Controlled Vocabularies Subcommittee I: Friday, June 25, 4-5:15pm
WCC 159A/B

Controlled Vocabularies Subcommittee II: Friday, June 25, 7:30-9pm
WCC 159A/B

Bibliographic Standards Committee: Saturday, June 26, 8:00am-12:00pm
Washington Plaza (Adams)

DCRM Editorial Team I (Graphics): Monday, June 28, 12-6pm
Four Points (Franklin A)

DCRM Editorial Team II (Cartographic): Monday, June 28, 1-7pm
Four Points (McPherson)

DCRM Editorial Team III (Manuscripts): Monday, June 28, 1:30-5pm
Four Points (Franklin B)

Saturday meeting agenda

1. Introduction of members and visitors

2. Settlement of the agenda:
   http://www.rbms.info/committees/bibliographic_standards/conference-docs/bsc-201006-agenda.pdf (**bring to meeting**)

3. Approval of Midwinter 2010 minutes:
   http://www.rbms.info/committees/bibliographic_standards/conference-docs/bsc-201001-minutes-draft.pdf (**bring to meeting**)

4. Consent agenda:
   BIBCO Standard Record (BSR) for Rare Books

5. Controlled Vocabularies Subcommittee (Schneider)
   See: http://rbmsthesauri.pbworks.com/Agenda-for-Annual-2010

6. Examples to accompany DCRM(B) (Tenenbaum, Schneider) **(materials distributed to committee members via email; bring to meeting)**

7. Revision of *Standard Citation Forms for Rare Book Cataloging* (Robinson)
   (materials distributed to committee members via email; bring to meeting)

8. Reports (to be submitted in writing and appended to the minutes)
   a. Web resources for the rare materials cataloger (Creider)
   b. CC:DA (Creider)

9. Bibliographic Standard Record for Rare Printed Books (Barrett)
   (document appended to agenda; bring to meeting)

10. Preconference seminars
    a. Philadelphia 2010 (Nichols)
    b. Baton Rouge 2011 (Schneider / Tsung / Maxwell / Skuce)
    c. [Location to be announced] 2012 (Skuce)

11. Preconference workshops
    a. Philadelphia 2010 (Nelson)
    b. Baton Rouge 2011 (Skuce)
    c. [Location to be announced] 2012 (Skuce)

12. DCRM(M): *Descriptive Cataloging of Rare Materials (Music)* (Fletcher)
    http://www.rbms.info/committees/bibliographic_standards/dcrm/dcrmm/dcrmm.shtml

13. DCRM(C): *Descriptive Cataloging of Rare Materials (Manuscripts)* (Nichols)
    http://www.rbms.info/committees/bibliographic_standards/dcrm/dcrmmss/dcrmmss.html
    (Version Gamma area 1: bring to meeting)

14. DCRM(MSS): *Descriptive Cataloging of Rare Materials (Cartographic)* (Creider)
    http://www.rbms.info/committees/bibliographic_standards/dcrm/dcrmc/dcrmc.html
    (Review four discussion papers; bring to meeting)

15. DCRM(G): *Descriptive Cataloging of Rare Materials (Graphics)* (Blake)
    http://www.rbms.info/committees/bibliographic_standards/dcrm/dcrmg/dcrmg.html

16. Application Manual for DCRM(S) (Copeland)

17. New business
    a. Guidelines for cataloging of single leaves/fragments (Skuce)
    b. Other

18. Assignments

19. Announcements from the floor

20. Acknowledgments

21. Adjournment

Appendix: *BSR for Rare Books: Final.*
(Red = changes across all formats. Green = changes to rare books only)
Final Report of the Task Group on BIBCO Standard Record for Rare Books
May 31**, 2010**

Members
Marcia Barrett (University of Alabama), chair (Chair)
Jain Fletcher (University of California, Los Angeles)
Robert L. Maxwell (Brigham Young University)
Ann Myers (Southern Illinois University Carbondale)

Charge
Define a set of required elements for bibliographic records for monographic rare books using a single encoding level.

Introduction

This document defines a set of required elements for bibliographic records for rare books using a single encoding level. This single encoding level replaces the previous PCC BIBCO full and core levels for rare books. BIBCO Standard Records (BSRs) for rare books can be recognized by the presence of an encoding level of "blank" to indicate standard level record, the presence of "pcc" in field 042 to indicate that the record was created by a BIBCO library, and the presence of "dcrmb" in subfield $e of field 040 to indicate the use of Descriptive Cataloging of Rare Materials (Books) or DCRM(B) as a descriptive convention. The BIBCO core level record for rare books and the BIBCO Standard Record for printed books were used as starting points in the development of the BSR for Rare Books.

As its name indicates, the BSR for Rare Books is to be applied primarily to books produced between 1500 and 1800. It explicitly **excludes** books printed before 1500 (incunabula), which should be cataloged as fully as appropriate. It does **not** exclude books printed after 1800, which may be cataloged according to the principles of DCRM(B), in keeping with the practices of the owning institution. Indeed, the BSR for Rare Books and DCRM(B) have guidance relevant to books from the nineteenth century, so application of the BSR for Rare Books to nineteenth century books is encouraged for institutions that allow for such coverage. The BSR for Rare Books model is especially appropriate when a more faithful and accurate description than that using the general cataloging rules is desirable and the provision of subject and other access points is important, but abridged transcriptions and fewer notes are acceptable. Catalog records for books that reflect the BSR for Rare Books must contain the designation "dcrmb" in subfield $e of field 040.

For rare books, the commitment, on the cataloger's part, is to render bibliographic details of the book as accurately as possible insofar as they are presented by the item in hand; also, to ensure that they are scrupulously stated, according to the provisions of Descriptive Cataloging of Rare Materials (Books). The strength of DCRM(B) is that it provides for "expanded coverage" of books deserving such treatment; by inversion, it is possible to use those provisions for expansion as guidelines for trimming. By omitting most notes (except for those deemed essential for clarification or to aid in identification and/or retrieval) and by taking the options given in DCRM(B) to abbreviate descriptive areas or by not taking the options to expand the same areas, an effective, DCRM(B)-oriented BSR for Rare Books record can be created. A list of these options is given in the index of DCRM(B), under "Optional treatments in rules."

Characteristics of the BIBCO Standard Record for Rare Books

1. The BSR for Rare Books is a "floor" record that promotes an essential set of elements to serve user needs while fulfilling the functional objectives of DCRM. In this, it differs from the BSR for Printed Books which emphasizes access over descriptive data. The BSR for Rare Books emphasizes essential descriptive data as well as controlled subject and name access points.

2. One encoding level for the BSR for Rare Books replaces the two used for the core and full level records.

3. The BSR element set combines use of those elements that are mandatory (M) and those elements that are mandatory if applicable (A). (M) means that the element must be present in the record regardless of any other consideration. For example, the 245 $a is (M). If the piece does not have a main title, the cataloger will supply one. (A) has two separate meanings. In some cases, (A) indicates that the cataloger supplies the element if the data appears on the piece, such as the ISBN. No judgment is required. At other times, (A) must be understood in the context of existing cataloging rules and guidelines (AACR2, LCRIs, etc.) that apply to the various elements in question. Cataloger's judgment is involved for these elements. For example, in most cases, subject headings are a critical part of a floor record, but since they are not applied to literature, they cannot be a required element (M). The BSR element set combines use of those elements that avoids requiring unessential and redundant elements. Essential elements support user tasks to find, identify, select, and obtain needed resources.

4. BIBCO Standard Records are considered to be as full as is necessary for user tasks. For rare materials particularly, it is essential that the uniqueness of individual resources be represented by the addition of elements that are mandatory if applicable for the item in hand. In addition, elements not included in the BSR for Rare Books element set may be added if determined to be important for access by cataloger judgment and/or local policy.

5. Main entry headings (1XX), LCSH subject headings (6XX), appropriate added entries (7XX), and series added entries (8XX) must be supported by authority records established through the NACO and SACO programs.

6. The BSR for Rare Books content is supported through use of MARC 21 Format for Bibliographic Data.

7. The BSR for Rare Books is intended for use by experienced catalogers knowledgeable in AACR2, LCRIs, national standardized classification systems, subject systems, and DCRM(B).

Metadata Application Profile (MAP)
BIBCO Standard Record for Rare Books

The MAP is defined for rare books, including reproductions and accompanying materials using a single encoding level. Electronic books are not included. Elements in the MAP are represented by fields, subfields, and codes from the MARC 21 Format for Bibliographic Data. Unless otherwise noted, all indicators and subfields related to an element may be used when appropriate to the item being cataloged. Codes for some elements are included. Elements are defined as being either mandatory (M) or mandatory if applicable (A). Elements that are system supplied (e.g., 001, 003, 005) are not included in the MAP.

Other elements not included in the MAP are not required for use in the BSR for Rare Books. However, they may be used if cataloger judgment and/or local policy determine a need for them. Since institutional practices for rare books often involve locally formulated call numbers, a requirement for a national standard classification could cause additional or undue effort for creators of BSRs for Rare Books. The addition of such a call number is encouraged, when feasible. Addition of citation notes as a means of abbreviating detailed description of the publication is encouraged. Addition of genre/form terms to the BSR for Rare Books is encouraged if local policy calls for use of such terms, as appropriate to the piece. Use of genre/form terms is particularly encouraged in cases where no other 6XX is appropriate (e.g., for literature without a particular topic).

Terms may be taken, and term strings may be constructed, following any thesaurus recognized by the MARC Code Lists for Relators, Sources, Description Conventions: Part IV: Term, Name, Title Sources

< http://www.loc.gov/marc/relators/relasour.html#rela655>. Use of terms taken from the official Rare Books and Manuscripts Section (RBMS) thesauri maintained by the RBMS Bibliographic Standards Committee is especially encouraged <http://www.rbms.info/committees/bibliographic_standards/controlled_vocabularies/index.shtml>.

Element	Labels and Notes	Use
Leader		
06	Type of record "a" or "t"	M
07	Bibliographic level "m"	M
17	Encoding level "blank"	M
18	Descriptive cataloging form "a"	M
007 Variable Control Fields – Physical Description Fixed Field: Microform Rare Books		
007-00	Category of material	M
007-01	Specific material designation	M
008 Variable Control Fields – Fixed-Length Data Elements: Rare Books		
06	Type of date/Publication status	M
07-10	Date 1	M

11-14	Date 2	A
15-17	Place of publication, production or execution	M
23	Form of item (if microform)	M
35-37	Language	M
38	Modified record	A
39	Cataloging source "c" or "blank" (if initially cataloged by national library)	M
Variable Data Fields		
010	Library of Congress Control Number	A
020	International Standard Book Number ISBN $a	A
040	Cataloging source $e dcrmb	M
041	Language code	A
042	Authentication code $a "pcc"	M
100/110/ 111/130	Main entry—personal name/corporate body/meeting name/uniform title.	A
240	Uniform title Supply if known or can be easily inferred from the item being cataloged.	A
245-4XX	One of the basic differences between AACR2 and DCRM(B) is the method and extent to which bibliographic details (fields 245-4XX) are recorded. As to method, bibliographic details should be recorded as correctly as possible, according to the style expected for the field. Transcription should follow the rules outlined in DCRM(B). As to extent, DCRM(B) provides some options for abbreviating descriptive fields, and creators of BSRs for Rare Books are encouraged to invoke these options whenever pertinent.	
245	Title and statement of responsibility	
	$a Title proper	M
	$n $p $b $c	A
	$h (for microforms)	M
246	Varying form of title: $a $n $p Assess each item and assign titles that are required by DCRM(B) Appendix F and titles that cover variations deemed important to assist users. The inclusion of varying title information is intended to reflect individual cataloger judgment and/or local policy. Code the 246 for parallel title as 246:31; all other varying titles may be coded as 246:1#.	A
250	Edition statement	A
260	Publication, distribution, etc. (imprint) DCRM(B) has careful guidelines about providing imprint and manufacturer information; following those guidelines, it would be possible to supply the full array of subfields; however, for the BSR for Rare Books, use manufacturing information only when lacking parallel publishing information. For items with only one publisher but multiple places presented, catalogers should follow DCRM(B) 4B6.2.	

	$a Place of publication $b Name of publisher For published materials, supply the data appropriate to subfields $a and $b if readily available, otherwise, use "[S.l.]" and "[s.n.]" as appropriate. For unpublished materials such as theses, do not supply	A
	$c Date of publication	M
	$e $f $g Lacking substantive information for $a and/or $b, supply useful information in manufacturer subfields.	A
300	Physical Description	
	$a Extent	M
	$b Other physical details	A
	$c Dimensions	M
	$e Accompanying material	A
490	Series statement Transcribe here the form of the series statement as it appears on the prescribed source in the item.	A
5xx	Notes that are required by DCRM(B) in particular situations should be included in the BSR for Rare Books. A complete list of required notes is given in the index of DCRM(B).	A
500	Source of title proper (if other than chief source)	A
500	Note indicating the original position on the title page of transposed elements	A
501	With note 501 is defined for use when items are issued and bound together by the publisher. (Notes about items bound together subsequent to publication are to be treated as copy-specific information).	A
502	Dissertation note	A
533	Reproduction note	A
546	Language note Give the language(s) of the described materials if not apparent from the rest of the description. Also describe alphabets, script, or other symbol systems appearing in the item.	A
6XX	Subject and Form/Genre access fields: Use judgment in assessing each item. As appropriate, assign a complement of headings that provides access to at least the primary/essential subject, genre, and/or form of the work at the appropriate level of specificity. Assign such headings from an established thesaurus, list, or subject heading system recognized by the MARC 21 Format for Bibliographic Data. Follow the conventions of the particular subject heading system being used.	A
700-752	Added entry fields Use judgment in assessing each item and assign a complement of added entries that covers the primary relationships associated with the manifestation of which the item is a part. The inclusion and importance of added entries are intended to reflect individual cataloger's judgment and/or local institutional policy.	A

8XX	Series added entry If local institutional cataloging policy is to trace a series, include in this field the authorized form of the series as established in or created for the LC Name Authority File.	A

Implementation Issues

The cataloging environment in which the BSR for Rare Books exists is dynamic and changing at a rapid pace, and to stay up-to-date, the BSR for Rare Books should be reviewed on a periodic basis. One major change is the potential adoption of Resource Description and Access (RDA), which may well prompt modifications to the BSR for Rare Books. A second area undergoing significant change is genre/form headings, with projects underway at the Library of Congress. As national cataloging practice evolves, the BSR for Rare Books needs to evolve to stay abreast of such changes.

Task Group Recommendations to the PCC

1. Prepare documentation and training for the BSR for Rare Books.
2. Prior to implementing RDA, review the impact it might have on the BSR for Rare Books and MAP.
3. Identify and solicit input from appropriate expert rare book catalogers for any future review and changes to the BSR for Rare Books.