The Whats, Whys, and Hows of Collection Level Cataloging

Kathleen Schweitzberger
Wendy Sistrunk
(University of Missouri – Kansas City)
Felicity Dykas
(University of Missouri – Columbia)

6th ANNUAL MOBIUS USERS CONFERENCE
JUNE 8, 2005
What Is a Collection?

- DACS definition: 1. A group of materials with some unifying characteristic. 2. Materials assembled by a person, organization, or repository from a variety of sources. 3. The holdings of a repository

- May include correspondence, memoranda, photographs, maps, drawings, near-print materials, pamphlets, periodical tear-sheets, broadsides, newspaper clippings, motion picture films, computer files, etc.
Collection Formats/Content

“Traditional”

- Early American Imprints, First Series
- French Revolution Collection
- Mutual Musicians Foundation Collection
- Baron Missakian Collection
Collection Formats/Content

- Digital
  - Baron Missakian Collection photographs
  - Buck Clayton Collection photographs
  - Voices of WWII
Collection Formats/Content

- Anything
  - The world
  - Omar Khayyam Collection at UMKC’s Diastole
When to Catalog as a Collection?

- Donor stipulation
- Low priority materials
- Budgetary constraints
- Anything intentionally brought together at the technical processing stage
- Quick access to an entire collection
Why Catalog as a Collection?

- Historical or literary value that requires cataloging beyond core level
  - Detailed subject access
  - Genre access
- Prevents clutter in cataloging database
- Provides access to very large collections
- More and better access to materials that languish in backlogs
Who Is Involved in Processing the Collection?

- Special Collections staff
- Archival staff
- Cataloging staff
- Digital staff
TOOLS for Collection Level Cataloging

- Describing Archives: A Content Standard (DACS)
- Cataloging Service Bulletin no. 78, Fall 1997: p. 8-28
- Collection Level Cataloging at the University of Oregon: A Policy Statement (http://libweb.uoregon.edu/catdept/home/collpolicy.html)
TOOLS for Collection Level Cataloging

- BIBCO Core Record Standards, Section 7, Collections (http://www.loc.gov/catdir/pcc/bibco/coreintro.html#7)

- Anglo-American Cataloging Rules, 2nd edition, 2002 revision

- MARC21 Format for Bibliographic Data: Including Guidelines for Content Designation
Cataloging the Collection …

What’s Different?

- Items are not related by publication
- May base description on rules other than AACR2
- Less transcription and more interpolation
- Includes some fields with which many catalogers may not be familiar
Less Transcription and More Interpolation

In contrast to library practice, archivists rarely transcribe descriptive information directly from archival materials; rather, they summarize or interpolate information that appears in the materials or supply information from appropriate external sources, which can include transfer documents and other acquisition records, file plans, and reference works.

DACS p.3-4
Archival Cataloging

- Provenance is often the most significant aspect
- Materials exist in groups
- Materials are generally unpublished and unique

Describe the Whole Collection

A collection of materials not published, distributed, or produced together but assembled by a cataloguing agency, a previous owner, a dealer, etc., may also be considered to be a bibliographic resource to be described as a whole.

AACR2 1.0A1
Chief Source of Information

- The whole collection
- Priority:
  - Textual information on the material and its containers
  - Accompanying textual material, such as finding aids, provenance and accession records
  - Visual content of the material itself

Graphic Materials: Rules for Describing Original Items and Historical Collections (GIHC)
MARC Format and Bib Type

- Format and Bib type
  - Choose for specific media, media that predominates, or the most relevant media
  - If mixed formats and none predominates
    - Format = Mixed
    - Bib type = p (Mixed materials)

- Use 006 and 007 to code additional characteristics
Bib Level

- Bib level = c (Collection)
- Valid for all MARC formats except serials
Fixed Fields

- **Country**
  - Unpublished:
    - xx
  - Published
    - vp (various places)
    - country or state if all published in same area

- **Date type**
  - Inclusive (i)
  - Bulk (k)
  - Take from 245 or 260
040 - Cataloging Source

- Add ‡e when rules other than AACR2 are used
- Codes: MARC Code List: Part VI: Description conventions
  - [www.loc.gov/marc/relators/reladesc/html](http://www.loc.gov/marc/relators/reladesc/html)
- Example:
  - 040 __ ‡a UMK ‡e dacs ‡c UMK
1xx - Main Entry

- Use AACR2 and AACR2-based manuals to determine main entry. In general, rules are the same as for non-collections.
- Collections often have diverse authorship, so many have title main entry.
- Papers known as the collection of a person are entered under that person.
  - Add ‡e collector.
245 - Title

- Often constructed by cataloger

- Make it descriptive and distinctive

- Type of information to include
  - name of collection
  - name of creator, creating body, collector, or source
  - languages
  - geographic locations
  - genre or form
  - principle subjects (persons, events, topics)
Dates – 245 or 260

- Inclusive (245 ‡f or 260 ‡c)
- Bulk dates (245 ‡g or 260 ‡c)
- Examples:
  - 245 _ _ ‡f 1939-1973 ‡g (bulk 1965-1972)
  - or
  - 260 _ _ ‡c 1780-1977, bulk 1890-1940.
300 - Physical Description

Single vs. multiple 300s
300 _ _ ‡a 56 pieces
300 _ _ ‡a 18 photographs
300 _ _ ‡a 90 sound recordings
300 _ _ ‡a 4 film reels

Describe pieces or containers or shelf space
300 _ _ ‡a 10 boxes (6 linear ft.)
300 _ _ ‡a 5 linear feet (14 albums, 6 boxes)
Coding variations

300 _ _ ‡a ca. 3,500 ‡f pieces ‡a (12 ‡f linear ft.)
300 _ _ ‡3 personal correspondence ‡a (34 ‡f leaves)

Include ‡b and ‡c

300 _ _ ‡a <450 > prints : ‡b etching ; ‡c 23 x 27 cm.
300 _ _ ‡a <5 > pamphlets ; ‡c 9 x 10 cm.–26 x 15 cm.
300 _ _ ‡a <10 > maps : ‡b col. ; ‡c 24 x 21 cm. or smaller, in plastic case 28 x 30 x 32 cm.
351 - Organization and Arrangement

- **Organization (‡a)** = how subdivided into smaller units or groups (e.g., series)

- **Arrangement (‡b)** = how the material is ordered within the units (alphabetical, chronological, topically, etc.)

351 _ _ ‡a Organized into nine series; ‡b each series is arranged alphabetically by document type.
Notes – Content of Collection

- 500 – Scope and content
- 505 – Table of contents
- 520 – Summary

Notes about other sources of information:
- 555 – Finding aid
  - 856 - Link to electronic version, if available
Notes – History

● 541 – Donor or immediate source of acquisitions
  ❖ 541 _ _ ℹ Gift; ℹa Nadine Missakian; ℹd June 1995.

● 561 – Provenance
  ❖ 561 _ _ ℹa Collection begun by Jewel James in the 1860s. Purchased in 1872 by Mrs. George Smith …

● 545 – Biographical or historical notes
  ❖ 545 _ _ ℹa Baron ("Mister") Missakian, a Turkish immigrant of Armenian descent, immigrated as a young man …
Notes – Access and Use

- 506 – Restrictions on access
  - 506 _ _ ‡a Restricted; ‡c access by appointment only

- 540 – Terms governing use and reproduction
  - 540 _ _ ‡a Permission to reproduce, publish, exhibit, broadcast, perform, or quote from material in the Miller Nichols Library Department of Special Collections requires written permission of …
Notes – More …

- 524 – Preferred citation
- 535 – Locations of originals/duplicates
- 544 – Locations of associated archival material
- 581 – Publications About Described Materials
- 583 – Action note
Subject Headings and Other Access Points

- 6xx – topical, personal and corporate names, geographical, etc.
  - No limit on number
  - Add ‡3 if subject heading applies to part of collection
  - Include 655, 653, 690 as appropriate

- 7xx
  - Add all that apply
People Involved in Decisions

- Special Collections or Archives staff
- Collection Development, as appropriate
- Other Public Services staff (Reference)
- Technical Services: Cataloging (obviously)
- Digital librarians, web team
Questions for These Folks

- Name of Collection. Variant names.
- Number of pieces or items by format
- Linear feet
- Time period covered by the materials in the collection
- Earliest and latest publication or creation dates of the materials
Questions Before Cataloging

- Is the collection static or are new items being added to it?
- Predominant language associated with the collection. Other languages in the collection
- Scope and content of the collection
- Print and/or electronic lists, finding aids or databases for the collection. URL:
Questions Before Cataloging

- Provide bibliographical or historical information about the collection as appropriate
- Do you want a formal contents note included? A link to the inventory?
- What restrictions on the use and reproduction of the collection or for individual items are there?
Questions Before Cataloging

- Names of people or institutions that should be listed as authors or statements of responsibility for the collection
- What additional cataloging do you want for this collection in the future?
- Provenance. Source of acquisition. Do you want access points provided for these names?
Questions Before Cataloging

- If collection contains reproductions, give location of the originals
- If this is part of another collection or related to another collection, give names
- Special genre forms or topics covered by the collection
Questions for Item Record

- Location
- How is the collection arranged?
- LC classification or other?
- Physical condition. Do items in it need repair or conservation?
- Do materials in it circulate?
- Individual item records or one?
- Anything else relevant?
Local Decisions

- Order of notes in the bibliographic display
  - E.g., Restricted notes together (506, 541)

- Local subject headings
  - 690  UMKC Libraries’ Collection
  - 690  UMKC Libraries’ Digital Collection
Local Decisions

- Item records suppressed?
- Cataloged in national utility?
- What standard to follow?
  - Content: Descriptive Metadata (AACR2, DACS)
  - Data Structure: Structural Metadata (MARC, EAD)
UMKC Workflow

- Special Collections staff completes workform (online) and e-mails to Search and Verification Unit for forwarding to subject catalog librarians

- Catalog Librarian creates bibliographic record in OCLC using information from the questionnaire, checking against any online descriptions or finding aids that may be available
Workflow

- If needed, catalog librarian checks physical collection to confirm contents
- Bibliographic record added to national database and downloaded into local catalog
- Genre terms added to bibliographic record locally as needed and item record created
EXAMPLE: MARC21

OCLC: 59103923  Rec stat: n
Type: k  ELvl: K  Srce: d  Audn:  Ctrl:  Lang: eng
BLvl: c  Form:  GPub:  Time:  MRec:  Ctry: xx
Desc: a  TMat: i  Tech: n  DtSt: k  Dates: 1923,1999

040  UMK $c UMK
007  k $b h $d m $e o
050  4 ML3561.J3 $b M83
090  $b
049  UMKC

245 04 The Mutual Musicians Foundation photograph collection $g 1923-1999 $h [graphic].

300  3 ft. (11 boxes, 700 photographs) : $b b&w and col.
351  $b Arranged by ascending accession number.
500  Title supplied by Special Collections librarian.
506  Use restricted; $c Access by appointment only.
540  Restricted. Permission to reproduce, publish, exhibit, broadcast, perform, or quote from material requires written permission of the Assistant Director for Collection Development or other appointed agent of the Library.
Chronicles the history of the Kansas City, Missouri Musicians Protective Union Local 627 (American Federation of Musicians), from its establishment in 1917 to 2003.... [etc.]

Established in 1917, Local 627 of Kansas City, Missouri, then known as the "Colored Musicians Union," ... [etc.]

Housed in the Kenneth J. LaBudde Department of Special Collections of Miller Nichols Library at the University of Missouri--Kansas City.

Mutual Musicians Foundation (Kansas City, Mo.)

African American musicians $v Photographs.... [etc.]

UMKC Libraries Collection.

Mutual Musicians Foundation (Kansas City, Mo.)

University of Missouri--Kansas City. $b Library. $b Kenneth J. LaBudde Department of Special Collections.

$z View UMKC Special Collections description $u http://www.umkc.edu/lib/spec-col/627mmf.htm
Multi-Part Collection (MARC21)

OCLC: 59106891  Rec stat: n
Type: p  ELvl: K  Srce: d  Audn:  Ctrl:  Lang: eng
BLvl: c  Form:  MRec:  Ctry: xx
Desc: a  DtSt: i  Dates: 1915,1976

005     20050418101829.0
006     s x p  0  0
006     j  n
006     p
007     s $b d $d c $e m $f m $g c $h n $i n $j m $k p $l l $n b
007     k $b h $d m $e o $f m
040     UMK $c UMK
041     0  eng $a arm
049     UMKC
050     4 TR140.M577 $b B37
245     00 Baron Missakian Collection.
246     3 Missakian Collection
300 6 folders clippings, correspondence, memorabilia
300 1 box photographic and drafting tools
300 11 journal issues : $b ill.
300 5 scores
300 1 sound recording : $b analog, 45 rpm ; $c 7 in.
300 354 photographs : $b b&w and col.
351 Organized into nine series; $b Each series is arranged alphabetically by document type.
546 Material primarily in English; some Armenian.
506 Access restricted to UMKC University Libraries Special Collections Department.
540 Restricted. Permission to reproduce, publish, exhibit, broadcast, perform, or quote from material in the Miller Nichols Library Special Collections requires written permission of the Assistant Director for Collection Development or other appointed agent of the library.
541 $c Gift; $a Nadine Missakian.
The Baron Missakian Collection includes biographical information, correspondence, materials pertaining to the Horner Institute in Kansas City and Walt Disney's Laugh-O-Gram Films, sheet music, newspaper clippings and other miscellaneous materials. The photos are the strength of the collection.

Biographical information -- Correspondence -- Laugh-O-Gram/Disney Productions -- Sheet music -- Miscellaneous -- Journals -- Photographs -- Photographic trade tools.


Baron ("Mister") Missakian, a Turkish immigrant of Armenian descent, immigrated as a young man with his parents to America.... [etc.]

Missakian, Baron, $d 1891 or 1892-1964.

Kansas City (Mo.) $x History $y 20th century $v Photographs. ...

UMKC Libraries Collection.

Missakian, Baron, $d 1891 or 1892-1964.

Missakian, Nadine.

University of Missouri--Kansas City. $b Library. $b Kenneth J. LaBudde Dept. of Special Collections.

Professional photographer (Photographers' Association of America)

Abel's photographic weekly

http://www.umkc.edu/lib/spec-col/missakian.htm
**Digital Collection: MARC21/DACS**

<table>
<thead>
<tr>
<th>Tag</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>005</td>
<td>20050527024103.0</td>
</tr>
<tr>
<td>006</td>
<td>knnn s in</td>
</tr>
<tr>
<td>007</td>
<td>c $b r $d c $e n $h a $j a $k u $l a</td>
</tr>
<tr>
<td>040</td>
<td>UMK $e dacs $c UMK</td>
</tr>
<tr>
<td>049</td>
<td>UMKC</td>
</tr>
<tr>
<td>100</td>
<td>1 Missakian, Baron, $d 1891 or 1892-1964.</td>
</tr>
<tr>
<td>240</td>
<td>10 Baron Missakian collection. $n Series IX, $p Photographs (Online)</td>
</tr>
<tr>
<td>245</td>
<td>10 Baron Missakian collection. $n Series IX, $p Photographs, $f 1922-1938 $h [electronic resource]</td>
</tr>
<tr>
<td>246</td>
<td>3 Baron Missakian photograph collection</td>
</tr>
<tr>
<td>351</td>
<td>$3 353 photographs $a Organized in 8 boxes $b by accession number</td>
</tr>
</tbody>
</table>
Restricted access; Special Collections Librarian or other appointed agent.

Permission to reproduce, publish, exhibit, broadcast, perform, or quote from material requires written permission of the Assistant Director for Collection Development or other appointed agent of the library.

c Gift; Nadine Missakian.

Inventory available in Special Collections Dept.; folder level control.

Finding aid containing thumbnail images for browsing in available in Special Collections Dept. and on the Internet. [http://digital.library.umsystem.edu/cgi/i/image/image-idx?c=missakianic]

Documents the worlds of classical music and dance, as well as the new popular entertainments, vaudeville and the movies. ... [etc.]

Available also in print.


Baron ("Mister") Missakian, a Turkish immigrant of Armenian descent, immigrated as a young man with his parents to America... [etc.]

Housed in the Kenneth J. LaBudde Department of Special Collections of Miller Nichols Library at the University of Missouri—Kansas City.
600 10 Missakian, Baron, $d 1891 or 1892-1964 $v Photograph collections.
650 0 Photographers $z Missouri $z Kansas City. … [etc.]
655 7 Digital libraries. $2 lcsh
690 UMKC Libraries Collection.
690 UMKC Libraries Digital Collection.
710 2 University of Missouri--Kansas City. $b Library. $b Kenneth J. LaBudde Dept. of Special Collections.
740 University of Missouri digital library.
772 18 $t Baron Missakian collection
776 08 $i Print version: $t Baron Missakian collection. Series IX, Photographs
856 41 $z View UMKC Special Collections site $u http://digital.library.umsystem.edu/cgi/i/image/image-idx?c=missakianic;
Contact Us!

● Kathleen Schweitzberger
  Principal Catalog Librarian
  University of Missouri—Kansas City
  SchweitzbergerK@umkc.edu
  816-235-2777

● Wendy Sistrunk
  Music Catalog Librarian
  University of Missouri—Kansas City
  SistrunkW@umkc.edu
  816-235-5291

● Felicity Dykas
  Electronic Resources Cataloger
  University of Missouri—Columbia
  DykasF@missouri.edu
  573-882-4814