Cartographic Materials Cataloging

1. Analyze the manifestation in hand
   a. Determine whether resource is published or not
   b. Determine mode of issuance (RDA 2.13 and OCLC fixed field Blvl)
      1. Monographic map: use code m in Blvl
      2. Map continuing resource: Use code b, s, or i in BLvl .
   c. Material type (OCLC fixed field Type) e = cartographic material. Includes nonmanuscript maps, globes, atlases, aeronautical charts, navigational charts, celestial charts, remote-sensing images, computer-generated maps and other cartographic material. Also includes microforms of nonmanuscript cartographic materials.
   d. If material type is e, choose MAPS workform

2. Create new record in OCLC Connexion[1]
   a. Log in
   b. Cataloging→Create a new record in MARC template format→Choose MAPS workform from pull-down menu→Create

3. Code fixed field based on instructions in OCLC input standards (click on links next to each fixed field position)
   Elvl=I
   Srce=d
   Ctrl=blank
   Lang=primary language of textual content on cartographic resource
   CrTp: code as one of the following:

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[1] Refer also to Connexion Browser Cataloging Quick Reference

<u>a Single map</u>

CrTp   a

300   1 map : ‡b color ; ‡c 10 x 40 cm

<u>b Map series.</u> A map series is a number of related but physically separate and bibliographically distinct cartographic units intended by the producers or issuing bodies to form a single group. Do not use for atlas series.

CrTp   b

300   50 maps : ‡b 2 color ; ‡c 40 x 25 cm

<u>c Map serial.</u> A map serial is a publication issued in successive parts, usually having numbering, that has no predetermined conclusion. If you use code c, you must use code s in BLvl.

CrTp   c

300   maps : ‡b color ; ‡c 20 x 60 cm, on sheets 25 x 65 cm

310   Quarterly

<u>d Globe</u>

CrTp   d

300   1 globe : ‡b color, plastic, mounted on metal stand ; ‡c 70 cm in diameter

<u>e Atlas.</u> An atlas, including atlas series and serially issued atlases.

CrTp   e

300   1 atlas (288 pages) : ‡b chiefly color maps ; ‡c 38 cm

Relf: examine map carefully to see if relief is shown. You can find good illustrations of what the different types of relief look like here:

http://www.acsu.buffalo.edu/~dbertuca/maps/cat/fields.html#relf

Code as many as apply, up to four (4). It's rare for there to be more than 4 kinds of relief on one resource.

4. Add one or more 006 if appropriate
   - 006 guidelines at
     http://www.oclc.org/bibformats/en/fixedfield/006.html
     Examples of when a 006 would be appropriate would be when the cartographic resource is issued with accompanying material that is not cartographic (use the 006 to code for the characteristics of the accompanying material) or when you are cataloging a map serial (use the 006 to code for the serial characteristics that can not be coded in 008)

5. Add 007 field for caratographic materials. Consult 007 guidelines at
   http://www.oclc.org/bibformats/en/0xx.html

6. Add applicable numbers and codes in 0XX fields following OCLC input standards:

   Always:

   040 __ $a HUI $b eng $e rda $c HUI

   Sometimes:

   020 __ $a 13-digit ISBN for manifestation in hand

   020 __ $a 10-digit ISBN for manifestation in hand

   020 __ $a 13-digit ISBN for equivalent manifestation[2]

   020 __ $a 10-digit ISBN for equivalent manifestation

   020 __ **$z** 13-digit ISBN for related manifestation

   020 __ **$z** 10-digit ISBN for related manifestation

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[2] An equivalent manifestation is one for which the same bibliographic record would be used (e.g., a paperback binding of the same manifestation you have in hand in hardcover or vice-versa); a related manifestation is one for which you could create a separate bibliographic record (an e-book version of the print publication you have in hand).

022 - ISSN

034 - Coded Cartographic Mathematical Data

Consult https://www.oclc.org/bibformats/en/0xx/034.html and RDA 7.25
and 7.26.

041 - Language Code

043 - Geographic Area Code

050 - Library of Congress Call Number

052 - Geographic Classification

Consult https://www.oclc.org/bibformats/en/0xx/052.html

7. Following the rules in RDA sections 2.1 and 2.2, determine the *basis for identification* and *sources of information* for the manifestation in hand.

8. Record attributes of the manifestation in hand in fields 2XX/3XX/490/5XX/856:

Material Type	MARC Tag	Attribute	Location of applicable RDA rules
ALL	245	Title	2.3.1-5
ALL	245	Statement of responsibility	2.4
ALL	246	Variant title	2.3.6
ALL	246	Later title proper of a multipart monograph	2.3.8
SER	247	Earlier title proper	2.3.7

		of an integrating resource	
ALL	250	Edition statement	2.5, 1.7
MAP	255[3]	Cartographic Mathematical Data	7.25, 7.4, 2.3.2.8.2
ALL	264	Production, Publication, Manufacture, Distribution, Copyright	2.7-11
ALL	300	Physical description	3.4-5, 7.15, 7.17-18, 7.22,
SER	310	Frequency of a serial	2.14
SER	321	Former frequency of a serial	2.14
ALL	336	Content type	6.9
ALL	337	Media type	3.2
ALL	338	Carrier type	3.3
SER	362	Numbering of a serial	2.6, 1.8., 1.7
ALL	490	Series statement	2.12, 2.4, 1.8, 1.7, Appendix A
ALL	500	General notes	7.1-3, 7.5-8, 7.13-14, 7.16, 7.19-21, 7.26-28, 3.22, 3.6-20, 1.10
BKS	502	Dissertation note	7.9, 1.10
ALL	505	Contents	1.10
VIS, REC	508	Creation/Production Credits Note	7.24
VIS,	511	Participant or	7.23

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[3] Cf. also field 034

REC		Performer Note	
ALL	520	Summary	7.10, 1.10
ALL	546	Language	7.11-12
SER	588	"Description based on" note	1.10
ALL	856	URL	4.6

N.b: for all fields follow:

9. Transcription rules in 1.7 (and associated LC/PCC Policy Statements)
10. Rules for form of numbering in 1.8 (and associated LC/PCC Policy Statements)
11. Rules for recording dates in 1.9 (and associated LC/PCC Policy Statements)

    For 5XX fields, follow guidelines for recording notes in 1.10 (and associated LC/PCC Policy Statements)

12. Follow steps 8-21 in Original Cataloging Process.