



Queensland Public Library Standards and Guidelines 2008

Resource Description Standard

12. Resource Description Standard

Revised September 2008

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12.1 Objective

The resource description standard provides a framework for access to library collections, through the bibliographic control of library materials and the interchange of bibliographic data. It is based on international standards and current best practice to ensure consistency and uniformity for both downloaded and original records.

The standard has been developed to include all library materials published and unpublished, physical and electronic collections. It acknowledges the need for all collection resources to be discoverable by clients through appropriate records.

The aim is to provide records which allow clients the ability to successfully locate the most appropriate record/s. This is achieved through efficient and effective cataloguing practices as well as the inclusion of value-added content.

12.2 Resource Description Standard

12.2.1 Development of the standard

The resource description standard has been developed acknowledging:

- an understanding of national and international standards
- the most commonly employed processes
- the need for future proofing i.e. adopting fixed field coding
- the most effective use of staff time

While the standard encourages consistency of cataloguing practices across Queensland libraries, it is acknowledged that, where appropriate, local procedures may be retained.

12.2.2 Level of Cataloguing as per AACRII	All resources to be catalogued as described in the current edition of <i>AACR2</i> , at the second level of description, using appropriate MARC fields as prescribed in the latest edition of <i>MARC Bibliographic</i> to meet the required level of description. Records sourced from Libraries Australia and OCLC (Online Computer Library Center) should not be unduly edited.
12.2.3 Call Numbers	<ul style="list-style-type: none">• An appropriate Dewey Decimal Classification (DDC) number is to be allocated to all non-fiction resources.• The Unabridged Dewey is used, preferably truncated to a maximum of 3 digits after the decimal point.• The call number may extend to more than 3 digits after the decimal to allow for truncation at a logical point and is not to end in 0. DDC numbers are not to be allocated to fiction resources.

12.2.4 Cutters	<ul style="list-style-type: none"> Use the first 4 letters of the author/main entry (author/illustrator/artist etc) as the cutter for all resources, unless the work is a biography or a literary criticism, where the letters of subject's name are to be used.
12.2.5 Fixed Field Coding	<ul style="list-style-type: none"> Coding of essential fixed fields to be completed as follows – <ul style="list-style-type: none"> LDR – full coding 008 – Place of publication, date, language and cataloguing source tags are the minimum requirements
12.2.6 Series	<ul style="list-style-type: none"> Series entries to be included in the 440 tag of records for all relevant resources, including fiction, as per AACRII requirements for Level 2 records.
12.2.7 Subject Headings	<ul style="list-style-type: none"> Minimum of 2 Library of Congress Subject Headings to be assigned to records for all resources, including fiction.
12.2.8 Genre	<ul style="list-style-type: none"> Correct genres to be assigned in the 655 tag to all fiction resources, using either LCSH or the <i>Guidelines on Subject Access to Individual Works of Fiction, Drama, etc (GSAFD)</i> as specified by the library.

12.3 Guidelines

12.3.1 Guidelines for addition of holdings to national databases

The contribution of library records to Libraries Australia and Picture Australia databases should be given a priority to ensure national resource sharing.

12.3.2 Guidelines for authority control

Authority control is the process of ensuring that every entry-name, uniform title, series or subject that is selected as an access point for the public catalogue is unique and does not conflict with any other entry that is already in the catalogue or that may be included at a later date.

12.3.3 Guidelines for end processing

Guidelines for end processing complement the Resource Description Standard [[http://www.slq.qld.gov.au/_data/assets/pdf_file/0016/110707/SLQ - Draft Guidelines for End Processing - September 2008.pdf](http://www.slq.qld.gov.au/_data/assets/pdf_file/0016/110707/SLQ_-_Draft_Guidelines_for_End_Processing_-_September_2008.pdf)].

12.4 Performance indicators

Catalogued material should conform to the recommended sources in the standard.

12.5 Definitions and References

12.5.1 Definitions

AACR2 Anglo-American Cataloguing Rules, Second Edition

Bibliographic control and other descriptive practices effectively support management of and access to library materials in the evolving information and technology environment.

Catalogue is the instrument by which bibliographic control is maintained and by which the relationship between individual bibliographic records can be indicated.

Cutter is an alphanumeric device to code text so that it can be arranged in alphabetical order using the least amount of characters. It contains one or two initial letters and Arabic numbers, treated as a decimal. Although Cutter numbers are mostly used for coding the names of authors, the system can be used for titles, subjects, geographic areas, and more.

DDC Dewey Decimal Classification

Fixed Fields

008 Tag contains fixed field data elements

LDR Tag contains bibliographic level fixed field data elements

LIMS Library Information Management system

MARC formats are standards for the representation and communication of bibliographic and related information in machine-readable form.

Second level of cataloguing description as per AACR2, rule 1.0D2.

Uniform Title is a title assigned to a work without a title, or for unifying a work when it has appeared under varying titles.

12.5.2 References

The latest versions of the following standards and guidelines should be utilised. Online access is available for some resources.

Descriptive cataloguing – General

- *Anglo-American Cataloguing Rules, 2nd edition, 2002 revision: 2005 Update*
- *Library of Congress Rule Interpretations*
<http://www.loc.gov/catdir/cpsoc/curr/cric.html>
- *Library of Congress Name authorities*
<http://authorities.loc.gov/>
- *Guidelines for establishing name headings in Libraries Australia*
http://www.nla.gov.au/librariesaustralia/establishing_names.html

Descriptive cataloguing - Electronic Resources

- *Libraries Australia Guidelines for the cataloguing of electronic resources.*
http://www.nla.gov.au/librariesaustralia/dg_cer.html

MARC formats

- *MARC 21 format for bibliographic data: including guidelines for content designation*
<http://www.loc.gov/marc/bibliographic/ecbdhome.html>
- *MARC21 format for holdings data: including guidelines for content designation*
<http://www.loc.gov/marc/holdings/echdhome.html>
- *MARC21 format for authorities*
<http://www.loc.gov/marc/authority/ecadhome.html>