

## Valley Library Consortium RDA Copy Cataloging a Collection or Anthology by Multiple Creators

(For books that is a single work, see the workflow for a Simple Book)

### Basics to keep in mind

Transcribed fields: Inaccuracies/misspellings are recorded as found.

Abbreviations are used only if they are used on the item.

This is a list of information that the record must have. Do not remove additional information.

| Tag            | RDA Field                                | What is in the tag --- what to do.   | Transcribed? |
|----------------|--|--|--------------|
| 000            |  | CatF=i   | No           |
| 040            |  | Will include "\$e rda"   | No           |
| 1xx            | Creator                                  | Tag not used when item is a compilation of multiple works by different creators.   | No           |
| 245            | Title Proper and Other Title Information | <p>If the work is a compilation of works is by different creators, use the title as the authorized access point. (First indicator of 0)</p> <p>\$a and \$b -- Title information</p> <ul style="list-style-type: none"> <li>• Capitalize according to AACR2 rules</li> <li>• Inaccuracies -- Transcribe title as it appears and optionally make "corrections" via 246. Add a note if clarification is necessary.</li> </ul> <p>\$c -- Statement of responsibility</p> <ul style="list-style-type: none"> <li>• Noun phrases like "a novel by" or "poems by" are not part of the title. Put them in the statement of responsibility</li> <li>• List all the parties responsible for the work in 7xx tags.</li> <li>• Retain qualifying words and phrases (e.g., Reverend, Dr., Professor, etc.)</li> </ul>   | Yes          |
| 250            | Designation of edition                   | Only use abbreviations that appear on the resource   | Yes          |
| 260            |  | No longer used   |              |
| 264<br>Ind 2=1 | Production Statement                     | <p>New field -- Publication statement</p> <p>\$a -- Place of publication -- always required</p> <ul style="list-style-type: none"> <li>• Only most prominently or first named place required</li> <li>• Do not use abbreviations unless they appear on the resource</li> </ul> <p>\$b -- Publisher's name -- always required</p> <ul style="list-style-type: none"> <li>• Only most prominently or first named publisher is required</li> <li>• Do not use abbreviations unless they appear on the resource</li> </ul> <p>\$c -- Publication date -- required for single part monographs</p> <ul style="list-style-type: none"> <li>• If publication date does not appear, supply a probable date in brackets (most likely the copyright date)</li> <li>• Do not use "ca." or dashes for missing digits when supplying questionable dates</li> <li>• If the copyright date is different from the publication date, add an additional 264 with a second indicator of 4</li> </ul> | Yes          |

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Abbreviations are used only if they are used on the item.

This is a list of information that the record must have. Do not remove additional information.

| Tag               | RDA Field               | What is in the tag --- what to do.   | Transcribed? |
|-------------------|-------------------------|--|--------------|
| 264<br>Ind 2=4    | Production Statement    | New field -- Copyright<br>\$c --Date<br><ul style="list-style-type: none"> <li>• Precede date by © or equivalent words if symbols cannot be reproduced</li> <li>• Do not add additional punctuation (like a period)</li> <li>• Record only the latest copyright</li> </ul>   | Yes          |
| 300               | Extent                  | Do not use abbreviations -- spell out "pages", "color","illustrations", etc.<br><ul style="list-style-type: none"> <li>• \$a -- Record pages, leaves, etc.; ignore unnumbered pages unless they are also given in a note</li> <li>• \$b -- Do not indicate types of illustrations present (e.g., maps, music, etc.), but if information is there, it can be left</li> </ul>  | No           |
| 336<br>337<br>338 | Carrier Type            | New fields -- Type of material<br><ul style="list-style-type: none"> <li>• 336 \$a text \$2 rdacontent</li> <li>• 337 \$a unmediated \$2 rdamedia</li> <li>• 338 \$a volume \$2 rdacarrier</li> </ul> Note: A book with many illustrations or photos may have an additional 336 \$a still image\$2 rdacontent.<br>Some tags may also have coded information in \$b.  | Coded        |
| 490               | Series Statement        | <ul style="list-style-type: none"> <li>• Record numbers expressed as numerals exactly as they appear on the resource</li> <li>• Do not use initial articles (Horizon specific)</li> <li>• An 8xx tag should be present if the first indicator is a "1"</li> </ul>  | Yes          |
| 505               | Formatted Contents Note | <ul style="list-style-type: none"> <li>• Use for compilations</li> <li>• There is no limit on the number of works included</li> </ul>  | Yes          |
| 7xx               | Access Points           | <ul style="list-style-type: none"> <li>• Families, fictitious entities, and real, non-human entities can be creators</li> <li>• 700\$e with a relator term "illustrator" is required for children's book illustrator. (If a period is present directly before the \$e, replace it with a comma.)</li> <li>• For 4 or fewer creators, make an added entry for each creator. Title information is optional.</li> </ul> | No           |
| 740               | Analytical Title        | Optional: Make entries for all but the first title in order to put them in the title browse index.   | Yes          |
| 8xx               | Series Statement        | Authorized Series Heading.   | only \$v     |

## Book by multiple creators Ex. 1: A collection of short stories

|     |     |   |  |
|-----|-----|---|--|
| 000 |     | 02130cam 2200397 i 4500   |  |
| 001 |     | ocn825196391  |  |
| 003 |     | OCoLC   |  |
| 005 |     | 20131007105324.0  |  |
| 008 |     | 130124s2013 inu 000 1 eng   |  |
| 010 |     | \$a 2012047305  |  |
| 020 |     | \$a9780253008183 (pbk. : alk. paper)  |  |
| 020 |     | \$a0253008182 (pbk. : alk. paper)   |  |
| 040 |     | \$aDLC\$beng\$e rda \$cDLC\$dIG#\$dIAD\$dCDX\$dYDXCP  |  |
| 049 |     | \$aVL@A   |  |
| 082 | 0 0 | \$a813/.0108977\$223  |  |
| 245 | 0 0 | \$a New stories from the Midwest 2012 / \$c edited by Jason Lee Brown and Shanie Latham.  |  |
| 264 | 1   | \$a Bloomington ; \$a Indianapolis : \$b Quarry Books, \$c2013.   |  |
| 300 |     | \$a xiii, 248 pages ; \$c23 cm  |  |
| 336 |     | \$a text \$2 rdacontent   |  |
| 337 |     | \$a unmediated \$2 rdamedia   |  |
| 338 |     | \$a volume \$2 rdacarrier   |  |
| 505 | 0   | \$a Mr. Scary / Charles Baxter -- To psychic underworld: / Dan Chaon -- Townie / Roderic Crooks -- The amnesiac in the maze / Michael Czyzniejewski -- The deep / Anthony Doerr -- Circling in the air / David Driscoll -- Down to bone / Roxane Gay -- Starry night / Lania Knight -- Peter Torrelli, falling apart / Rebecca Makkai -- In which a coffin is a bed but an ox is not a coffin / Brenda K. Marshall -- Drunk girl in stilettos / Lee Martin. |  |
| 650 | 0   | \$a Short stories, American \$z Middle West.  |  |
| 650 | 0   | \$a American fiction \$y2 1st century.  |  |
| 651 | 0   | \$a Middle West \$x Social life and customs \$x Fiction.  |  |
| 700 | 1   | \$a Brown, Jason Lee, \$d 1973- \$e editor of compilation   |  |
| 700 | 1   | \$a Latham, Shanie, \$e editor of compilation.  |  |

**This is an RDA record!**

**First indicator or 0 since the title is the preferred access.**

**Editors given 7xx entries, so title becomes the main entry.**

**Two places of publication listed on the item. Only one is required, but more are allowed.**

**New fields – type of material**

**Lists the works in the compilation, including the creator(s) for each work**

**Relationship designator (not required)**

## Book by multiple creators Ex. 2: Works by different authors

000 02473cam 2200457i 4500  
001 ocn813538395  
003 OCoLC  
005 20131007105437.0  
008 121012s2013 nyu 000 0 eng d  
020 \$a9780758290885 (paperback)  
020 \$a0758290888 (paperback)  
040 \$aBTCTA\$beng\$cBTCTA\$d rda \$dBDX  
049 \$aVL@A  
050 1 4 \$aPS648.L6\$bS845 2013  
082 0 4 \$a813/.54\$223  
245 0 4 \$a The sugar cookie sweetheart swap /\$c Donna Kauffman, Kate Angell,  
Kimberly Kincaid.  
264 1 \$a New York, NY : \$b Kensington Publishing Corp., \$c 2013.  
300 \$a404 pages ; \$c 21 cm  
336 \$atext\$2rdacontent  
337 \$aunmediated\$2rdamedia  
338 \$avolume\$2rdacarrier  
505 0 \$a Where there's smoke... / Donna Kauffman -- The gingerbread man / Kate  
Angell -- Sugar and spice / Kimberly Kincaid.  
650 0 \$aMan-woman relationships\$xFiction.  
650 0 \$aCookies\$xFiction.  
655 0 \$aChristmas stories.  
700 1 \$aKauffman, Donna. \$t Where there's smoke...  
700 1 \$aAngell, Kate. \$t Gingerbread man.  
700 1 \$aKincaid, Kimberly. \$t Sugar and spice.  
740 0 \$a Where there's smoke...  
740 0 \$a Gingerbread man  
740 0 \$a Sugar and Spice

This is an RDA record!

First indicator or 0 since the title is the preferred access.

New fields – type of material

Lists the works in the compilation, including the creator(s) for each work

For 4 or fewer creators make an added entry for each creator with title information.

Make entries for each title.

### Book by multiple creators Ex. 3: Works by different authors with no collective title

This is an RDA record!

000 01117cam 2200349Mi 4500  
001 ocn841159262  
003 OCoLC  
005 20131009095453.0  
008 130429t20132013xna 000 f eng  
020 \$a9781743553633 (paperback)  
020 \$a1743553633 (paperback)  
040 \$aAU@\$beng\$a rda \$cAU@\$dOCLCQ  
042 \$aanuc  
049 \$aVL@A  
082 0 4 \$a813.6\$223

245 0 0 \$aSunset seduction / \$c Charlene Sands. Taming the lone Wolff / Janice Maynard.  
250 \$a First Australian paperback edition.  
264 1 \$a Chatswood, NSW : \$b Harlequin Mills & Boon, \$c 2013.  
300 \$a 187, 182 pages ; \$c 17 cm.  
336 \$atext \$b txt \$2 rdacontent  
337 \$aunmediated \$b n \$2 rdamedia  
338 \$avolume \$bn c \$2 rdacarrier

505 0 \$a Sunset seduction / \$r Charlene Sands -- \$t Taming the lone Wolff / \$r Janice Maynard.  
700 1 \$aSands, Charlene.\$iContains (work).\$tSunset seduction.  
700 1 \$aMaynard, Janice.\$iContains (work).\$tTaming the lone Wolff.  
740 0 \$aTaming the lone Wolff

•First indicator of 0.  
•With no collective list, list the title / creator of the first work, then the title /creator of the next work(s).

Each volume is numbered separately.

New fields – type of material

Lists the works in the compilation, including the creator(s) for each work

For 4 or fewer creators make an added entry for each creator with title information.

Make an entry for second title.