

**Excerpt from "Summary Notes for Catalog Records", by OLAC Cataloging Policy Committee  
Summary/Abstracts Task Force, 2002**

The complete document may be found on the OLAC website:  
<http://www.olacinc.org/drupal/?q=node/21#introduction>

## **GENERAL GUIDELINES FOR ALL FORMATS**

The summary note in the MARC bibliographic record provides a brief, concise description of the material in hand. The summary needs to be objective, avoiding any interpretation or evaluation. It is usually best written in phrases rather than complete sentences, using familiar language. The use of slang, colloquial terms or jargon is not advisable. The style should be in active voice and in the present tense. It helps keyword searching and retrieval to include more specific terms, names of people or characters, etc, that are not present in the description, or to include synonyms of controlled vocabularies in the summary note. If the geographical area or time period is known, include that information in the note.

The summary note contains the basic, essential details about the content of the item, such as the nature of item, its point of view, scope, and purpose. This description may also include information which usually would be entered into its own MARC bibliographic tag, such as the audience, educational level, or award. If the inclusion of this information clarifies the summary, use the facts in the summary note instead of in the additional note field. The repetition of information from other parts of the bibliographic record is not necessary.

In addition to these general guidelines, several formats have additional specific characteristics to include in the summary note. The following explores some of these specific characteristics.

## **GUIDELINES FOR SPECIFIC TYPES OF MATERIALS AND COLLECTIONS**

### **Motion pictures and videorecordings**

- *Rewrite the description from the container or accompanying fact sheets in an objective style.*
- *Remove promotional and emotional language.*
- *Include essential aspects not mentioned anywhere else in the bibliographic record.*
- *Include information from other note fields for clarity.*

## Summary Notes

- *Include any significant technical or artistic aspects of the production.*
- *Show the relationship of significant persons to the work if this connection is not clear from the rest of the description.*
- *Identify the genre and target audience as appropriate.*

### **Examples:**

245 00 A cry in the woods |h [videorecording]  
300 1 videocassette (ca. 29 min.) : |b sd., col. ; |c 1/2 in.  
520 Discusses the logging vs. environment battle over the forest lands in the Pacific Northwest. Looks at the sociological impact on the families and communities involved in the logging industry.

245 00 Playing it safe |h [videorecording]  
300 1 videocassette (ca. 27 min.) : |b sd., col. ; |c 1/2 in.  
520 Presents factual information on sexually transmitted diseases (STD's) in a commercial radio programming format that encourages communication about safer sex between a woman and her partner. Also provides hotline numbers at the end of the program to obtain more information on STD's and AIDS.

245 00 Using your library to write a research paper |h [videorecording]  
300 4 videocassettes (ca. 300 min.) : |b sd., col. ; |c 1/2 in.  
520 Guides the viewer through the process of writing term papers, from selecting a topic through doing the research to handing in the paper.

245 00 Raising Arizona |h [videorecording]  
300 1 videodisc (94 min.) : |b sd., col. ; |c 12 in.  
520 An ex-convict and a police officer decide to get married and start a family. To their dismay, they discover that they can neither have nor adopt children. Desperate, they resort to kidnapping one of the newborn quintuplets of the wealthy Arizona family. However, their attempt at living a normal life is complicated by neurotic co-workers, two fugitives, and a mysterious bounty hunter.

245 00 Films by Ed Emshwiller |h [videorecording]  
300 1 videocassette (32 min.) : |b sd., col. and b&w ; |c 1/2 in.  
520 Three short experimental films that use camera movement, multiple exposures and controlled lighting to construct images that set men and women in larger, sometimes cosmic contexts.

245 00 Chase the devil |h [videorecording] : |b religious music of the Appalachian Mountains  
300 1 videocassette (53 min.) : |b sd., col. ; |c 1/2 in.  
520 Examines the aspects and byways of isolated mountain music and culture in Virginia, Tennessee, and Kentucky. Focuses on the Holiness church experience depicting the exuberant singing and preaching. Includes performances, interviews, and footage of traditional baptisms in a river.

### **Graphic materials**

## Summary Notes

- *Provide an objective note describing the object.*
- *Explain in more detail the general material designation, or the specific material designation in the physical description.*
- *Include the type of material, medium and style.*
- *Include the significant persons, events, places and dates related to the item.*

### **Examples:**

245 00 Holography |h [transparency]  
300 15 transparencies : |b color ; |c 10 x 12 in.  
520 Deals with the field of three dimension camera-less laser photography called holography. Introduces wave optics and describes holographic systems and applications.

245 00 Hidden communication barriers |h [transparency]  
300 15 transparencies : |b color ; |c 10 x 12 in.  
520 Describes the ethnic, ghetto, and cross-cultural protective mechanisms which often interfere with communication among people.

245 04 The Dancing skeleton |h [filmstrip]  
300 1 filmstrip (73 fr.) : |b col. ; |c 35 mm. + |e 1 sound cassette (8 min.)  
520 An ornery dead man refuses to stay in his coffin and causes a disturbance when the best fiddler in town comes to call on his widow.

245 00 Chinese horse |h [picture]  
300 1 poster : |b col. ; |c 30 x 41 cm.  
520 Photographs of original paintings in the Lascaux cave created more than 17,000 years ago.

### **Electronic resources**

- *Take the note information from the material, its introduction or first few paragraphs.*
- *Write the summary in a non-evaluative style.*
- *Include the interaction of the user with the program.*
- *Mention any specific effects, such as laser display or animation, used to convey the information.*
- *For those computer files only understood by computer software, write a brief, concise description of the purpose of the file.*

### **Specific guidelines for web sites (in addition to those above)**

- *Include a brief statement about the other sites connected to the main page.*

## Summary Notes

- *Describe any unique features of the original site.*
- *Show how the user interacts with the web site.*

### **Examples:**

- 245 04 The Piers Plowman electronic archive. |n Vol. 2, |p Cambridge, Trinity College, MS B.15.17 (W) |h [electronic resource]  
300 1 CD-ROM ; |c 4 3/4 in.  
520 Early scribal version of the alpha family of B text of Piers Plowman. This SGML version allows for structured and complex searches of the text itself and the manuscript's paleographic and codicological features.
- 245 00 Fundamentals of physics, 6/E |h [electronic resource] : |b CD-physics 3.0  
300 1 CD-ROM ; |c 4 3/4 in. + |e 1 user's guide.  
520 Study aid for physics students. Contains the complete contents of the textbook Fundamentals of physics by Halliday, Resnick, and Walker as well as content from the student solutions manual and study guide. Features interactive problem solving software, simulations taken from key concepts in the textbook, and video tutorials.
- 245 00 Quicken home & business 2000 |h [electronic resource]  
300 1 CD-ROM ; |c 4 3/4 in. + |e 2 manuals + 1 card (folded)  
520 Personal and small business checking and financial program that facilitates creating and tracking budgets, reconciling accounts, preparing reports with graphics, analyzing investments, and extracting data for tax preparation.
- 245 00 Ariel |h [electronic resource]  
300 1 computer disk ; |c 3 1/2 in. + |e 1 user's guide (iv, 62 p.) + 1 installation guide (7 p.)  
520 Document transmission system which provides fast, inexpensive, high-quality document delivery over the Internet using WinSock protocols. Integrates scanning, sending, receiving, and printing into a single, easy-to-use system.
- 110 2 Colgate University. |b Dept. of Sociology and Anthropology.  
245 10 Anthropological resources on the Web |h [electronic resource]  
520 8 Site contains links to significant collections of sociology and anthropology resources and links on the Web, as well as links to electronic journals in the field.
- 245 00 Women of the West Museum |h [electronic resource]  
520 8 The Women of the West Museum, located in Denver, Colorado, features online exhibits about the role of women in the development of the American West. The site highlights details of the museum's programs, exhibits, and educational resource center. Includes online store and gallery.
- 245 00 Equality Now |h [electronic resource]  
520 8 Equality Now, headquartered in New York City, is an international human rights organization dedicated to action for the civil, political, economic, and social rights of girls and women. Equality Now features information about specific abuses and ongoing violations. Details on membership are included.
- 245 00 CommerceTrends webhouse builder |h [electronic resource]

## Summary Notes

520 Tracks electronic marketing campaigns on a company's World Wide Web (WWW) site and provides real-time analysis of visitors' behavior and preferences.

245 00 Education world [electronic resource] : |b where educators go to learn

520 A search engine for educational web sites where educators can find information without searching the entire Internet. Supported by several corporate sponsors, this website offers a database indexing over 100,000 Web sites with a K-12 focus. The site includes lesson plans, directories of schools and colleges, news stories, professional development, and many additional sources of information.

### ***Three-dimensional artifacts and realia***

- *Include the interaction of the components mentioned in the physical description as the items relate to context of the whole item.*

### ***Examples:***

245 00 Reading fluency |h [kit] : |b the headway program : level B

300 30 fable sheets, 128 outlaw flash cards, 19 picture exercise cards, 2 printers boxes (180 cards each), 58 story sequence cards, 49 word line cards, 185 word list cards, 2 word matching games (120 cards each), 1 teacher's guide ; |c in container, 26 x 48 x 18 cm.

520 Designed to teach children to read and write independently, to acquaint children with outstanding literary selections, and to provide a meaningful correlation of all the language arts.

245 00 Wise guy self-learning machine |h [game]

300 1 robot, 6 question cards, 6 answer cards, 5 question/answer sheets and guide.

520 Provides a visual-auditory learning experience for kindergarten students who are deaf.

245 00 Dome Mountains |h [model]

300 1 model : |b col. ; |c 30 x 37 x 5 cm.

520 Shows the physical features and stratigraphic layers of dome mountains.

245 00 Slavo [watch] |h [realia]

300 1 watch ; |c 2 cm.

520 Battery powered man's watch with expandable metal watchband, with rectangular shaped silver-colored watch face. Watch face contains Arabic numerals and a month and day calendar.

### ***Sound recordings***

- *Exclude the summary note for those recordings that are solely musical.*
- *For nonmusical sound recordings, retrieve summary note information from the cassette or any accompanying description.*

## Summary Notes

- *Include any unique or artistic characteristics in the summary note.*
- *Explain the relationship of the artists or authors to the contents if not clear from the rest of the description.*

### **Examples:**

245 00 Swiss gnomes and global investing |h [sound recording]

300 2 sound cassettes (ca. 2 1/2-3 hr.) : |b analog.

520 Introduces the strengths of the Swiss banking industry, including strong rights to privacy, and a highly stable currency. Also puts forth the case for global investing in being able to reduce risk and increase returns, and discusses the techniques and insights of John Templeton, George Soros, Jim Rogers, and other experts of international investing.

100 1 Kitson, Jane.

245 10 Fabulous holiday & seasonal fingerplays |h [sound recording]

300 1 sound cassette (ca. 30 min.) : |b analog + |e 1 book (vii, 50 p. : ill. ; 23 cm.) in container 24 x 16 cm.

520 Collection of fingerplays about seasons and holidays, designed to build positive self-esteem, foster creativity and divergent thinking, and enhance oral language skills in young children.

100 1 Brey, Ron.

245 12 A gun, a ski mask, and a fast car |h [sound recording] : |b budgeting essentials

300 1 sound cassette : |b analog.

520 Speakers from Austin Community College describe the budgeting process at their institution's library. Focuses on how to convince higher administrators to support library budgets and activities by addressing their needs and requirements, and using library performance statistics.

### **Archival materials**

#### Style

- *Can divide into sub-elements consisting of first, a broader scope and content note in subfield \$a, to be followed by a more specific and detailed expanded note in subfield \$b. Structure note with first indicator 2, which generates the print constant Scope and content:.*

#### Content

- *List specific types and forms of materials present.*
- *Provide the most important information for the collection.*
- *Describe the reason and function of the collection.*

## Summary Notes

- *Include the significant people, places and events, and topics covered.*
- *Include the span of dates covered by the collection even if they are approximations.*
- *Describe the consequences, products and results of the events documented.*
- *Present the typical and unique characteristics of the collection*
- *If creating a summary note for one item, describe the item, its nature, scope, and purpose.*

### **Examples:**

245 00 Bonsack family miscellany, |f 1842-1903.

300 1 vol.

520 2 Handmade scrapbook created by Mary Bonsack and other members of the Bonsack family of Roanoke, Virginia. It includes newspaper clippings, receipts, household hints, moral axioms, financial accounts, wages paid, poetry and prose, a pencil drawing, partially water colored, and diary entries from Jan.-Mar. 5, 1849.

245 00 Deeds, indentures, land grants and other miscellaneous documents collection, |f 1622, 1735, 1774, 1784-1785, 1798, 1808, 1815, 1819, 1852, 1862, 1954, n.d.

300 23 |f oversize items.

520 2 Includes a copy of a charter, deeds and indentures, an estate account, land grants, leases, a military commission, plats and surveys, and transcriptions of some of the listed documents from 1852-1862. Most of the material is from South Carolina but the states of Alabama, Georgia, Illinois and Pennsylvania, as well as the country of Great Britain, are also represented.

100 1 Norris, Daniel Keating, |d 1846-1905.

245 10 Daniel Keating Norris Papers, |f 1904.

300 10 items.

520 2 Reports and oversize blueprints from Ladshaw and Ladshaw, Civil and Hydraulic Engineers, to Norris as chairman of the Executive Committee of the Clemson College Board of Trustees, concerning repairs following the failure of a dike to protect bottom land below Cemetery Hill during 1967.