

## CONTENTS NOTES FOR 505

Contents notes increase access to resources. The following are guidelines only. The cataloger should use their judgment when determining access points. It is almost always better to provide more access than less. Keep in mind that reference staff and patrons often find contents notes useful in searching, especially when the bibliographic description does not give enough detail to know exactly what is in the resource.

If a record is exported from OCLC and has a contents note, even if it does not fall into the following criteria, it should usually be left in. If a record exported from OCLC has a contents note that should be enhanced, but is unenhanced, and they have added 740 entries for each title, it may be left as is. If the record has an unenhanced contents note that should be enhanced, and they have not added the 740s for each title, the contents note should be enhanced.

If a record exported from OCLC does not have a contents note, and falls into one of the following categories, the contents note should be added. OCLC records lacking contents notes may be locked, the contents note added, and the record replaced.

When working with contents notes always check for typos. If a typo is found in an existing OCLC record, the error should be corrected. OCLC records with existing contents notes can be locked and the record replaced. If the contents note does not match exactly, that might be an indication of a bad match.

Records that need contents notes added or edited in OCLC may be done either by the member cataloger, or sent to the LCLS cataloging staff.

### **RESOURCES WITH 25 OR FEWER WORKS**

Refer to "Items with a collective title" procedure for print resources that contain 3 or less works with a collective title and do not belong to any of the categories below.

Refer to "Items without a collective title" procedure for resources that contain separate works without a collective title, and do not belong to any of the categories below.

Applies to:

- Essays
- Plays
- Poems
- Short stories

For resources with 25 or fewer works, use an enhanced contents note to code information relating to the titles.

Example of collection of short stories by one author:

245; 14; a The early stories of Louisa May Alcott, 1852-1860 / \$ c with an introduction by Monika Elbert. \$

505; 00; † Rival painters -- \$ † Masked marriage -- \$ † Rival prima donnas -- \$ † Little seed -- \$ † New Year's blessing -- \$ † Sisters' trial -- \$ † Little Genevieve -- \$ † Bertha -- \$ † Mabel's May day -- \$ Lady and the woman -- \$ † Ruth's secret -- \$ † Cross on the church tower -- \$ † Agatha's confession -- \$ † Little sunbeam -- \$ † Marion Earle; or, Only an actress -- \$ † Mark Field's mistake -- \$ † Mark Field's success -- \$ † Monk's island -- \$ † Love and self-love. \$

Include statements of responsibility when appropriate.

Example of collection of short stories by multiple authors:

245; 00; a Short stories for high schools / \$ c edited with introduction and notes by Rosa M.R. Mikels. \$

505; 00; † First Christmas tree / \$ r Henry Van Dyke -- \$ † French tar-baby / \$ r Joel Chandler Harris -- \$ † Sonny's christenin' / \$ r Ruth McEnery Stuart -- \$ † Christmas night with Satan / \$ r John Fox, Jr. -- \$ † Nest-egg / \$ r James Whitcomb Riley -- \$ † Wee Willie Winkle / \$ r Rudyard Kipling -- \$ † Gold bug / \$ r Edgar Allan Poe. \$  
505; 00; † Ransom of Red Chief / \$ r O. Henry -- \$ † Freshman full-back / \$ r Ralph D. Paine -- \$ † Gallegher / \$ r Richard Harding Davis -- \$ † Jumping frog / \$ r Mark Twain -- \$ † Lady or the tiger? / \$ r Frank R. Stockton -- \$ † Outcasts of Poker Flat / \$ r Francis Bret Harte \$ † Revolt of mother / \$ r Mary E. Wilkins Freeman. \$

Omit generic terms, i.e. introduction, conclusion, prologue, finale, overture, and similar terms used as titles. If these terms have been omitted, the contents note should be coded as a partial contents note (first indicator 2).

### Wrong:

100; 1 ;a Biggle, Lloyd, \$d 1923- \$  
245; 12;a A galaxy of strangers / \$c Lloyd Biggle, Jr. \$  
505; **00;t Introduction** -- \$t Madly teach -- \$t Double-edged rope -- \$t Eye  
for an eye -- \$t First love -- \$t Who's on first? -- \$t Round trip  
to Esidarap -- \$t No biz like show biz -- \$t What hath God wrought!.

### Correct:

100; 1 ; a Biggle, Lloyd, \$ d 1923- \$  
245; 12; a A galaxy of strangers / \$ c Lloyd Biggle, Jr. \$  
505; **20; t** Madly teach -- \$ t Double-edged rope -- \$ t Eye for an eye -- \$ t  
First love -- \$ t Who's on first? -- \$ t Round trip to Esidarap -- \$  
t No biz like show biz -- \$ t What hath God wrought!. \$

## RESOURCES WITH MORE THAN 25 WORKS

### Applies to:

- Essays
- Plays
- Poems
- Short stories

For resources with more than 25 works an enhanced contents note may be added, but is not required.

If a complete enhanced contents note is not provided, a partial enhanced contents note can be provided for the more significant works (i.e. longer and/or more widely known). An additional 500 note should also be added to give a more complete picture of the extent of the work, for example:  
"Includes 100 short stories."

Example of no contents note, but a 500 note to give more information:

245; 00;a Short stories from the New Yorker. \$  
**500; ;a "The sixty-eight stories in this collection were chosen from those appearing in 'The New Yorker' during its first fifteen and a half years of publication--February, 1925, to September, 1940."** \$

## **TABLE OF CONTENTS FOR NONFICTION**

Do not apply to works of fiction. Be careful to determine if a table of contents for fiction is a list of short stories or poems, or just chapter titles. If an OCLC record for a fiction title has a table of contents note coded as a 505, it should be removed.

For nonfiction works use an unenhanced formatted table of contents note when the table of contents gives helpful information about the nature of the work or provides helpful keyword access.

This is up to cataloger's judgment and is not required.

When an unenhanced table of contents note is in a record add [Table of contents] at the beginning of the field. Often it is difficult to tell if something is a table of contents or a list of essays, etc. This will make it very clear that it is a table of contents, and someone will not go back and enhance the field when they shouldn't.

Example of unenhanced table of contents note:

505; 0 ; a [Table of contents]. Workers in the United States -- Information technology jobs and standards -- IT fluency : what is it, and why do we need it? -- Campus human resource leadership : a mandate for change -- Recruiting, retaining, and reskilling campus IT professionals -- Technology across the curriculum : information, literacy, and IT fluency. \$

## **COLLECTIVE BIOGRAPHIES**

Include an unenhanced 505 for all collective biographies. Transcribe from the table of contents.

If the table of contents does not include the entire name of the person, the missing part(s) should be added in brackets.

Example: Table of contents lists Queen Victoria just as Victoria. It should be listed as Victoria [Queen of Great Britain]

Use judgment when adding explanatory information.

## SOUND RECORDINGS AND MUSIC

List all individual works on a sound recording and a music score. This does not apply to a music instruction book that just includes short pieces from various songs. The score should be for the entire song.

### Classical music sound recordings

Follow directions in LCRI 21.7B.

If item has fewer than 25 works and would require less than 15 analytical entries make an unenhanced 505 and the appropriate analytical entries (700 \$a for composer, \$t for title).

Example:

505; 0 ; a Sonata BWV 1023 in E minor ; Sonata BWV 1021 in G major / J.S. Bach -- Trio sonata IX in A minor for violin, viola da gamba, and continuo / Johann Heinrich Schmelzer -- Suite in A major from "Scherzi musicali" for viola da gamba and continuo / Johan Schenk -- Suite VII in F major for harpsichord / Georg Bhohm -- Sonata in E minor for violin, viola da gamba and continuo / Philipp Heinrich Erlebach. \$

700; 12; a Bach, Johann Sebastian, \$ d 1685-1750. \$ t Sonatas, \$ m violin, continuo, \$ n BWV 1023, \$ r E minor. \$

700; 12; a Bach, Johann Sebastian, \$ d 1685-1750. \$ t Sonatas, \$ m violin, continuo, \$ n BWV 1021, \$ r G major. \$

700; 12; a Schmelzer, Johann Heinrich, \$ d ca. 1623-1680. \$ t Trio sonatas, \$ m violin, viola da gamba, continuo, \$ n no. 9, \$ r A minor. \$

700; 12; a Schenck, Johann, \$ d 1656?-ca. 1712. \$ t Scherzi musicali. \$ p Suite, \$ r A major. \$

700; 12; a Bhohm, Georg, \$ d 1661-1733. \$ t Suites, \$ m keyboard instrument, \$ n no. 7, \$ r F major. \$

700; 12; a Erlebach, Philipp Heinrich, \$ d 1657-1714. \$ t Trio sonatas, \$ m violin, viola da gamba, continuo, \$ r E minor. \$

If item has more than 25 works or would require more than 15 analytical entries make an enhanced 505 for all the titles.

Include statement of responsibility if appropriate.

### Pop, folk, ethnic, or jazz sound recordings and music scores

Do not make analytical entries (700 \$t or 740) for these materials.

Make an enhanced contents note for these materials.

Include statement of responsibility if appropriate. Will often be the performer and not the composer.

Example:

245; 00; a Avalon blues \$ h [sound recording] : \$ b a tribute to the music of Mississippi John Hurt. \$  
505; 00; † Frankie & Albert \$ r (Chris Smither) -- \$ † Avalon, my home town \$ r (Bruce Cockburn) -- \$ † Angels laid him away \$ r (Lucinda Williams) -- \$ † Here am I, oh Lord, send me \$ r (Alvin Youngblood Hart) -- \$ † Candy man \$ r (Steve & Justin Earle) -- \$ † Monday morning blues \$ r (Peter Case & Dave Alvin) -- \$ † Sliding Delta \$ r (Ben Harper) -- \$ † Chicken \$ r (Geoff Muldaur) -- \$ † Make me a pallet on your floor \$ r (Mark Selby) -- \$ † Stagolee \$ r (Beck) -- \$ † Since I've laid my burden down \$ r (Victoria Williams) -- \$ † Pay day \$ r (Bill Morrissey) -- \$ † My creole belle \$ r (Taj Mahal) -- \$ † Beulah land \$ r (Gillian Welch) -- \$ † I'm satisfied \$ r (John Hiatt). \$

For more examples of enhanced contents notes see: Enhanced contents notes pattern records for 505 fields posted on the Cataloging page.

When adding contents notes in DRA be careful to not make the field too large. If the field does get too large you have to delete it and start over. A good rule of thumb is to not make a 505 longer than 6 lines. If you need more than six lines start a new field. The new field should be started with the beginning of a title, and not in the middle.

Fields that become too large in OCLC are automatically divided by the program. When these are brought into DRA the divided field is turned back into one field. Sometimes it is ok, but often we get the message about it being an incredibly long field. When that happens you can't edit the field. You should contact the LCLS cataloging staff and they will reformat the OCLC record, export it again, and merge the existing record to the new record.

Don't forget to watch out for initial articles in titles. It is ok to leave initial articles in titles in unenhanced contents notes, but they must be removed from titles in enhanced notes.