COVERAGE OF CONTENT

PCC practice: For rare cartographic resources, PCC recommends this element unless the geographic and chronological coverage are apparent from the rest of the description.

[2017-03]

COORDINATES FOR CARTOGRAPHIC CONTENT

CORE ELEMENT FOR LC/PCC

Coordinates for cartographic content is a core element for LC for Longitude and latitude (See Policy Statement 7.4.2 [LC-PCC PS]).

[2012-05]

LONGITUDE AND LATITUDE

CORE ELEMENT FOR LC/PCC

PCC practice for Core element: for rare cartographic resources, additional guidance in determining longitude and latitude may be found in DCRM(C) 3D and Appendix K.

[2016-07]
RECORDING LONGITUDE AND LATITUDE

LC practice/PCC practice: Use two hyphens rather than a single hyphen to separate the west and east coordinates and the north and south coordinates. Do not use a space before or after the two hyphens.

[2016-07]

ALTERNATIVE

LC practice for Alternative: Record coordinates as decimal degrees when presented as decimal degrees on the resource.

[2010-02]

INTENDED AUDIENCE

CORE ELEMENT FOR LC

Intended audience is a core element for LC for resources intended for children.

[2010-04]

SYSTEM OF ORGANIZATION

CORE ELEMENT FOR PCC

System of organization is a core element for PCC for archival materials; additional guidance can be found in DACS 3.2.

[2015-01]
DISSETRATION OR THESIS INFORMATION

CORE ELEMENT FOR LC/PCC

RECORDING DISSERTATION OR THESIS INFORMATION

Recording the Sub-elements of Dissertation or Thesis Information

*LC practice/PCC practice*: Record the sub-elements related to dissertation or thesis information as described in RDA in the appropriate subfield of MARC field 502, without AACR2-style punctuation between the sub-elements. Use this element for any resource that bears the information (it does not matter whether the manifestation being cataloged actually is the one so presented.)

502 $b Ph. D. $c University of Toronto $d 1974

Do not routinely restructure pre-RDA style dissertation or thesis information in existing records.

502 $a Thesis (Ph. D.)—University of Toronto, 1974

AACR2-style note; uses $a only

Sub-elements of Dissertation or Thesis Information Lacking

*LC practice/PCC practice*: If the resource lacks a formal thesis statement containing information related to the sub-elements, state its origin as a thesis in a general note (MARC field 500) when this information is readily available. Include in the note only the sub-elements (degree, institution, date) that are available.
LC-PCC PS FOR 7.10 RDA

SUMMARIZATION OF CONTENT

CORE ELEMENT FOR LC/PCC

Summarization of content is a core element for LC for fiction intended for children.

Summarization of content is a core element for PCC for archival materials (additional guidance can be found in DACS 3.1) and a recommended element for other resource types when useful to support user tasks.

LC-PCC PS FOR 7.10.1.3 RDA

RECORDING SUMMARIZATION OF CONTENT

\textit{LC practice}: Bibliographic records issued by the Library of Congress may include summaries, reviews, and abstracts from various sources, both internal and external. They are included either in MARC field 520 (Summary, Etc.) or 856 (Electronic Location and Access). Those written by LC staff are not attributed. Those from other sources are enclosed within quotation marks (except those retained in records used for copy cataloging) and are attributed.

Summaries Written by LC Staff: MARC Field 520

\textit{LC practice}: Input summaries written by LC staff in MARC field 520 with Indicator 1 set to blank (display constant "Summary"). Do not include statements of attribution.

\textit{Background}: LC staff may write summaries for:

\begin{itemize}
  \item a) resources cataloged in LC overseas offices (MARC field 042) to indicate the subject content of materials in languages not readily known in the U.S;
\end{itemize}
b) resources intended for young readers most likely to be included in organized collections such as those found in school or public libraries (MARC field 042);

c) electronic resources;

d) moving image resources.

Summaries Obtained From External Sources: MARC Field 520

*LC practice:* Input summaries obtained from external sources in MARC field 520 with Indicator 1 set to blank (display constant "Summary"), in quotation marks, and with attribution. Examples of these include:

- those provided by publishers in the Cataloging in Publication (CIP) program; attribution

  520 II... -- $c Provided by publisher.

- those occurring in records supplied by vendors and used as the basis for LC original cataloging; attribution

  520 II... -- $c Provided by vendor.

- those taken directly from resources themselves; attribution

  520 II... -- $c Unedited summary from book.

Reviews Obtained From External Sources: MARC Field 520

*LC practice:* LC staff do not write reviews for bibliographic records. However, when officially sanctioned by LC management, they can be obtained from external sources. Input such reviews in MARC field 520 with Indicator 1 set to 1 (display constant "Review:"), in quotation marks, and with attribution. Some examples of attribution are:

  RUSA Quarterly, Fall 2004. Compiled by the MARS Best Free Websites Committee, RUSA, ALA.

- 520 I... -- $c Handbook of Latin American Studies, v. 58. $u http://www.loc.gov/hasl/
Abstracts Obtained from External Sources: MARC Field 520

*LC practice:* Input abstracts obtained from external sources (LC staff do not write abstracts for bibliographic records) in MARC field 520 with Indicator 1 set to 3 (display constant "Abstract:"), in quotation marks, and with attribution. Some examples of attribution are:

```
520 3# … -- $c World Bank Web site.
```

Summaries, etc., Provided in Copy Cataloging

*LC practice:* Retain summaries, reviews, and abstracts already present in MARC field 520 in records used for copy cataloging (MARC field 042). Retain any attribution already present. If none is present, add the attribution:

```
520 ## … -- $c Source other than Library of Congress.
```

Using MARC Field 856 for Links to Enhanced Content

*LC practice:* Providing MARC field 856 links to publisher descriptions, reviews, summaries, etc., is generally done as part of projects sanctioned by LC management.

Provide links to publisher descriptions in MARC field 856 and include subfield $3 (Materials specified) containing "Publisher description".

Provide links to externally obtained reviews in MARC field 856 and include a subfield $3 (Materials specified) that characterizes the review and its source, for example:

```
856 42 $3 Book review (H-Net) …
```

Provide links to summaries in MARC field 856 and include a subfield $3 (Materials specified) that characterizes the summary and its source, for example:

```
856 41 $3 Unedited summary from book …
```

[2017-03]
DATE OF CAPTURE

*PCC practice:* Date of capture is a recommended element for *audio recordings.*

[2015-01]

LANGUAGE OF CONTENT

CORE ELEMENT FOR LC/PCC

[2017-03]

RECORDING LANGUAGE OF CONTENT

*LC practice/PCC practice:* In addition to recording the language of the primary content, also supply the languages of other content (summaries, tables of contents, etc.) if it will assist identification and selection.

<table>
<thead>
<tr>
<th>041</th>
<th>#</th>
<th>$a fre</th>
<th>$a eng</th>
<th>$a ita</th>
</tr>
</thead>
<tbody>
<tr>
<td>546</td>
<td>#</td>
<td>$a Articles chiefly in French; one article each in English and Italian.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>041</td>
<td>#</td>
<td>$a eng</td>
<td>$b fre</td>
<td>$b ger</td>
</tr>
<tr>
<td>546</td>
<td>#</td>
<td>$a Text in English with summaries in French, German, and Russian.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Form of Language Names

*LC practice/PCC practice:* When naming a language in a note, see the instructions under Policy Statement 6.11.1.3 [LC-PCC PS].

Languages That Omit Vowels

*LC practice/PCC practice:* When a preferred source in a nonroman script is vocalized or partially vocalized and this fact is significant, make one of the following notes, as appropriate:
FORM OF NOTATION

CORE ELEMENT FOR LC/PCC

Form of notation is a core element for LC/PCC for some scripts (See Policy Statement 7.13.2.3 LC-PCC PS) and for Form of musical notation (See Policy Statement 7.13.3 LC-PCC PS).

[2013-01]

SCRIPT

CORE ELEMENT FOR LC/PCC

Script is a core element for LC/PCC if a language is commonly written in more than one script, and if the resource is in a script other than the primary one for the language.

[2013-01]

RECORDING SCRIPTS

Form of Script Name

*LC practice/PCC practice*: Use the English language names of scripts found at: ⟨http://www.unicode.org/iso15924/iso15924-en.html⟩. Generally do not include the parenthetical information found in the list when recording the script name.

If a resource is in a language that is commonly written in more than one script, name both the language and the script.
546 2## $a Konkani $b Kannada.
546 2## $a Konkani $b Devanagari.
546 2## $a Serbian $b Latin.
546 2## $a Serbian $b Cyrillic.
546 2## $a Syriac $b Nestorian.

**Applicability**

*LC practice/PCC practice*: If the resource is in a script other than the primary one for the language, name both the language and the script in the language note (MARC field 546 2##).

546 2## $a Panjabi.

*For a publication using the Gurmukhi script*

*but*

546 2## $a Panjabi $b Devanagari.

*For a publication using the Devanagari script*

546 2## $a Sindhi.

*For a publication using the Persian script*

*but*

546 2## $a Sindhi $b Gurmukhi.

*For a publication using the Gurmukhi script*

546 2## $a Azerbaijani.

*For a publication using the Latin script*

*but*

546 2## $a Azerbaijani $b Arabic.

*For a publication using the Arabic script*
546  ##  $a Azerbaijani $b Cyrillic.

For a publication using the Cyrillic script

546  ##  $a Church Slavic.

For a publication using the Cyrillic script

but

546  ##  $a Church Slavic $b Glagolitic.

For a publication using the Glagolitic script

For complex notes involving multiple languages and scripts, see Policy Statement 7.13.2.4 [LC-PCC PS].

[2012-04]

**LC-PCC PS FOR 7.13.2.4 RDA**

**DETAILS OF SCRIPTS**

*LC practice/PCC practice:* When recording complex notes involving multiple languages, record information about both the language and script in $a (Language note) of MARC field 546  (language and script in same subfield because $a is not repeatable).

546  ##  $a Kazakh, Uighur (Cyrillic), and Chagatai (Cyrillic and Arabic script).

546  ##  $a Sanskrit (Latin and Devanagari) and English.

[2015-07]

**LC-PCC PS FOR 7.13.3 RDA**

**FORM OF MUSICAL NOTATION**

CORE ELEMENT FOR LC/PCC

[2012-05]
ACCESSIBILITY CONTENT

Sign Languages

*LC practice/PCC practice:* For items in which a sign language is present (e.g., a book containing pictures of the hand shape of each letter of a particular sign system, a videorecording that is signed), give a note stating the particular sign system (e.g., American Sign Language, British Sign Language). Formulate the note to reflect the situation, i.e., use terminology to distinguish between cases in which the content of the whole item is signed, whether as the sole medium of communication or in conjunction with one or more others, and those in which a sign language is present but the whole item is not signed.

For example, for a videorecording in which the sign language is the sole medium of communication, give the note "Signed in [name of sign system]." For a videorecording that includes open signing, i.e., a sign language interpreter appears in a separate frame, give the language note "Open signed in [name of sign system]." For more complex situations (e.g., a dictionary containing both a language and a sign language), give the note "Includes sign language; the sign system represented is [name of sign system]." If it cannot be determined what sign system has been used, give a note indicating that the item is signed but not specifying the sign system; e.g., "Includes sign language.; "Open signed."

[2013-01]

ILLUSTRATIVE CONTENT

CORE ELEMENT FOR LC

Illustrative content is a core element for LC for resources intended for children.

[2011-09]

SUPPLEMENTARY CONTENT

CORE ELEMENT FOR LC

Supplementary content is a core element for LC for indexes and bibliographies in monographs.
RECORDING SUPPLEMENTARY CONTENT

General

*LC practice:* Record the presence of supplementary content in a note when the resource contains sections of special importance or would assist with identification or selection. Routinely consider the following as being important for selection:

- bibliographies and bibliographical references, discographies, and filmographies, and indexes;
- appendices;
- errata slips that are not printed as part of the publication.

Give pagination or foliation, if considered important, unless the sections are scattered through the resource.

| 500 #### | $a "Life cycle of the liver fluke": leaves 75-89. |
| 500 #### | $a "Types of prayer wheels found in south central Tibet, by Mei Lin": pages 310-375. |
| 500 #### | $a Tables showing family relationships (Ogden, Reese, and Jordan): pages 120-125. |
| 500 #### | $a Includes biographical sketches of each satellite governor. |
| 500 #### | $a "Websites of interest to Lincoln scholars": pages 220-231. |

For the types of notes shown in the following examples, generally prefer a standardized construct, rather than a quotation from the resource:

| 504 #### | $a Discography (or Filmography): pages 310-375. |
| 500 #### | $a Errata slip inserted. |
Bibliography Note

*LC practice:* If a publication contains bibliographical citations in any form, generally use the following note:

504 ### $a Includes bibliographical references.

If there is a single bibliography, add the foliation/pagination to the note.

504 ### $a Includes bibliographical references (pages 310-325).

With respect to bibliographic citations and bibliographies, interpret the phrase "bibliographical references" to include all kinds of resources, including electronic resources; do not give any special treatment to, or provide special mention of, the latter if using this general bibliographical reference note.

Indexes

*LC practice:* If the publication contains an index to its own contents, use one of the following notes:

500 ### $a Includes index.

500 ### $a Includes indexes.

The bibliography note and the index note may be combined.

504 ### $a Includes bibliographical references and index.

[2013-05]

**LC-PCC PS FOR 7.17.1.3 RDA**

**ALTERNATIVE**

*LC practice for Alternative:* If recording colour content, generally use a substitute term (e.g., color), or record a phrase such as "some color" or "chiefly color" as details of colour content (see 7.17.1.4 RDA ).
LC-PCC PS FOR 7.20 RDA

FORMAT OF NOTATED MUSIC

CORE ELEMENT FOR LC/PCC

LC-PCC PS FOR 7.21 RDA

MEDIUM OF PERFORMANCE OF MUSICAL CONTENT

CORE ELEMENT FOR LC/PCC

Medium of performance of musical content is a core element for LC/PCC if not stated or implied elsewhere in the description or subject access points.

[2013-01]

LC-PCC PS FOR 7.22 RDA

DURATION

CORE ELEMENT FOR LC/PCC

Duration is a core element for LC for notated music.

Duration is a core element for PCC for audio recordings and moving images when readily available.

[2015-03]

LC-PCC PS FOR 7.22.1.4 RDA

ALTERNATIVE

LC practice/PCC practice for the Alternative: Apply the alternative.
PCC practice for Core element: For cartographic resources, use RDA elements under 7.25.1 RDA - 7.25.5 RDA as appropriate to the resource (7.25.3 RDA and 7.25.4 RDA are always core under RDA for cartographic resources). For rare cartographic resources, follow DCRM(C) 3B and Appendix J; however, use "approximately" rather than the abbreviation "ca."

LC practice for Alternative (1st): For content other than cartographic content, record the scale using a term rather than a representative fraction.

LC practice for Alternative (2nd): Generally do not estimate a scale by comparison with a resource of known scale.

CORE ELEMENT FOR LC
LC-PCC PS FOR 7.25.6.3 RDA

ALTERNATIVE

*LC practice for Alternative:* Record each scale separately only when there are two scales.

[2016-09]

LC-PCC PS FOR 7.26 RDA

PROJECTION OF CARTOGRAPHIC CONTENT

CORE ELEMENT FOR LC/PCC

*PCC practice for Core element:* For *rare cartographic resources*, follow DCRM(C) 3C; however, use "projection" rather than the abbreviation "proj."

[2016-07]

LC-PCC PS FOR 7.26.1.3 RDA

OPTION

*LC practice for Optional addition:* Apply the optional addition for both situations.

[2010-02]

LC-PCC PS FOR 7.27 RDA

OTHER DETAILS OF CARTOGRAPHIC CONTENT

CORE ELEMENT FOR LC/PCC

Other details of cartographic content is a core element for PCC for *rare cartographic resources* if required by DCRM(C).

[2016-07]