they also contain additional cataloguing instruction as well. Should RDA provide a list of transliteration guides and tables, or is a general instruction to "use standard tables" sufficient?

5. For those specialist guides that refer specifically to AACR2 rules, should they be listed within RDA regardless of whether or not there are plans to update the guide for use with RDA? If the guides are not updated, their usefulness with RDA may be limited.

6. ALA found at least one manual that could logically be listed under two categories, and have included it in the list twice, under each appropriate category. Should such manuals be listed more than once, or somehow referenced under multiple categories? If so, are there other manuals that should be listed under multiple categories?

List of Specialist Cataloguing Manuals

Archives

Rules for Archival Description. Ottawa: Bureau of Canadian Archivists, 1990. Available online at: http://www.cdncouncilarchives.ca/archdesrules.html. Draft of RAD2 available at: http://www.cdncouncilarchives.ca/rad2.html

Society of American Archivists. *Describing archives: A Content Standard.* Chicago: Society of American Archivists, 2004.

Art

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

Authority Records

NACO Participant's Manual. 3rd edition. Edited by Patricia Van Ryn and William L Starck. Washington, DC: Library of Congress, 2005. Available on line at: http://www.loc.gov/catdir/pcc//naco/npm3rd.pdf

Cartographic materials

Cartographic Materials: A Manual of Interpretation of AACR2, 2002 revision. Prepared by the Anglo-American Cataloguing Committee for Cartographic Materials ; Elizabeth U. Mangan, editor. 2nd ed., 2005 update. Chicago: American Library Association, 2006.

Map Cataloging Manual. Prepared by the Geography and Map Division, Library of Congress. Washington, D.C.: Cataloging Distribution Service, Library of Congress, 1991.

East Asian materials

Cataloging Guidelines for Creating Chinese Rare Book Records in Machine-Readable Form. Mountain View, California: Research Libraries Group, 2000.

"Creating Records with Data in Non-Roman Script for Chinese, Japanese, and Korean Serials. Appendix O," *CONSER Editing Guide.* 1994 edition with online update. Cataloger's Desktop, Library of Congress.

Descriptive Cataloging Guidelines for Pre-Meiji Japanese Books. Prepared by Isamu Tsuchitani. Washington, D.C.: Library of Congress, 2006. Available online at: http://www.loc.gov/catdir/cpso/premeiji.pdf

Descriptive Cataloging of East Asian Materials: CJK Examples of AACR2 and Library of Congress Rule Interpretations. Available online at: http://www.loc.gov/catdir/cpso/CJKIntro2.html

Electronic Resources

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. 2005. Available online at: http://ublib.buffalo.edu/libraries/units/cts/olac/capc/stnir.html

Government documents

Cataloging Government Documents: A Manual of Interpretation for AACR2. Documents Cataloging Manual Committee, Government Documents Round Table, American Library Association ; Bernadine Abbott Hoduski, editor. Chicago: American Library Association, 1984.

Graphic materials

Graphic Materials: Rules for Describing Original Items and Historical Collections. Compiled by Elisabeth W. Betz. Washington, D.C.: Library of Congress, 1982. Available online with cumulative updates (1982-1996): http://www.loc.gov/rr/print/gm/graphmat.html

Law

Cataloging Legal Literature: A Manual on AACR2R and Library of Congress Subject Headings for Legal Materials. Melody Busse Lembke, Rhonda K. Lawrence. 3rd ed. Littleton, Colo.: F.B. Rothman, 1997.

Manuscripts

Pass, Gregory A. *Descriptive Cataloging of Ancient, Medieval, Renaissance, and Early Modern Manuscripts.* Chicago: Association of College and Research Libraries, 2002.

Media materials

Archival Moving Image Materials: A Cataloging Manual. The AMIM Revision Committee. 2nd ed. Washington, D.C.: Library of Congress, 2000.

Cataloging Unpublished Nonprint Materials: A Manual of Suggestions, Comments, and Examples. By Verna Urbanski, with Bao Chu Chang and Bernard L. Karon, edited by Edward Swanson. Lake Crystal, Minn.: Soldier Creek Press, 1992.

Guide to Cataloging DVDs Using AACR2r Chapters 7 and 9. Created by the DVD Cataloging Task Force Cataloging Policy Committee Online Audiovisual Catalogers, Inc. 2002. Available online at:
http://ublib.buffalo.edu/libraries/units/cts/olac/capc/dvd/dvdprimer0.html

Olson, Nancy B. *Cataloging of Audiovisual Materials and Other Special Materials: A Manual Based On AACR 2.* 4th ed. edited by Sheila S. Intner and Edward Swanson. DeKalb, Ill.: Minnesota Scholarly Press, c1998.

Middle Eastern materials

"Arabic Cataloging" *Cataloging Service Bulletin*, no. 46 (fall 1989), p. 79-89.

Arabic Cataloging Manual [website]. [Princeton, N.J.: Princeton University]. Available online at: http://library.princeton.edu/departments/tsd/acm/acmmain.html

Arabic NACO Manual. [Princeton, N.J.: Princeton University]. Available online at: http://library.princeton.edu/departments/tsd/katmandu/cp20/aranatoc.html

Hebrew Cataloging. [Princeton, N.J.: Princeton University]. Available online at: http://library.princeton.edu/departments/tsd/katmandu/hebrew/hebrewtoc.html

Maher, Paul. *Hebraica Cataloging: A Guide to ALA/LC Romanization and Descriptive Cataloging.* Washington, D.C.: Cataloging Distribution Service, Library of Congress, 2005. [website]. [Stanford, CA : Stanford University]. Available online at: http://library.stanford.edu/hebraicafunnel/Hebraica_Cataloging_Manual/Hebraica%20Cat%20Manual%20Feb%202006%20Draft.pdf

NACO Hebraica Funnel. *Hebraica Web Resources: Formats, Fonts and More.* Available online at: http://library.stanford.edu/hebraicafunnel/resources.html

Wilson, Kristen E. *A Guide to Copy Cataloging Arabic Materials. A Master Paper for the M.S. in L.S. degree.* April 2005. University of North Carolina at Chapel Hill. Advisor: Jerry D. Saye. Available online at: http://etd.ils.unc.edu/dspace/handle/1901/190

Music

Cataloging Sheet Music: Guidelines For Use with AACR2 and the MARC Format. Prepared by the Working Group on Sheet Music Cataloging Guidelines, Bibliographic Control Committee, Music Library Association ; complied [sic] and edited by Lois Schultz, Sarah Shaw. Lanham, Md.: Scarecrow Press ; [Ann Arbor, Mich.]: Music Library Association, 2003.

Descriptive Cataloging of Rare Materials (Music). Washington, D.C.: Cataloging Distribution Service, Library of Congress. Forthcoming; publication expected prior to publication of RDA.

Koth, Michelle S. *Uniform Titles for Music.* Forthcoming from Scarecrow Press; anticipated publication prior to publication of RDA.

Music Library Association. Working Group on Types of Compositions. *Types of Compositions for Use in Music Uniform Titles: A Manual for Use with AACR2 Chapter 25.* Rev. 2006. Available online at: http://www.library.yale.edu/cataloging/music/types.htm

Smiraglia, Richard P. *Describing Music Materials: A Manual for Descriptive Cataloging of Printed and Recorded Music, Music Videos, and Archival Music Collections: for Use with AACR2 and APPM.* Lake Crystal, Minn.: Soldier Creek Press, c1997.

Rare books

Cataloging Guidelines for Creating Chinese Rare Book Records in Machine-Readable Form. Mountain View, California: Research Libraries Group, 2000.

Descriptive Cataloging of Rare Books. 2nd ed. Washington, D.C.: Cataloging Distribution Service, Library of Congress, 1991. To be replaced (see below)

Descriptive Cataloging of Rare Materials (Books). Washington, D.C.: Cataloging Distribution Service, Library of Congress. To be published November 2006; will supersede *Descriptive cataloging of rare books*, 2nd ed.

Tsuchitani, Isamu. *Descriptive Cataloging Guidelines for Pre-Meiji Japanese Books.* Prepared by Isamu Tsuchitani ; reviewed by Toshie Marra ... [et al.]. [Washington, D.C.: Library of Congress, 2006]

Serials

CONSER Cataloging Manual. Edited by Jean Hirons. 2002 ed. Washington, D.C.:
Cataloging Distribution Service, Library of Congress, 2002.

Descriptive Cataloging of Rare Materials (Serials). Washington, D.C.: Cataloging
Distribution Service, Library of Congress. Forthcoming; publication expected prior to
publication of RDA.

Slavic materials

Slavic Cataloging Manual. [Bloomington, IN]: Slavic & East European Section, ACRL.
Available online at: http://www.indiana.edu/~libslav/slavcatman/