

# Full-level Cataloging Guidelines for Library of Things (STEAM Kits) Description

## 1. Levels of Cataloging

The Level of cataloging indicates the completeness of the bib record. There are four levels of completeness defined based on the cataloging standards RDA or AACR2. CCRLS preferred standard for creating original bib records is the current standard, RDA. In MARC record the level of completeness is recorded in the Leader, position 17, ELvl. CCRLS libraries creating full-level original records code the Leader element ELvl as *I*. For imported records, created by other institutions, those records coded as ELvl *I* or *blank*.

In WorkFlows

Control	Bibliographic	Call Number/Item	Bound-with
Shadow title: N			
Label	Tag	Ind.	Contents
Leader	000		
06 Rec_Type		a	Type of record
07 Bib_Lvl		m	Bibliographic level
08 TypeCtrl			Type of control
17 Enc_Lvl		I	Encoding level
18 Desc		i	Descriptive cataloging form

In OCLC Connexion

<a href="#">OCLC</a>	1089924019	Held by CHY - 8 other holdings	
Books	<a href="#">Rec stat</a> c	<a href="#">Entered</a> 20190228	<a href="#">Replaced</a> 20190521010802.1
<a href="#">Type</a> a	<a href="#">ELvl</a> I	<a href="#">Srce</a> d	<a href="#">Audn</a> <input type="checkbox"/>
<a href="#">BLvl</a> m	<a href="#">Form</a> <input type="checkbox"/>	<a href="#">Conf</a> 0	<a href="#">Biog</a> <input type="checkbox"/>
	<a href="#">Cont</a> b <input type="checkbox"/>	<a href="#">GPub</a> <input type="checkbox"/>	<a href="#">LitF</a> 0
<a href="#">Desc</a> i	<a href="#">Ills</a> a <input type="checkbox"/>	<a href="#">Fest</a> 0	<a href="#">DtSt</a> s
			<a href="#">Ctrl</a> <input type="checkbox"/>
			<a href="#">Lang</a> eng
			<a href="#">MRec</a> <input type="checkbox"/>
			<a href="#">Ctrv</a> scu
			<a href="#">Indx</a> 0
			<a href="#">Dates</a> 2019 , <input type="checkbox"/>

- Full-level cataloging.** Records that contain all the applicable core-designated elements in RDA or meet the requirements of AACR2 second-level description (AACR2 1.0D2). [ELvl](#) is coded *blank*, *1*, *I*, or *L*.
- Core-level cataloging.** Records that meet the requirements of AACR2 first-level description (AACR2 1.0D1) and some of the requirements of AACR2 second-level description (AACR2 1.0D2). [ELvl](#) is coded *4*.

- c. **Minimal-level cataloging.** Records that lack one or more applicable core-designated elements in RDA or meet the requirements of AACR2 first-level description (AACR2 1.0D1). [ELvl](#) is coded 7, K, or M.
- d. **Abbreviated-level cataloging.** Brief records that do not meet the requirements of Minimal-level cataloging specifications. [ELvl](#) is coded 3.

## 2. Full-level Core Elements as Designated in RDA

The chart below is an example of RDA core elements required for the bibliographic description of a mechanical toy. If uncertain what core RDA elements are applicable for your LOT bib record see more examples under *RDA Toolkit > Tools > Examples of RDA Records (RSC) > Full Records > Examples of RDA Records (RSC)-bibliographic records*, where the RDA Core Elements for different types of bibliographic records are provided, verify RDA Core elements in RDA Toolkit, or contact CCRLS Technical Services Coordinator for assistance.

Agenda: **Light Yellow**: RDA Core Elements; **Darker Yellow**: CCRLS Required MARC Elements

### Core Elements Example - Print Book

MARC FIELD TAG	MARC FIELD	INDICATORS	DATA RECORDED	RDA REF	RDA ELEMENT	ENTITY (Manifestation/Expression/Work)
Leader/001	Key		\$a local			
Leader/06	Type of record		r			
Leader/07	Bibliographic level		m			
Leader/18	Descriptive cataloguing form		i			
008/33	Type of material		w			
008/35-37	Fixed-length data elements – Language		eng			
020	International Standard Book Number	##	\$a 1563089769 \$q (hardcover)	2.15	Identifier for the manifestation	M
024	Universal Product Code (UPC)	1#	\$a 815095017105	2.15	Identifier for the manifestation	M
040	Cataloguing source – description conventions	##	\$e rda			
100*	Main entry – Personal name	1#	\$a Last name, First name, \$d YYYY- \$e author	19.2 19.3 18.5	Creator Dates associated w name Relationship designator	

110*	Main entry – Corporate name	2#	\$a Corporate name, \$e author	19.2 18.5	Creator Relationship designator	
245	Title statement	14	\$a Hasbro's joy for all: \$b Companion pets / \$c Joy for all.	2.3.2 2.3.4 2.4.2	Title proper Remainder of title Statement of responsibility relating to title proper	M M M
250	Edition statement	##	\$a Second edition.	2.5.2	Designation of edition	M
264	Production, publication, distribution, manufacture, and copyright notice	#1	\$a Pawtucket, Rhode Island : \$ bHasbro, \$ c[2017]	2.8.2  2.8.4 2.8.6	Place of manufacture  Manufacturer's name Date of manufacture	M  M M
300	Physical description	##	\$a1 companion cat :b silver and white synthetic fur, polyester fiber filling, metal and plastic frame, light and touch sensors ; \$ c23 x 38 x 25 cm + \$e1 brush and 1 care sheet.	3.4.5 3.5	Extent of text Dimensions	M M
336	Content type	##	\$a three-dimensional form \$b tdf \$2 rdacontent	6.9	Content type	E
337	Media type	##	\$a unmediated \$ b \$2 rdamedia	3.2	Media type	M
338	Carrier type	##	\$a object \$b nc \$2 rdacarrier	3.3	Carrier type	M
490	Series statement	1#	\$a Series Title as Appears (If applicable)	2.12.2	Title proper of series	M
650	Subject added entry – Topical term	#0	\$a Stuffed animals (Toys).			
655	Subject added entry – Topical term	#7	\$a Mechanical toy. \$2 aat	6.3	In lieu of 380 Form of work	
690	Subject added entry – Topical term	#7	\$a Recreation.\$2 local			
690	Subject added entry – Topical term	#7	\$a Library of things.\$2 local			
710*	Added entry— Corporate name	2#	\$a Joy for All.	19.2	Creator	M
830	Series added entry – Uniform title	#0	\$a Library and information science text series.	6.2.2	Series-Uniform Title	M

\*Use as appropriate (100, 110, 700, 710 fields)

TEMPLATE:

Shadow Title: Y

Title Control Number: a1495000

Label	Tag	Ind.	Contents
Leader	000		*****1m *****Ii*****
key	001		local
Fixed field data	008		180226n nnn* ***** **rneng d
UPC	024	1	UPC CODE (PLEASE DELETE FIELD IF NOT PRESENT)
Local system #	035		(Sirsi) a1495000
Cataloging Source	040		CHY beng erda cCHY
Title	245	00	LOT TEMPLATE : bPLEASE DUPLICATE, DO NOT EDIT
Other title	246	13	IS THERE ANOTHER TERM FOR IT
Manufacture	264	3	[WHERE WAS IT MADE : bWHO MADE IT, cWHEN WAS IT MADE].
Physical description	300		WHAT IS IT : bWHAT IS IT MADE OUT OF ; cWHAT ARE THE DIMENSIONS + eANY ACCOMPANYING MATERIAL
Content Type	336		three-dimensional form btdf 2rdacontent
Media Type	337		unmediated bn 2rdamedia