



Queensland Public Library Standards and Guidelines

Resource Description Standard
February 2014

12. Resource Description Standard

Revised February 2014

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12.1 Objective

The resource description standard provides a framework for access to library collections, through the bibliographic control of library materials and the interchange of bibliographic data. It is based on international standards and current best practice to ensure consistency and uniformity for both downloaded and original records.

The standard has been developed to include all library materials published and unpublished, physical and electronic collections. It supports the need for all collection resources to be discoverable by clients through appropriate records. It provides a framework for both the in-house cataloguing of library resources as well as for the negotiation of cataloguing requirements to be met by suppliers where this function is outsourced.

12.2 Resource Description Standard

12.2.1 Standard for discoverability

All library resources should be easily discoverable by library clients, regardless of format. This is achieved through efficient and effective cataloguing practices as well as the inclusion of value-added content. Particularly for digital resources, accessibility should be available through a variety of external platforms, including consideration of client driven access such as tagging records, as appropriate.

12.2.2 Development of the standard

The resource description standard has been developed acknowledging:

- an understanding of national and international standards
- the most commonly employed processes
- the need for future proofing i.e. adopting fixed field coding
- the most effective use of staff time

While the standard encourages consistency of cataloguing practices across Queensland libraries, it is acknowledged that, where appropriate, local procedures may be retained.

12.2.3 Standard of Cataloguing as per RDA	All resources to be described in line with the current RDA guidelines and instructions. Records must include all core RDA elements and be compatible with the Libraries Australia Required Data Element Set. Records sourced from Libraries Australia and OCLC (Online Computer Library Center) should not be unduly edited.
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12.2.4 Call Numbers	<ul style="list-style-type: none"> • An appropriate Dewey Decimal Classification (DDC) number is to be allocated to all non-fiction resources. • The Unabridged Dewey is used, preferably truncated to a maximum of 3 digits after the decimal point. • The call number may extend to more than 3 digits after the decimal to allow for truncation at a logical point and is not to end in 0. <p>DDC numbers are not to be allocated to fiction resources.</p>
12.2.5 Cutters	<ul style="list-style-type: none"> • Use the first 4 letters of the author/main entry (author/illustrator/artist etc) as the cutter for all resources, unless the work is a biography or a literary criticism, where the letters of subject's name are to be used.
12.2.6 Fixed Field Coding	<ul style="list-style-type: none"> • Coding of essential fixed fields to be completed as follows <ul style="list-style-type: none"> ○ LDR – full coding ○ 008 – Place of publication, date, language and cataloguing source tags are the minimum requirements
12.2.7 Series	<ul style="list-style-type: none"> • Series entries to be included in the 490 and 830 tags of records for all relevant resources, including fiction.
12.2.8 Subject Headings	<ul style="list-style-type: none"> • Minimum of 2 Library of Congress Subject Headings to be assigned to records for all resources, including fiction. • Specialised subject indexes, such as Australian Pictorial Thesaurus (APT), should be considered for use when describing digitised resources.
12.2.9 Genre	<ul style="list-style-type: none"> • Correct genres to be assigned in the 655 tag to all fiction resources, using either LCSH or the <i>Guidelines on Subject Access to Individual Works of Fiction, Drama, etc (GSAFD)</i> as specified by the library.

12.3 Guidelines

12.3.1 Guidelines for addition of holdings to national databases

The contribution of library records to Libraries Australia/Trove databases should be given a priority to ensure national resource sharing.

12.3.2 Guidelines for authority control

Authority control is the process of ensuring that every entry-name, uniform title, series or subject that is selected as an access point for the public catalogue is unique and does not conflict with any other entry that is already in the catalogue or that may be included at a later date.

12.3.3 Guidelines for end processing

Guidelines for end processing complement the Resource Description Standard
http://plconnect.slq.qld.gov.au/data/assets/pdf_file/0005/123647/End_Processing_Guidelines_2014.pdf

12.3.4 Guidelines for development of shelf ready supply

Where a library service opts for outsourcing of its cataloguing or shelf ready supply of library materials, clear specifications of requirements for description and discoverability should be articulated for the supplier to follow. This standard should be used as a basis for these specifications and local requirements should be added as necessary.

Contracts should be established with suppliers, detailing respective obligations and suppliers should be evaluated at least annually according to their performance against agreed criteria. Contracts for most suppliers for Queensland public libraries can be managed through the Local Government Association of Queensland's Local Buy contract, if desired. See www.localbuy.net.au. The State Library Standard Offer Arrangement can also be accessed by Queensland Local Governments at: <http://qcd.qgcpo.qld.gov.au/Pages/SearchAny.aspx?SOA%20number=SLQ%20045/2011>

The [Library Collections Standard August 2013](#) should also be consulted for further information about supplier liaison.

12.4 Performance Indicators

Catalogued material should conform to the recommended sources in the standard.

12.5 Definitions and References

12.5.1 Definitions

APT (Australian Pictorial Thesaurus) is a collection of topic terms for indexing Australian images and uses contemporary Australian terminology to describe objects, people, places and structures, activities and concepts depicted in an image.

Bibliographic control and other descriptive practices effectively support management of and access to library materials in the evolving information and technology environment.

Catalogue is the instrument by which bibliographic control is maintained and by which the relationship between individual bibliographic records can be indicated.

Cutter is an alphanumeric device to code text so that it can be arranged in alphabetical order using the least amount of characters. It contains one or two initial letters and Arabic numbers, treated as a decimal. Although Cutter numbers are mostly used for coding the names of authors, the system can be used for titles, subjects, geographic areas, and more.

DDC Dewey Decimal Classification

Fixed Fields

008 Tag contains fixed field data elements

LDR Tag contains bibliographic level fixed field data elements

LIMS Library Information Management system

Local Buy is the Local Government Association of Queensland's procurement services company. Under Local Buy contracts, library services are able to appoint library suppliers for the supply of library resources with no requirement to tender. The list is available under Local Buy can be found at www.localbuy.net.au

MARC formats are standards for the representation and communication of bibliographic and related information in machine-readable form.

RDA (Resource Description and Access) is a standard for cataloguing that provides instructions and guidelines on formulating data for resource description and discovery.

Uniform Title is a title assigned to a work without a title, or for unifying a work when it has appeared under varying titles.

12.5.2 References

The latest versions of the following standards and guidelines should be utilised. Online access is available for some resources.

Descriptive cataloguing – General

- *RDA Toolkit* <http://access.rdatoolkit.org/>
- *Library of Congress Rule Interpretations*: <http://www.loc.gov/catdir/cpsoc/curr/cric.html>
- *Library of Congress Name authorities*: <http://authorities.loc.gov/>
- *Libraries Australia Required Data Element Set*:
http://www.nla.gov.au/librariesaustralia/files/2013/02/Required_data_elements.pdf
- *Guidelines for establishing name headings in Libraries Australia*:
http://www.nla.gov.au/librariesaustralia/establishing_names.html

Descriptive cataloguing - Electronic Resources

- *Libraries Australia Guidelines for the cataloguing of electronic resources*.
http://www.nla.gov.au/librariesaustralia/dg_cer.html

Descriptive cataloguing - Digitised Resources

- *Australian Pictorial Thesaurus*: <http://www.picturethesaurus.gov.au/>
- *Guidelines for the use of metadata in the description of digital images*
http://www.slq.qld.gov.au/data/assets/pdf_file/0011/166079/gl_meta_2.3.pdf

MARC formats

- *MARC 21 format for bibliographic data: including guidelines for content designation*
<http://www.loc.gov/marc/bibliographic/ecbdhome.html>
- *MARC21 format for holdings data: including guidelines for content designation*
<http://www.loc.gov/marc/holdings/echdhome.html>
- *MARC21 format for authorities*
<http://www.loc.gov/marc/authority/ecadhome.html>



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