



## DESCRIPTIVE CATALOGING FOR MONOGRAPHS

Descriptive cataloging - Taking information from the item in hand and notating it in a way that the item can be identified from other manifestations. The information is then recorded into a bibliographic record. Descriptive cataloging determines access points, but is not concerned with classification numbers or subject headings.

Monograph - A publication either complete in one part or intended to be complete in a finite number of parts.

Chief tool for descriptive cataloging is *Anglo-American cataloging rules*, 2<sup>nd</sup> ed., 2002 revision with 2005 update (AACR2R)

Primary chapters for cataloging monographs - Chapter 1- General rules for description, Chapter 2 - Books, pamphlets, and printed sheets, Chapter 21, Choice of access points.

*Library of Congress Rule Interpretations (LCRI)* is an updating loose-leaf that is a compilation of the guidelines that the Library of Congress catalogers use to interpret AACR2R. The LCRI also include the local practices of the Library of Congress.

### Technical reading

The first thing to do when cataloging any item is to *technically read* it.



Technical reading consists of:

- Looking carefully at the item to determine what type of information needs to go into the cataloging record
  - Is there a title page?
  - Are there title variations?
  - Is there an edition statement?
  - Are there illustrations, maps, portraits, etc.?
  - Is there a bibliography, index, etc.
  - Is there anything else that should be notated in the record that patrons will find useful?

### **Cataloging in publication (CIP)**

CIP cataloging is done from galley proofs. The catalogers do not have the published item in hand.

Must also distinguish between Library of Congress CIP and vendor CIP. Cataloging vendors often do not have correct subject headings and classification numbers.

CIP cataloging is not always accurate. Sometimes has the wrong title and author. Usually does not have pagination and size.

Should be very careful with CIP cataloging.

Library of Congress CIP can be identified with ELvl: 8 or 4 and 040 DLC \$ c DLC



## Chief source of information

The chief source of information for books is the title page, or if there is no title page, the title page substitute.

When determining the title page substitute use the source that gives the most complete information. This could be the: cover, caption, colophon, or running title.

Whenever a title page substitute is used, a note must be made in the bibliographic record indicating where the title was taken from.

## Prescribed sources of information

Information for each area of the bibliographic record should come from the prescribed source of information. If it does not, it must be enclosed in square brackets.

Area	Prescribed sources of information
Title and statement of responsibility (245)	Title page or title page substitute
Edition (250)	Title page, other preliminaries, colophon
Imprint (260)	Title page, other preliminaries, colophon
Physical description (300)	The whole publication
Series (4XX)	Series title page, monographic title page, cover, rest of the publication
Notes (5XX)	Any source
Standard numbers	Any source



**Lewis & Clark Library System**