

# I COLLECTION-LEVEL CATALOGUING OF LIBRARY MATERIAL – RECORDS FOR ARTIFICIAL COLLECTIONS

In order to make library work more efficiently, certain library material, that may be catalogued separately, can be assembled into logical groups, often termed artificial collections. Such collections should be catalogued in one bibliographic record, e.g. collection-level record. The items within a collection share certain factors in common. Such factors may include: contents, event or a time period, publisher, form, provenance etc. Such a cataloguing is usually used for items that are not to be searched by title or author but regarding the contents of the item.

Types of materials appropriate to consider for collection-level cataloguing treatment include:

1. groups of pamphlets or ephemera which do not merit item-level or minimal level-cataloguing, but which collectively are judged to be of research value;
2. groups of monographs which share subject information, language or genre and which can adequately be provided with a single classification number, which belong to languages and/or scripts that are defined as foreign languages and/or scripts within the library working area;
3. groups of manuscripts, moving images, photographs, posters (rarely also audio or video material).

Collection-level cataloguing is not used for:

1. single titles of serials, book collections and other serial-like material,
2. material in electronic form,
3. sets i.e. multimedia publication.

## COLLECTION-LEVEL CATALOGUING

For collection-level cataloguing the following literature is available:

1. Zbirni zapisi : po dokumentaciji Collection-level cataloging, Library of Congress, Washington D.C. / priredila Dunja Kalčič. In: Knjižničarske novice. ISSN 0353-9237. - Vol. 7 (1997), nr. 12 (Supplement)
2. Appendix J. Collection-level cataloging. Washington, D.C.: Library of Congress, 1998 <http://www.loc.gov/catdir/cpsa/app-coll.html> (reviewed: September 25, 2003)
3. Verona, Eva. Pravilnik i priručnik za izradbu abecednih kataloga. Zagreb: Hrvatsko bibliotekarsko društvo, 1983-1986. 2 vol. and other cataloguing manuals being used within particular COBISS systems.
4. ISBDs for particular types of material.

Collection-level records are entered into the input mask Z (collections).

A collection should be described within the short bibliographic record containing data which briefly describe and identify the collection as a whole. While generating artificial collections the title proper is most often used as a main entry heading.

Collection-level records are not designated for downloading.

On the following pages fields are described appearing within both COMARC/B and COMARC/H formats, which are used in a specific way for cataloguing collection-level records.

## 0XX Identification Block

In subfield *001b – Type of record* the code is entered relating to the type of material within a collection. If a collection contains more than one type of material, the code "m" – *multimedia*.

In subfield *001c – Bibliographic level* the code "c" – *collection*.

## 1XX Coded Information Block

In subfields 100bcd the information is entered relating to the publication date of the collection items. A collection can be completed or non-completed.

In a record for the completed collection, which was issued within one calendar year, codes "d", "e", "h", "i" or "j" are entered in subfield *100b – Type of publication date*. In subfield *100c – Publication date 1* the publication year of collection items is entered.

If collection items were published for more than a year, the code "g" is entered in subfield 100b, the beginning year of publication is entered in subfield 100c and the final year of collection items publication is entered in subfield *100d – Publication date 2*.

Collections with the uncertain year of publication are signified with the code "f" entered in subfield 100b. The earliest possible year of publication is entered in subfield 100c, and the latest possible year of collection items publication is entered in subfield 100d.

In a record for the non-completed collection the code "g" is entered in subfield 100b, and the publication year of the first item is entered in subfield 100c. At the first data entry, relating to the collection, the designation "9999" is entered in subfield 100d. An open first year of publication is entered in subfield 210d (e.g. 1999- ).

When entering new collection items the temporary last year of publication of the last received item is entered in subfield 100d. The temporary last year of publication is entered in subfield 210d (e.g. 1999-<2003>).

The code relating to the language of text of collection items is entered in subfield *101a – Language of text*. If items were published in different languages, the code for the prevalent language is entered. Exceptionally, also other language codes may be entered in repeated subfields a.

The country code, eventually the locality code, is entered in field *102 – Country of publication or production*. If collection items were published in different countries, the code for the prevalent country is entered. Exceptionally, also other country codes may be entered in repeated subfields a.

Coded data relating to the material are entered in accordance with the code for a specific material the collection is made of (they must correspond to the code entered in subfield 001b). Fields for all types of material are available, with exception of serials.

001	□□	<b>an ba cc d0</b>
100	□□	<b>c1998 hslv</b>
101	0□	<b>aslv</b>
102	□□	<b>asvn</b>
105	□□	<b>aa bd c1</b>
106	□□	<b>az</b>
<i>(A collection of printed material which has been published within one year.)</i>		

001	□□	<b>an bk cc d0</b>
100	□□	<b>bf c1950 d1959 hslv</b>
101	0□	<b>aslv</b>
102	□□	<b>asvn</b>
116	□□	<b>ad bi db</b>
210	□□	<b>aV Ljubljani cDržavna založba Slovenije d[195-]</b> <i>(Year of publication is uncertain. Photographs have been published between 1950 and 1959.)</i>

001	□□	<b>an ba cc d0</b>
100	□□	<b>bg c1998 d9999 hslv</b>
101	0□	<b>aslv</b>
102	□□	<b>asvn</b>
210	□□	<b>d1998-</b> <i>(A non-completed collection. The first data entry relating to the collection.)</i>

001	□□	<b>an bk cc d0</b>
100	□□	<b>bg c1900 d1979 hslv</b>
101	0□	<b>aslv</b>
102	□□	<b>asvn</b>
116	□□	<b>ad bi</b>
210	□□	<b>a[S. l. cs. n.] d1900-&lt;1979&gt;</b> <i>(A non-completed collection. The last item has been published in 1979.)</i>

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## 2XX Descriptive Information Block

The collection title proper is mainly constructed by a cataloguer. The title proper is constructed in the language used by a cataloguing agency, having the form which clearly describes the collection and distinguishes it from the similar library material. Within the title the element is included and described which holds the collection together. Most often it is the name of a collection, the name of a creator, contents data, the name of a corporate body, language, geographic name or a genre.

The title is enclosed in square brackets "[ ]" in corresponding subfields within field 200 – *Title and statement of responsibility*. Since the title proper is most often the collection-level heading, the first indicator is set to "1".

The type of material is entered in subfield 200b – *General material designation*, with exception of printed material.

The data relating to the year of publication is most often entered in field 210 – *Publication, distribution, etc.*, although software enables all subfields entry.

Physical details relating to the number of items are most often entered in subfield 215a – *Specific material designation*. If the material is being saved in containers or holders, the number of them is also stated.

If the collection contains different types of material, the information on each type of material is entered in repeated fields 215.

For ephemera the extent of items is estimated, i.e. the approximate extent of items is entered, e.g. "ca. 350 items".

For non-completed collections the current extent of items is enclosed in angle brackets "<>".

The information on illustrations etc. may be entered when the most items are illustrated. Size also may not be an important element. If included, a range is to be given.

200	1□	<b>a</b> [Volitve v Državni zbor Republike Slovenije <b>e</b> 1996]
210	□□	<b>a</b> [Slovenija] <b>d</b> 1996
215	□□	<b>aca</b> [200] enot <i>(A collection of the election propaganda material.)</i>

200	1□	<b>a</b> [Družba sv. Cirila in Metoda]
210	□□	<b>a</b> [S. l. cs. n.] <b>d</b> 1883-1938]
215	□□	<b>aca</b> [150] enot <i>(A collection contains regulations, reports, publication on activity.)</i>

200	1□	<b>a</b> [Ivan Cankar <b>i</b> Portreti] <b>b</b> Slikovno gradivo
210	□□	<b>a</b> [S. l. cs. n.] <b>d</b> 1900-<1979>
215	□□	<b>a</b> <20> portretov <b>cč-b</b> in barve <i>(A collection currently contains 20 photographs. The publication year of latter items is entered in subfield 210d, enclosed in angle brackets.)</i>

### 3XX Notes Block

Notes relating to the collection mostly refer to the source, organization or the complexity of the collection. They also refer to conditions of use or to the collection contents.

In the case of a big collection, or when collection items have no usual bibliographic data, common information relating to the collection contents is entered in field 300 – *General note*.

200	1□	<b>a</b> [Slovenska kulturna akcija]
300	1□	<b>a</b> Vsebuje vabila na prireditve, programe prireditvev, različne brošure, besedila pesmi ipd. <i>(A record containing a general contents note.)</i>

A contents note may be entered when separate items contains significant titles and/or authors. Data is entered in field 327 – *Contents note* in accordance with instructions relating to that field.

200	0□	<b>a</b> [Stanovanjska komunalna banka]
300	1□	<b>a</b> Vsebuje gradivo o delovanju Stanovanjske komunalne banke
327	10	<b>0</b> Vsebina: <b>a</b> Zapisnik. - 1992 <b>a</b> Poročilo zunanjega revizorja C&L. - 1993 <b>a</b> Predlog razrešitve članov organov upravljanja banke in imenovanje članov nadzornega sveta SKB banke. - 1993 <b>a</b> Mnenje nadzornega odbora o poslovanju SKB banke d.d. v letu 1993. - 1993 <b>a</b> Zapisnik 6. zбора SKB banke d.d. - 1994 <b>a</b> Zapisnik 7. zбора SKB banke d.d. - 1994 <b>a</b> Sklepi 7. zбора SKB banke d.d. - [1994] <b>a</b> Spremembe in dopolnitve statuta SKB banke d.d. – 1994 <i>(A record containing a contents note.)</i>

## 6XX Subject Analysis Block

The assigned subject headings serve as a thematic means of access to a collection which is the most important one for the users. Subject headings are being created with the intention of the collection subject cataloguing. There is no limit to the number of subject headings that may be assigned, but, in the cases of collections constructed for reasons of economy in processing, a reasonable limitation should be observed.

Subject headings that may be assigned contain phrases that help us to place the collection together with other related material. The cataloguer may also provide the level of specificity of subject headings and phrases which are well-known to the users.

Subject headings may be entered in fields 600–609, if one of the standard subject heading system is used, or in field 610, if uncontrolled subject terms are used.

UDC access (675c) is mandatory data in this block. With one UDC access number the whole collection is being described.

200	1□	a[Volitve za predsednika Republike Slovenije e1997]
600	11	aBernik bJože f1924-
600	11	aCerar bMarjan f1943-
600	11	aKovač bBogomir f1952-
600	11	aKučan bMilan f1941-
600	11	aMiklavčič bFranc f1924-
600	11	aPeršak bTone f1947-
600	11	aPodobnik bJanez f1959-
600	11	aPoljšak bMarjan f1924-
606	0□	aVolitve ySlovenija z1997
610	0□	apredsedniški kandidati
675	□□	c324 a324(497.4)"1997"

*(A record contains subject headings for all president candidates.)*

200	1□	a[Konferenca COBISS iPlakati] bSlikovno gradivo
610	0□	aCOBISS aSICRIS akonference aplakati
675	□□	c766

*(Uncontrolled subject headings are entered in the record.)*

200	0□	a[Študijski programi]
601	02	aInternational Executive Development Center cBrdo pri Kranju xŠtudijski programi
610	0□	amanagement aizobraževalni programi
675	□□	a377.3/.4:65.012.4 c377 vdo 4. izdaje

*(The both ways of subject headings assign is used in the record.)*

## 7XX Intellectual Responsibility Block

When all collection items are documents of one corporative author (or rarely of one individual author), its name is entered in field 700/710.

When collection contains documents written by two or three individual authors (or two corporate bodies), the information on the well-known or more represented author is entered in field 700/710.

When collection is known by its compiler, his name followed by the corresponding code is entered in field 702.

200	0□	<b>a</b> [Študijski programi]
710	02	<b>a</b> International Executive Development Center <b>c</b> Brdo pri Kranju <i>(A collection of works by one corporate author.)</i>

Artificial collections are most often made of anonymous works or of works by different authors, i.e. of the combination of both anonymous works and works by different authors. In such cases collection-level records do not contain fields 700 and 710.

200	1□	<b>a</b> [Lokalne volitve <b>e</b> 2002] <i>(A collection of the election propaganda material. Title proper is used as a heading.)</i>
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## 9XX National Use Block

A collection holdings data are entered in field 996 – *Holdings data*. The input mask Z does not contain field 997 – *Holdings data for serials*.

An artificial collection is regularly inventoried as a whole. If a collection contains multimedia, which is shelved separately, an inventory is made regarding the number of existent items. The inventory for more extensive collections, which are saved in different containers or maps, is made the same way.

If there are more copies of a collection, the information on each copy is entered in repeated fields 996.

200	1□	<b>a</b> [Slovenska vina]
215	□□	<b>a</b> <43> enot
996	□1	<b>d</b> lPKG\i3\aSlovenija <b>f</b> 599900582 <b>o</b> 19990503 <b>p</b> 4 <b>vd</b> yh19990503 <i>(One copy of a collection.)</i>

200	1□	<b>a</b> [Volitve za študentski parlament] <b>b</b> Slikovno gradivo
215	□□	<b>a</b> [8] plakatov
996	□1	<b>c</b> 1 dlG\iB.l.\n2002122] <b>f</b> 820020503 <b>o</b> 20020801 <b>p</b> 4 <b>vd</b> yh20020709 <b>2</b> KOROSKA
996	□1	<b>c</b> 2 dlGa\iB.l.\n2002122] <b>f</b> 820020504 <b>o</b> 20020801 <b>p</b> 7 <b>vd</b> yh20020709 <b>2</b> KOROSKA <i>(Two copies of a collection, i.e. an archival copy and a lending copy.)</i>

## EXAMPLES

1.

001	␣␣	<b>an ba cc d0</b>
100	␣␣	<b>bd c1997 hslv</b>
101	0␣	<b>aslv</b>
102	␣␣	<b>asvn</b>
200	1␣	<b>a</b> [Volitve za predsednika Republike Slovenije <b>e</b> 1997]
210	␣␣	<b>a</b> [Slovenija cs. n.] <b>d</b> 1997
215	␣␣	<b>a</b> [18] enot
300	1␣	<b>a</b> Vsebuje predstavitev in propagandno gradivo kandidatov za predsednika Republike Slovenije na volitvah leta 1997
600	11	<b>a</b> Bernik <b>b</b> Jože <b>f</b> 1924-
600	11	<b>a</b> Cerar <b>b</b> Marjan <b>f</b> 1943-
600	11	<b>a</b> Kovač <b>b</b> Bogomir <b>f</b> 1952-
600	11	<b>a</b> Kučan <b>b</b> Milan <b>f</b> 1941-
600	11	<b>a</b> Miklavčič <b>b</b> Franc <b>f</b> 1924-
600	11	<b>a</b> Peršak <b>b</b> Tone <b>f</b> 1947-
600	11	<b>a</b> Podobnik <b>b</b> Janez <b>f</b> 1959-
600	11	<b>a</b> Poljšak <b>b</b> Marjan <b>f</b> 1924-
606	0␣	<b>a</b> Volitve <b>y</b> Slovenija <b>z</b> 1997
610	0␣	<b>a</b> predsedniški kandidati
675	␣␣	<b>c</b> 324 <b>a</b> 324(497.4)"1997"
996	␣1	<b>d</b> lPKG\i101 <b>f</b> 599801523 <b>o</b> 19981013 <b>p</b> 4 <b>vd</b> yh19981013
996	␣1	<b>d</b> laPKG\i101 <b>f</b> 599801524 <b>o</b> 19981013 <b>p</b> 7 <b>vd</b> yh19981013

The ISBD entry appears as:

PKG

[VOLITVE za predsednika Republike Slovenije : 1997]. - [Slovenija : s. n.], 1997. - [18] enot

Vsebuje predstavitev in propagandno gradivo kandidatov za predsednika Republike Slovenije na volitvah leta 1997

324(497.4)"1997"

PKG599801523

aPKG 599801524

2.

001	␣␣	<b>an bm cc d0</b>
100	␣␣	<b>bg c1991 d1998 hslv</b>
101	0␣	<b>aslv</b>
102	␣␣	<b>asvn</b>
200	1␣	<b>a</b> [Slovenska ljudska stranka <b>i</b> Podružnica Krško]
210	␣␣	<b>a</b> [Krško cs. n.] <b>d</b> 1991-<1998>
215	␣␣	<b>a</b> <8> enot
300	1␣	<b>a</b> Vsebuje plakate in drobne tiske
601	02	<b>a</b> Slovenska ljudska stranka <b>b</b> Podružnica <b>c</b> Krško <b>601</b>
606	0␣	<b>a</b> Politične stranke <b>y</b> Slovenija
610	0␣	<b>a</b> notranja politika <b>a</b> politične stranke <b>a</b> politični programi
675	␣␣	<b>a</b> 329(497.4 Krško)SLS <b>b</b> 32 <b>c</b> 329 <b>s</b> 32
961	02	<b>a</b> SLS <b>b</b> Podružnica <b>c</b> Krško <b>601</b>

996	□2	dIKiD\u32\ a[SLOVENSKA\5ljudska stranka] f900301068 o19990202 vc
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The ISBD entry appears as:

K D 32 [SLOVENSKA ljudska stranka]  
 [SLOVENSKA ljudska stranka. Podružnica Krško]. - [Krško : s. n.], 1991-  
 <1998>. - <8> enot  
 Vsebuje plakate in drobne tiske  
 329(497.4 Krško)SLS  
 K D 900301068

3.

001	□□	an bk cc d0
100	□□	c2000 ek hslv
101	0□	aslv
102	□□	asvn
116	□□	af bi dc
200	1□	a[Krško] bSlikovno gradivo e[letalski panoramski posnetki] fFoto Rožman
210	□□	aBrežice cFoto Rožman d[2000]
215	□□	a[18] fotografij cbarve d11 x 16 cm
300	1□	aPosneto 20.1.2000
607	1□	aKrško xPokrajinska fotografija
607	1□	aVidem xPokrajinska fotografija
607	1□	aSava xPokrajinska fotografija
610	0□	amesta afotografije
675	□□	s779 c77.04
712	02	aFoto Rožman cBrežice
996	□2	dIKiD\u779\ aKRŠKO f000088778 p4 va yh20000313

The ISBD entry appears as:

K D 779 KRŠKO  
 [KRŠKO] [Slikovno gradivo] : [letalski panoramski posnetki] / Foto  
 Rožman. - Brežice : Foto Rožman, [2000]. - [18] fotografij : barve ; 11 x  
 16 cm  
 Posneto 20.1.2000  
 K D 000088778

4.

001	□□	an bk cc d0
100	□□	bg c1997 d2003 hslv
101	0□	aslv aeng
102	□□	asvn
116	□□	ad bi dc gad
200	1□	a[Konferenca COBISS iPlakati] bSlikovno gradivo
210	□□	a[Maribor cIZUM] dcop. 1997-<2003>
215	□□	a<7> plakatov
327	02	0Dosedanja vsebina: aCOBISS 1987-1997 aCOBISS`98 : konferenca aKonferenca COBISS`99 aKonferenca uporabnikov COBISS & SICRIS 2000 : podpora znanju aKonferenca uporabnikov COBISS & SICRIS 2001 : podpora znanju aKonferenca uporabnikov COBISS & SICRIS 2002 : podpora znanju aKonferenca uporabnikov COBISS 2003 : podpora znanju



610	0□	<b>a</b> COBISS <b>a</b> SICRIS <b>a</b> konferenca <b>a</b> plakati
675	□□	<b>c</b> 766
996	□2	<b>d</b> iIZUM\u02\`a <b>K</b> ONFERENCA COBISS\`5 <b>p</b> lakati <b>f</b> 120030164 <b>o</b> 20031029 <b>p</b> 7 <b>vf</b>

The ISBD entry appears as:

IZUM 02 KONFERENCA COBISS plakati

[KONFERENCA COBISS] [Slikovno gradivo]. [Plakati]. - [Maribor : IZUM], cop. 1997-<2003>. - <7> plakatov

Dosedanja vsebina : COBISS 1987-1997. COBISS`98 : konferenca. Konferenca COBISS`99. Konferenca uporabnikov COBISS & SICRIS 2000 : podpora znanju. Konferenca uporabnikov COBISS & SICRIS 2001 : podpora znanju. Konferenca uporabnikov COBISS & SICRIS 2002 : podpora znanju. Konferenca uporabnikov COBISS 2003 : podpora znanju

IZUM 120030164

5.

001	□□	<b>an ba cc d0</b>
100	□□	<b>bg c</b> 2002 <b>d</b> 9999 <b>hslv</b>
101	0□	<b>aslv</b>
102	□□	<b>asvn</b>
105	□□	<b>aa</b>
200	1□	<b>a</b> [Štipendije]
210	□□	<b>a</b> Ljubljana [etc.] <b>c</b> [s. n.] <b>d</b> 2002-
215	□□	<b>a</b> [19] enot <b>c</b> ilustr. <b>d</b> 33 cm
300	1□	<b>a</b> Razpisi za štipendije za visoke šole doma in v tujini
606	1□	<b>a</b> Štipendije <b>x</b> Visoke šole
675	□□	<b>a</b> 377.5(497.4) (085) <b>s</b> 377.5 <b>b</b> 377 <b>c</b> 377 <b>vdo</b> 4. izd.
996	□2	<b>d</b> iŠ\CIPS\`a <b>Š</b> TIPENDIJE <b>f</b> 200210120 <b>o</b> 20021010 <b>vc</b> 2 <b>C</b> IPS

The ISBD entry appears as:

Š CIPS ŠTIPENDIJE

[ŠTIPENDIJE]. - Ljubljana [etc.] : [s. n.], 2002-. - [19] enot : ilustr. ; 33 cm

Razpisi za štipendije za visoke šole doma in v tujini

377.5(497.4) (085)

Š CIPS D 200210120

6.

001	□□	<b>an ba cc d0</b>
100	□□	<b>bg c</b> 1990 <b>d</b> 1999 <b>hslv</b>
101	0□	<b>aita ager</b>
102	□□	<b>aita</b>
200	1□	<b>a</b> [Knjižnice v Italiji]
210	□□	<b>a</b> [Italija] <b>d</b> 1990-<1999>
215	□□	<b>a</b> <26> enot
300	1□	<b>a</b> Vsebuje informativno gradivo o knjižnicah v Italiji
606	1□	<b>a</b> Knjižnice <b>y</b> Italija
675	□□	<b>a</b> 02(450) <b>c</b> 02
996	□1	<b>d</b> lb\`n532844 <b>f</b> 20020156 <b>o</b> 20021112 <b>p</b> 4 <b>vc</b>

The ISBD entry appears as:

b 532844

[KNJIŽNICE v Italiji]. - [Italija], 1990-<1999>. - <26> enot  
Vsebuje informativno gradivo o knjižnicah v Italiji  
02(450)

b 532844 20020156