

Resource Description Policy

1 Authority

State Librarian and Chief Executive Officer.

2 Policy statement

The provision of adequate and appropriate descriptive metadata is fundamental to the discovery of and engagement with State Library's collections. Descriptive metadata records are created with the following underlying principles in mind, which are consistent with State Library's vision and values as articulated in our Strategic Plan.

- Enabling clients to discover and engage with content in ways that foster creativity, research, learning, and the development of new knowledge and ideas.
- Simple, generous, client-focussed experience

The State Library of Queensland's *Resource Description Policy* is the foundation that enables access and reuse of content via State Library's catalogue and website or through a range of external platforms.

The policy will –

- Ensure consistency across databases and record types
- Provide user-friendly and clear records
- Ensure efficiency in cataloguing practices
- Remove ambiguity in relation to the treatment of resources

It is acknowledged that this policy is not a reflection of retrospective practices or records. It will be applied to all new collections and may be selectively applied to retrospective collections.

3 Purpose

The intention of this policy is to provide access to all State Library's resources at the level appropriate to the anticipated usage of the resource and to provide that access in a timely manner.

4 Scope

The policy outlines the standards, policies, guidelines and methodologies which are applied to the creation of descriptive metadata for all State Library's resources. It applies to all formats obtained from any source and covers all library management systems used by State Library and their components – descriptive, holdings & item records.

The categories and priorities outlined in this policy are to be applied to the whole of the 'descriptive' lifecycle – from acquisition to end processing.

5 Definitions and Commonly Used Terms

Word	Definition
Archival Materials	Materials organically created, accumulated, and/or used by a person, family or organisation in the course of the conduct of affairs and preserved because of their continuing value. They most often consist of aggregations of largely unpublished documents.
Authority Control	Policy statements on authority control for all records and the workflow for authority control and approval.
Categories	Identification of resources by material type allowing assignment of cataloguing treatment and priorities.
Classification Policy	Policy statements on the application of classification schema (DDC or other) for all records.
Collection level (Published Material)	A level of resource description that describes a collection of less substantial or ephemeral type material. Collection level records may be based on the issuing corporate body (school publications), a general theme (ephemera) or other unifying component.
Collection level (Archival Material)	A level of resource description that describes an original materials collection (which may consist of one or many items) in a single record. All collections will have a collection level record; some collections may also be described at a component level which may include series, sub-series, items or folders.
Core level (Published Material)	A level of resource description comprising a minimum number of fields created in bulk through the use of spreadsheets or templates. This level of description may be used for all categories of material including monographs, maps and images.
Hierarchical Description (Archival Material)	Multi-level description using a combination of series, sub-series, folder and item level description (where the collection is arranged in series structure) or any combination of box, folder and item level description (where the collection is described by physical arrangement).
Levels	Level of resource description to be applied will be based on the significance, value and usage of resources as determined by the State Library.
Priorities	General statements on prioritisation of resource description based on the significance, value and usage of collection material.
Principles	Global principles to be applied when cataloguing any type of resource.
Processes	Checklists and step-by-step instructions for describing State Library resources.
Published Material	Resources created specifically for dissemination to the public. This includes works commissioned by State Library such as digital stories and photographs and purchased digital material created for sale or publication.

6 Principles

The following principles are applied across all collections and databases.

Access

All resources will be described to allow clients to provide ease of access between related records regardless of their starting point. Descriptive records will be made available to clients at the earliest opportunity.

Coverage

All resources will have a descriptive record to facilitate resource discovery with, wherever possible, item records to allow clients to request online. These records will enable harvesting by third parties, such as Libraries Australia, Trove and WorldCat and to allow for the creation of open data sets.

Collection Level (Published material)

Collections of resources that do not warrant individual catalogue records will be catalogued using a collective record to enable resource discovery of the resources. *Guidelines for Collection Level Cataloguing* contains information on the types of material that will be chosen for this approach as well as links to collection-specific processes.

Collection Level (Archival material)

Collection level records will be created for all Archival collections. Hierarchical description may also be applied to collections meeting certain criteria.

Core Level

Core level records will be used to facilitate

- client discovery to otherwise inaccessible content
- duplicate detection work by staff
- digitisation of physical material.

Decisions on the use of core records, the content of each set of core records and the publishing of these records are made by Metadata Services senior staff. Decisions on the upgrade from 'core' to 'full' record will be dependent on client demand, priorities and resourcing.

Ephemera

Ephemera is published material comprising less than 10 pages and/or is ephemeral/transitory in nature. Material in this category will not be catalogued individually except where the item is -

- included in an exhibition
- identified as valuable
- purchased at a substantial cost
- deemed to be a valuable asset (based on a combination of rarity, age, research value and exhibition value)

Hierarchical Description (Archival Material)

Hierarchical description is only undertaken where the collection meets relevant criteria or has been provided with the collection. The decision on the use of hierarchical description is made through a consultative process involving selection and description team members.

Criteria to determine the need for hierarchical description will include the following:

- Significance – Research value
- Significance – Monetary value
- Size of collection
- Complexity of collection
- Client/Researcher needs

This level of description can take a number of forms. The objective is to enhance discoverability and enable access to individual components.

Finding Aids

- A finding aid is an index that provides contextual information about the content and subject matter of an archival collection
- Finding aids usually contain detailed inventories based on original or imposed order (format, date, etc.) aimed to help researchers locate relevant materials efficiently.

Box lists

- A box list is a tool provides information to aid researchers in locating collection items.
- It does not necessarily conform to archival principals of original order, nor does it imply that the collection has been arranged or described by an archival professional.

Links

Links will be provided within catalogue records wherever appropriate to enhance resource discovery for clients. These links may be to an online equivalent, a digital representation, a related title or a different format of the same title. *Guidelines for Linking* provides information on the inclusion of links.

Non-Roman Script Resources

Records for resources that are printed in non-Roman script will utilise UNICODE to include key fields in the relevant foreign language script.

Public Acknowledgement of Donations

Acknowledgement of donors of published material will only be included where this has been made as a specific request by the donor as indicated on the 'Recommendation for Donation Acceptance' form and approved by the Content Working Group.

One note, in the following format, will be inserted into the bibliographic record –

- Donated by the Friendly Society
- Donated by the Jones Family
- Digitisation of this Real Estate map was made possible with the generous support of the Queensland Library Foundation Legacy Partners.

Details of donors of original material will be recorded as part of the collection level record in line with archival description standards.

Public Data

All descriptive fields will be made public. Resource description practices will ensure that acquisitions and other 'management' data are not included in the publicly displayed fields for any records.

Relationships

Wherever appropriate, the relationships between items should be incorporated into records to enhance resource discovery for clients. These relationships may be to an online equivalent, a digital representation, a related title or a different format of the same title.

Transcripts

Transcripts are prepared for selected collection items. State Library's transcript standard outlines the methods and process for transcripts. Transcripts will be provided for the following –

- Digitised manuscripts
- Digital stories
- Oral histories
- Webcasts
- Physical manuscripts (selectively)
- Digitised published material (selectively)

7 Standards

The following standards are adhered to by State Library when describing resources for its collections. Adherence to these standards ensures that all metadata records are

- compatible with external systems
- easily able to be migrated to a new standard, if required
- readily utilised for open data sets
- adaptable to linked open data usage

In each case, the latest edition is utilised. To ensure consistency between records, the relevant standards will be applied within each level of description.

Descriptive Standards

General

- Resource Description and Access (RDA)
- Anglo-American Cataloguing Rules (Historical records only)
- Library of Congress-Program for Cooperative Cataloging Policy Statements (LC-PCC PS) (selectively in conjunction with RDA)
- Library of Congress Name authorities
- Libraries Australia Name authorities
- DCRM (B) Descriptive Cataloguing of Rare Materials (Books)

Archival material

- DACS: Describing Archives: A Content Standard (SAA)
- ISAD(G): General International Standard Archival Description (ICA)

Images

- Guidelines for the Use of Metadata in the Description of Digital Images (SLQ)
- DCRM(G): Descriptive Cataloguing of Rare Materials (Graphics) (ALA)

Electronic Resources

- Guidelines for cataloguing remote access electronic resources. (Libraries Australia)

Maps

- Cartographic materials: a manual of interpretation for AACR2, 2002 revision. (ALA)
- RDA (Resource Description & Access) for cartographic resources / Paige G. Andrew, Susan M. Moore, Mary Lynette Larsgaard (American Library Association, 2015)
- Map cataloguing manual (Library of Congress)

Streaming media

- Best Practices for Cataloging Streaming Media. (OLAC)

MARC Formats

- MARC 21 format for bibliographic data: including guidelines for content designation
- MARC21 format for holdings data: including guidelines for content designation
- MARC21 format for authorities
- Music coding and tagging: MARC 21 Content designation for scores and sound recordings .

Other Encoding Schema

- Encoded Archival Description (EAD)
- Dublin Core

Subject Cataloguing

- Library of Congress subject headings.
- Library of Congress genre/form headings
- Subject cataloguing manual. Subject headings.
- Libraries Australia - Australian extension to LCSH
- Guidelines on subject access to individual works of fiction, drama, etc. (GSAFD)
- Australian Pictorial Thesaurus (Maintained locally)
- Art and Architecture Thesaurus
- AIATSIS Pathways Thesaurus
- John Oxley subject headings (Historical archive of headings)

Classification Schema

General

- Dewey Decimal Classification and relative index.

Maps

- *The classification and cataloguing of maps and atlases / by S. W. Boggs and D. C. Lewis.*
- Expanded schedules to Boggs and Lewis' 'Classification and cataloguing of maps and atlases'; covering the Pacific Region. *

* (Title in Libraries Australia as: Map classification : adaption by the Maps Dept. of the Mitchell Library of the classification of maps and atlases by S. W. Boggs and D. C. Lewis (1945), 1968)

In addition to these standards are in-house guidelines and protocols. These cover -

- Management of linking to bibliographic records in the same or other library systems
- Management of linking to online resources
- Creation of records for multiple formats/access points
- Application of collection level description for published resources
- End processing of items for all collections

8 Levels of Description

Levels of descriptive treatment are assigned to all State Library resources. The levels are influenced by

- The significance of the collection in terms of historical or cultural value
- Requirements to meet the necessary level of access for clients
- The need to maintain the integrity of data exported to external databases including Libraries Australia, Trove and WorldCat
- The need to process resources in a timely manner
- Selection for digitisation or exhibition
- Level of demand

State Library will create descriptive records based on the RDA core element set and that are compatible with the Libraries Australia required data element set.

Assignment of a particular level of treatment to a category does not prevent description to a different level where this is warranted. Changes to the application of an assigned level can be made for individual items or collections, but should be the exception rather than the rule.

The level of description applies to resources in physical, digital or electronic formats. Where a work described at a lower level has been digitised, the description will be upgraded to the prescribed higher level.

Premium Level

Published

- Full level (as set out below) plus comprehensive notes including additional requirements for specific collections/editions/items.

Archival

- Hierarchical records including series, sub-series, items, folders with full descriptive and subject access points at the item level.*

Category

Published

- Rare books
- Limited editions
- Items of high value/ significant purchases

Archival

Collections that meet the requirements for hierarchical description

- High demand material
- Project driven

Full Level

Published

- RDA Core element set
- Full descriptive and subject access points
- Full classification numbers
- Comprehensive notes
- Full fixed field information
- May include additional requirements for specific collections as documented in our standards

Archival

- Complete collection level record
- Additional discovery tools for archival collections such as box listings, digitized legacy finding aids, etc.

Category

Published

- New acquisitions for -
- Memory Collections
- Extraordinary Collections
- Information Collections
- Legal deposit (Queensland content)
- Digitised photographs
- Excluding items listed as requiring Premium treatment and those formats listed below

Archival

- New acquisitions for Memory Collections

Medium Level

Published

- RDA Core Element Set
- Less detailed descriptive and subject access points
- Classification numbers at appropriate length
- Full fixed field information

Category

Published

- New acquisitions for Public Library Collections
- Sheet music for the Information collections
- Legal deposit (non-Queensland content)
- Non-Queensland government publications for the Information Collection
- Ephemera selected for exhibitions

Core Level

Published

- RDA Core Element Set
- Descriptive access limited to one or two points
- Limited subject headings
- Shortened/uniform classification numbers
- Limited fixed field information

Category

Published

- Large digital image collections
- Order records
- Unprocessed material including -
 - Monographs
 - Maps

Collection Level

Published

- RDA Core Element Set
- Full descriptive and subject access points
- Full classification numbers
- Comprehensive notes
- Full fixed field information
- Individual item records only for serial issues. All others at box level.

Category

Published

- School & church publications
- Ephemera
- Posters
- Realia
- Zines

Transcripts

Archival & Published

- Created as per State Library's Transcript Standard

Category

Published

- Digitised works
- Digital stories
- Oral histories
- Webcasts

Archival

- Digital stories
- Oral histories
- Digitised manuscripts
- Selected physical manuscripts

The following categories provide the basis for the –

- application of the levels of description
- priorities for description
- processes involved in describing specific material types
- identification of the ‘exceptions’ to the general description guidelines.

Each category includes resources in either physical, digital or electronic format.

State Library collects material for the following collections –

Memory Collections (MC)

- John Oxley Library

Extraordinary Collections (EC)

- Australian Library of Art Collection
 - Australian Art Research Collection
 - Artists’ Books Collection
 - History and Art of the Book Collection
 - Lindsay Collection of Pat Corrigan

Information Collections (IC)

- State Reference Library Collection
- Asia-Pacific Design Library Collection
- Government Research and Information Library

Public Library Collections (PL)

- Rural Libraries Queensland (RLQ) and IKC Collections
- Statewide Collections

The following shows a breakdown of the types of material collected by State Library and the level of description applied to each–

Archival Material

	MC	EC
Archival materials*	Full	Full
Manuscripts*	Full	Full
Photographs*	Full	Full
Audio-visual materials*	Full	Full
Works of art*	Full	Full
Original maps and plans*	Full	Full
Artefacts and decorative arts*	Full	Full
Oral histories	Premium	Premium
Digital stories	Premium	Premium

*Premium level is applied on a case by case basis depending on significance, value, demand or selection for exhibitions or digitisation

Published Material - Monographs

	MC	EC	IC	PL
Artists books		Full		
Atlases	Full		Full	
Books	Full	Full	Full	Medium
Broadsides	Full	Full		
Government publications (non-Queensland)	Full	Full	Medium	
Legal deposit relevant to Queensland (incl. Qld. Parliamentary Papers)	Full			
Music albums	Full		Medium	
Pamphlets	Full		Full	
Rare books (incl. Private Press)	Premium	Premium		
School/church publications	Collection			
Significant single serial issues (eg. - special/anniversary editions)	Full	Full		

Published Material – Serials*

	MC	EC	IC	PL
Journals/Magazines	Full	Full	Full	Medium
Newspapers	Full		Full	
Legal deposit (incl. Qld Parliamentary Papers)	Full			
Government publications (non-Queensland)	Medium		Medium	
School/church publications	Collection		Collection	
Zines	Collection	Collection		

* Non-current serials with 1 issue are treated as Ephemera

Published Material – Audio Visual

	MC	EC	IC	PL
Digital Stories	Premium			
Oral Histories	Premium		Full	
DVDs	Full	Full	Full	Medium
Videos	Full	Full	Full	
Music CDs	Full		Full	Medium
Kits	Full		Full	Medium
Audio books				Medium

Published Material - Online/Electronic Material

	MC	EC	IC
CD ROMs	Full	Full	Full
Computer disks	Full	Full	
Databases & Electronic Collections	Full		Full
Websites	Medium		Medium
Pandora Archive	Medium		

Published Material – Other Formats

	MC	EC	IC
Art exhibition & sales catalogues	Full	Minimal	
Charts	Full		
Maps	Full		
Microform	Full		Full
Photographs ¹	Full		
Posters ²	Collection	Collection	
Sheet music	Full		Medium
Scores	Full		Full
Trade catalogues	Full	Medium	

¹ Refers to digital photographs. Large collections of digital photographs receive Core Record treatment

² Posters – individually catalogued based on cost &/or significance

Published Material – Ephemera

	MC
General ephemera (including calendars & invitations)	Collection
Exhibited ephemera	Medium
Valuable ephemera	Full

10 Priorities

Items will be processed according to set priorities. (Diagram 1) This will allow material in heavy demand to be available as soon as possible as well as ensuring the safety of rare and valuable material.

A mix of priorities will be actioned each month to ensure medium and low priorities items are addressed on a regular basis. After completion of all high priority items, the remaining time will be allocated as follows –

- 70% Medium priority
- 30% Low priority

High priority:

- Legal deposit relevant to Queensland (inc. Queensland government & public display publications)
- New acquisitions
- Rare/valuable items
- Artists books
- Exhibition items
- Pandora
- Memory Collection donations*

* High priority as per approval by Content Working Group

Medium priority:

- Significant donations
- Legal deposit not relevant to Queensland
- Legacy collections (archival material)
- Digital images
- Microformed newspapers
- Non-Queensland parliamentary papers
- Non-Queensland Government publications
- Webcasts

Low Priority:

- Other donations
- Exhibition catalogues
- Ephemera
- Unprocessed material

11 References

The Policy is supported by:

Procedures

Procedures for use when acquiring, describing or processing resources are available on CWS.

Standards

Digital standard 1 - Cataloguing Metadata for digital objects and other specified resource types
Standard for transcripts

Guidelines

Collection Level Cataloguing Guidelines
John Oxley Library Ephemera collections - cataloguing
Guidelines for URL links

Specifications

Cataloguing and End-Processing Specifications

Other documents

End Processing Instructions
Master location list

12 Approval

Vicki McDonald

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State Librarian and Chief Executive Officer

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