Special Collections Cataloging
Part 1. Monographs

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Special Collections Cataloging: Part 2, Manuscripts will be presented by Heather Perez, Stockton University, October 31st

Polls, activities—get ready!
Melissa De Fino
Head, Special Collections & Formats Cataloging

- MLIS, Rutgers University School of Communication and Information
- 14 years experience cataloging special collections materials at Rutgers
- Reports to Head of Central Technical Services, not Special Collections
- Believes in the importance of cataloging to the user

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Special Collections at Rutgers

- Special Collections & University Archives
- Institute of Jazz Studies
- Dana Newark
- History of Medicine Collection
- “X” collections throughout the University Libraries
What am I going to talk about today?

- Difference between special collections and the general collection
- Preservation and Processing Concerns
- Cataloging- Title and publication information
- Cataloging- Physical Description
- Cataloging- Copy-specific Information
What is your comfort level with special collections cataloging?

A. Cataloger who regularly catalogs special collections
B. Cataloger who sometimes catalogs special collections
C. Cataloger who has never cataloged special collections
D. Archivist mainly responsible for collections
E. Not a cataloger or archivist

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Difference between special collections and the general collection

- Life cycle
- Collection Development
- Cataloging
- Preservation/Condition concerns

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Life Cycle of Special Collections Materials

• General collections are born, live, and die. They are acquired (usually by purchase, although sometimes through donation), are cataloged, processed, circulated or used in-house, and eventually deaccessioned.

• Special collections are immortal. They are acquired (possibly more often through donation than purchase), are cataloged, processed, stored, generally used in-house, sometimes digitized, endlessly.
Collection Development

- Mostly donated, not purchased; and often purchased through small, specialized vendors
- General collection follows a patron or curriculum driven model. Items are purchased because the patrons or curricula demand them.
- Special collections follow a collection driven model. Items are purchased or accepted because they fit into the scope of the collection.
- Rare books collection development statement at Rutgers: https://www.libraries.rutgers.edu/scua/rare-books-collection-development-statement
Functional Objectives of Descriptive Cataloging of Rare Materials (Books):

• Users must be able to distinguish clearly between different manifestations of an expression of a work.
• Users must be able to perform most identification and selection tasks without direct access to the materials.
• Users must be able to investigate physical processes and postproduction history and context exemplified in materials described.
• Users must be able to gain access to materials whose production or presentation characteristics differ from modern conventions.
Cataloging (practical)

- Record everything.
- Record everything, within your means, and within your institution’s means.
- Embrace variants.
- Use common sense.
- Assume you know nothing.
- Don’t be scared!
- Have fun!
What is the weirdest/most challenging/most awe inspiring thing that has ever come across your desk?
Preservation/Condition Concerns

Special collections books may be in fragile condition. Examples of physical condition concerns are:

- Brittle pages
- Loose or broken spines
- Dust and rust
- Mold
- Pest infestation
Handling of Delicate Material (1)

• No drinks or food in your work area
• Wash your hands before and after using materials.
• Store books flat with nothing on top of them, when possible, or straight upright. Not leaning, not hanging off the side of a shelf or table. Store nothing on the floor, if possible
• Use beanbag or other light object to hold book open during cataloging.
• Do not lick your fingers when turning pages
Handling of Delicate Material (2)

- Use only pencil when working with special collections materials.
- If you are not able to identify mold or pests, turn to a colleague who can. Err on the side of caution.
- Do not carry more than one or two books at a time. Use a truck.
- White gloves can be worn when handling special collections, but beware because they can make handling of the item more awkward, causing damage through rips or tears. Clean, dry hands are generally best.
Processing

- Keep the item in the state in which it comes to you.
- Retain dust jackets and consider them part of the publication.
- Consider skipping the barcodes, labels, and tattle-tape if possible.
- Use acid-free strips for call number information and barcodes.
- Use acid-free envelopes to house thin items that cannot stand up on their own on the shelf.
- Handwrite call number/accession number information inside the book. T.P. verso is ideal as long as it can be done without damaging the book.
What should you NOT do if given a moldy book to catalog?

A. Wrap it in plastic
B. Isolate it from other books
C. Catalog it, adding a note about the mold, and send it to the collection
D. Send for mold remediation
E. Throw it in the trash
Cataloging Standards

As of Oct. 1, 2018: “The Bibliographic Standards Committee is neutral regarding RDA, neither encouraging nor discouraging agencies regarding implementation of RDA-acceptable DCRM records. Until the RBMS Policy Statements to RDA are complete, agencies creating DCRM records should proceed as follows:

1. Catalog according to DCRM(B) and AACR2 for descriptive cataloging, using RDA guidelines for access points; or

2. Create RDA records by applying the provisions for rare materials included in the RDA BIBCO Standard Record (BSR). (If used, use throughout entire description, and code as following ISBD, with both $e rda and $e dcrmb in the 040 field)

-From the Rare Books and Manuscripts Section website (http://rbms.info/dcrm/rda/)

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Title (1)

- Transcribe exactly as it appears (normalization for capitalization is OK).
  
  Example:
  
  Source: Newhampshire & Vermont ALMANAC
  Transcription: Newhamshire & Vermont almanac

- Transcribe a misprint as it appears in the publication. Follow by “[sic]” or “i.e.” and the correction with square brackets.

  Example:
  
  Of the knowledg [sic] whiche maketh a wise man
  The noted [i.e. noted] history of Mother Grim
Title (2)

- No title? No problem!
  Add a title that makes sense to the user, in brackets. Add a note: Title supplied by cataloger.
  (For manuscripts, it is assumed that no title page is present. Brackets are not required).

Example:
  245 00 [Joseph Ishill, Oriole Press items].
  500 __ Title supplied by cataloger.
Publication Information (1)

- Record publication information exactly as it appears on the item.

  264 _1 New-York : $b Printed and published by S. Gould, $c1807.

- Transcribe the place of publication exactly as it appears on the item.

  Commonwealth of Massachusetts, Boston.
• Supply correct names and fuller forms of place names in a note.
  500 Actually published in Paris; 500 Published in Buenos Aires.

• If place of publication is fictitious, supply it nonetheless and make an explanatory note. If the actual place is known or can be surmised, supply it in brackets.
  260 Metropolis
  500 Published in New York, N.Y.

• If privately printed appears on the item, transcribe it in the publication statement.
Publication Information (3)

- Estimate a date within reasonable means.
- Printing date can serve as publication date, but supply in brackets. [1800]
- Fixed fields: 19uu, 198u, etc.
- 264: [approximately 1900], [between 1900 and 1999?], between 1980 and 1989?, [1989?]
- If a date is found somewhere in the item aside from the title page or colophon, do a good service to the next cataloger by adding a note.
  
  500__ Date from preface.

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Catalog this book!

- 245 __ _____________________________
- 260/4 __ _____________________________
- Include subfields if necessary.
A correct statement of the late melancholy affair of honor between General Hamilton and Col. Burr, in which the former unfortunately fell, July 11, 1804: ib containing the whole of the correspondence between the parties and the seconds, the particulars of the interview, the death of Gen. Hamilton, his will, and an account of the funeral honors paid to his memory, &c. to which is added, A candid examination of the whole affair, in a letter to a friend / by Lysander.

Printed and published for the author, by G. & R. Waite ..., 1804.
Physical Description (1)

- Pagination. OK to use 1 volume (unpaged) or 1 volume (various pagings) but preferred to count the pages and add them in brackets. Decide based on your means.
- xxiv, 179 pages (incomplete) {If pages are missing} Or: pages 89-213.
- Unnumbered pages, estimate. Ex.: approximately 200 pages or 200 unnumbered pages
- Record all plates and count them if necessary.
  250 pages, 11 unnumbered pages of plates (some folded)
Physical Description (2)

• Single sheet publications. For a publication consisting of a single sheet folded into multiple panels, include in parentheses a count of the number of physical panels on one side of the sheet when unfolded. Provide details of the sheet’s layout in a note.
  
  300 ___ 1 folded sheet ([22] panels)
  
  500 ___ A folded sheet of 22 panels on each side when unfolded. All panels are unnumbered.

• Unusual bindings or covers, etc.
  
  500 ___ All tipped in two halves of a seashell bound together with cloth ribbon.

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Catalog this book!

- 300 __ _____________________________
- 500 __ _____________________________
- Include subfields if necessary.

1 book, 16 pages, 22 cm.
Map tipped in at end
Title of map: Cape May Roads
300 __ 16 pages : $b 1 folded map ; $c 22 cm.

500 __ 1 map tipped in at end: Cape May roads.
Local Notes and Copy-Specific Information (1)

• 500 versus 590
  500: general note. Does this note apply to every instance of this publication? If yes, use 500.
  590: local note. Does this note apply to every instance of this publication? If no, use 590.
• 500 notes can go to OCLC. 590 notes cannot go to OCLC.
• Some institutions use public display holdings notes instead of 590s.
Local Notes and Copy-Specific Information (2)

• Imperfect copies
  590 __ Special Collections copy imperfect: leaves 3-11 wanting.

• Inscribed or signed copies
  590 __ Special Collections copy signed in ink by the author.
Local Notes and Copy-Specific Information (3)

- Limited printings
  
On book: Copy no. 11 of 350 copies printed.

500 __ 350 copies printed

590 __ Special Collections copy: no. 11

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Catalog this book!

- 590 _ _ _____________________________
- 590 _ _ _____________________________
590 ___ Special Collections copy inscribed to Joan Snyder by Jenni Sorki.

590 ___ Special Collections copy: Gift of Barbara Mensch.
Helpful and Interesting Sources

DCRM: Descriptive Cataloging of Rare Materials
http://rbms.info/dcrm/

ACRL Rare Books and Manuscripts Section
http://rbms.info/

History of the Book (UCLA)
https://hob.gseis.ucla.edu/
Questions?