

To: Sara Shatford Layne, Chair, CCS

From: Mary Lynette Larsgaard, Chair, CCS CC:DA

RE: CC:DA Comments on “Guidelines for Standardized Cataloging for Children”

Thank you for the opportunity to comment on this chapter from a draft document – *Cataloging Correctly for Kids* - authored by the CCS Cataloging of Children's Materials Committee (CCMC). I note that you have requested comments by November 15.

CC:DA commends CCMC on its work to revise these cataloging guidelines. They will be beneficial not only for catalogers who routinely catalog children's materials, but also for non-catalogers. For non-catalogers, the guidelines will aid in the understanding of rules and coding which are not a routine part of their work. Since the charge of CC:DA is to focus on descriptive cataloging, only those sections of the document are discussed here.

There are three general areas that need to be addressed before the guidelines go out for official review:

- Although CC:DA realizes that it is difficult to keep guidelines and the rules in sync, there is a concern that the guidelines are not using the latest revision of AACR2R in the rules referred to within the text; this may cause confusion for catalogers reading the guidelines. In the sections on name and series access points, there is minimal discussion of the LC/NACO Authority File (NAF).
- LC/NACO Authority File (NAF) and its use. It would be beneficial to discuss the LC/NACO Authority File (NAF) earlier in the document, and in more detail.
- The section on series access points is very difficult to understand, and needs revision to clarify the concepts in general, and the coding in particular.

## Specific comments on the guidelines

**Background section, paragraph 1:** “Currently administered by the Children's Literature Cataloging Division” should read, “currently administered by the Children's Literature Team, History And Literature Cataloging Division.”

**Background section, paragraph 2:** “More recently many libraries' records are contributed ...” should be, “More recently many libraries' records are contributing ...”

**Scope section, 3rd paragraph:** It would be useful to mention the availability of Cataloger's Desktop here.

**Scope section, paragraph 5:** The sentence, “References within this text to individual rules are to rules in AACR2R (2002),” is not in sync with the tools listed in paragraph 3, which lists *Anglo-American Cataloguing Rules*, 2nd edition, 2003 revision (AACR2R). Neither refer to the most recent revision, dated 2004.

**Scope section, figure 1, Commonly Used MARC 21 Bibliographic Fields:** Consider adding the 520 summary note to the figure.

**Name Access Points section, paragraph 1:** This might be an ideal place in the document to address the LC/NACO Authority File (NAF) for name headings.

**Name Access Points section, point 1:** The guidelines mention the concept of main entry by stating there is no variation from AACR2R. Similarly, this point, which discusses added entry instructions for works with joint authors, does not differ from the rules in AACR2R. Perhaps this is an unnecessary point to include.

**Title Access Points section, paragraph 1 including points 1 and 2:** If the latest rules are used in the guidelines, exceptions to restrictions would not have to be covered here and this section could be reduced to only the last paragraph. In the latest update to the rules, rule 21.30J1 no longer restricts when to make an added entry for the title proper. In fact, it instructs the cataloger to make an added entry under the title proper of every item entered under a personal heading, a corporate heading, or a uniform title.

**Title Access Points section, paragraph 3:** Perhaps the sentence, “The authorized form of many names (personal, corporate, conference) as well as uniform titles may be easily verified in the national authority file, found on the Web at ...,” could be moved to earlier in the access points discussion.

**Series Access Points section:** This is another section that would benefit from an earlier and more thorough discussion of the importance of the LC/NACO Authority File (NAF). It would be helpful to provide examples where series statements are entered the same and when they are entered differently, explicitly stressing what appears on the piece as opposed to what appears in the LC/NACO Authority File (NAF). Series title transcription as instructed in AACR2R should be referenced. The use of the 490 first indicator, “1,” is mentioned; but there is no mention of when it is appropriate, or why, to use 490 first indicator “0.”