

## Cataloging Kits

- What is a kit?

A package of different kinds of media, with all of the components related and intended to be used together, **and there is no predominant component.** (AACR2R)

A number of things viewed as a whole; a set, lot, collection. (*Oxford English Dictionary*)

If an item has a predominant component it should not be cataloged as a kit. It should be cataloged in terms of that component with details of the subsidiary component(s) given as accompanying material following the physical description or in a note.

- A video with an accompanying booklet
  - 300; ;a 1 videocassette (100 min.) : \$b sd., col. ; \$c 1/2 in. + \$e 1 pamphlet (23 p. : ill. ; 14 cm.)
- A book with an accompanying puppet
  - 300; ;a 47 p. : \$b col. ill. ; \$c 24 cm. + \$e 1 hand puppet.  
*Or,* a puppet with an accompanying book
    - 300; ;a 1 hand puppet : \$b plush, green ; \$c 21 x 22 x 18 cm. + \$e 1 book (10 p. : col. ill. ; 20 cm.)

- AACR2R 1.10 – Items made up of several types of materials

This is the only rule that addresses cataloging rules for kits, although it does not use that term in the title. Offers little guidance.

- *Cataloging of Audiovisual Materials and Other Special Materials* by Nancy B. Olson is a good resource for information on cataloging kits.
- Follow Chapter 21 of AACR2R for rules for main entries and added entries.  
For kits, main entry will usually be the title.  
Added entries should be made for persons who have contributed to the kit, and often for corporate bodies involved in the manufacture of the kit.
- For original cataloging in OCLC use the workform for visual materials. On the menu bar, click Cataloging>Create>Single Record>Visual Materials. The keyboard command is CTRL+Shift+V.

## Cataloging kits

- Fixed fields applicable for kits:
  - Type: o (Kits)
  - TMat (Type of Material): b (Kit)
  - Code other fixed fields as appropriate, depending on the item being cataloged
- Tag 007 may or may not be required in a kit record, depending on the components:
  - For example, a kit that includes a video and a sound recording should have a separate 007 for each one.
- A separate 006 should also be added for each component format.

- **Chief source of information:**

The whole item.

Cataloging information may be taken from anywhere on the items or container. There is often a container that will have useful information.

- **Title and statement of responsibility (245)**

Often the kit will have a title on the container. If there is not a collective title for the entire kit, supply one in brackets and add a note: Title supplied by cataloger.

245; 00;a [Learning to cook for children] \$h [kit].

500; ;a Title supplied by cataloger.

Kits will often not have a statement of responsibility. If it does, a statement of responsibility that applies to the entire kit should be in the 245 \$c. A statement of responsibility that applies to only a part of the kit should be in a 500 note.

- **General material designation [gmd] (245 \$h) – use [kit]**

\$h always follows \$a, \$n or \$p, but comes before \$b

245;04;a The immigrant experience \$h [kit] : \$b a Minnesota history resource unit.

- **Publication, distribution, etc. (260)**

Transcribe publisher information from the container if possible.

If information is not on a container, it can be taken from individual pieces. If form of publisher's name varies on the individual pieces, pick one form and identify in a note where the publication information was taken from.

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- **Physical description (300)**

AACR2R 1.10C2 gives two possible methods for the physical description. Use whichever method is most appropriate for the item. (Do not use 1.10C2 b as a choice).

a) List all of the items in the kit in a single 300.

300; ;a 40 lesson cards, 40 answer key booklets, 1 student record, 1 teacher's handbook, 1 placement test ; \$c in container 18 x 25 x 19 cm.

300; ;a 4 posters, 1 chart, 2 news sheets, 1 teacher's guide ; \$c in container 37 x 23 x 2 cm.

b) If not practical to list all the pieces can use a general term.

300; ;a various pieces ; \$c in box 34 x 34 x 34 cm.

300; ;a 28 various pieces ; \$c in box 34 x 34 x 34 cm.

300; ;a 1 kit ; \$c in box 36 x 30 x 30 cm.

If method b is used a 500 note may be included to list the components of the kit.

300; ;a 1 kit ; \$c in container 34 x 43 x 32 cm.

500; ;a Kit includes: 2 posters, 3 frog hand puppets, 1 song book, 3 wall hangings, 18 plastic frogs, 1 teacher's guide, and 3 frog games.

Will not generally use a \$b in 300 field, unless all the pieces are made of the same material.

300; ;a 76 various pieces : \$b plastic ; \$c in container 17 x 32 x 4 cm.

When giving the measurements of the container, notate as: height x width x depth.

- **Notes:**

Kits often have many notes.

If individual pieces have separate titles considered important those should be included in a note and an added entry made for the titles.

Use notes to further explain the contents of the kit, or to give more information about individual components.

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500; ;a Teacher's guide includes bibliography, exercises, worksheets, glossary, and time line.

Summary notes (520) are helpful to further define the use of the kit and to provide keyword subject searching.

520; ;a Designed to present intermediate and secondary students with an historical account of the migration and immigration of people to Minnesota, with particular emphasis on the nineteenth and twentieth centuries.

### **Subject headings**

Assign topical subject headings as appropriate. In addition, assign appropriate genre and form headings as applicable depending on the kit's components.

For example, a kit on storytelling that contains a DVD, a VHS tape, books, and a sound cassette:

650; ;\$aStorytelling.

655; ;\$aDocumentary films.

655: ;\$aDVD-Video discs.

655; ;\$aVideocassettes.

655; ;\$aAudiocassettes.