

SCIS STANDARDS FOR CATALOGUING AND DATA ENTRY

2006 Edition

Incorporating updates to July 2008

Compiled by Schools Catalogue Information Service

SCIS Standards for Cataloguing and Data Entry, 2006 Edition

ISBN: 978 1 86366 626 8

SCIS order number: 1275221

Full bibliographic details are available from Curriculum Corporation.

Published by Curriculum Corporation

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Acknowledgements

Curriculum Corporation gratefully acknowledges the contributions of the SCIS cataloguing agencies in the preparation of the 2006 edition:

School Libraries and Information Literacy Unit, Curriculum K-12 Directorate, New South Wales Department of Education and Training

Library Services, Department of Education, Training and the Arts, Queensland

Curriculum Materials Information Services, Department of Education and Training, Western Australia

SCIS Unit, Curriculum Corporation.

The contribution of the National Library of New Zealand in providing material for Appendix C, first published in the January 2007 update, is gratefully acknowledged.

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Summary of changes

2006 edition

1. GENERAL

Authorities updated to include *SCIS Subject Headings Online* and *Schools Online Thesaurus*.

2. DESCRIPTIVE CATALOGUING

Updated to reflect 2004 update to AACR2 2002 revision; includes examples of terms in common usage in the physical description of sound recordings and videorecordings.

3. CLASSIFICATION

3:E1 Book numbers

Clarification of choice of book numbers for abridgements and adaptations of works classed in the 800s, or F.

3:E2 and 3:E16 Graphic fiction

Clarification of distinction between graphic novels and comics.

4. SUBJECT CATALOGUING

Updated throughout to include reference to *Schools Online Thesaurus*; involves renumbering of sections.

4:F12 Subject headings for Shakespeare's works

Table of plays and associated headings updated to include *Schools Online Thesaurus* terms and relocated to **Appendix B**.

4:G9 Genre headings

List of genre headings removed - reference to full list in *Guidelines to using SCIS Subject Headings*.

5. STANDARDS FOR SPECIFIC FORMATS

Section 5:D revised. *Schools Online Thesaurus* terms included in some examples.

6. MARC CODING: BIBLIOGRAPHIC RECORDS

Various corrections and additions including:

6:C1 Leader - 07/i integrating resource added.

6:C3 007 - Tactile material added.

6:C4 024 - EAN added.

6:C6 247 - Updated to new MARC 21 definition.

6:C10 508, 511 and 547 - Updated to new MARC 21 definitions.

6:C11 *Schools Online Thesaurus* definitions and examples added throughout. 653 added.

6:C12 700, 730 - Subfields added for music cataloguing to correspond with 130 and 240.

7. MARC CODING: AUTHORITY RECORDS

Various corrections and additions, including addition of *Schools Online Thesaurus* definitions and examples throughout.

January 2007 update

2. DESCRIPTIVE CATALOGUING

2:D2 General rules for description
Instructions pertaining to 13-digit ISBNs included.

2:D3 Books, pamphlets and printed sheets
Provision for optional note identifying New Zealand authors and illustrators.

5. STANDARDS FOR SPECIFIC FORMATS

5:B Cataloguing standards for websites
Instructions for describing archived sites and subscription sites included.

6. MARC CODING: BIBLIOGRAPHIC RECORDS

6:C4 Number, code and call number fields
Example of 13-digit ISBN included.

8. Appendices

New Appendix C on initial articles and filing indicators, including examples for initial articles of Māori and Pacific Island languages.

July 2007 update

The July 2007 update includes revision of many screen prints and subject heading and full record examples to reflect changes in standards, updates to *Schools Online Thesaurus* and upgrades to cataloguing client software. Some other significant changes include:

2. DESCRIPTIVE CATALOGUING

2:D1 Chapter 1: General rules for description
Inclusion of intended audience notes for user level metadata supplied by The Le@rning Federation or for the censorship rating of films.

3. CLASSIFICATION

3:E1 Book numbers
Clarification of choice of book numbers for works which are based on concepts or characters from an earlier work or series.

6. MARC CODING: BIBLIOGRAPHIC RECORDS

6:C10 Note fields
Inclusion of 521 (Target audience note) field.

7. MARC CODING: AUTHORITY RECORDS

Inclusion of 260 (Complex see reference) and 681 (Subject example tracing note) fields.

January 2008 update

The January 2008 update incorporates:

- updated citations;
- links to online versions of documents;
- clarification of some elements of descriptive cataloguing and coding practice;
- updated subject heading examples.

Significant changes include:

3. CLASSIFICATION

3:E1 Special book numbers

All exceptions are brought together in a new section titled *Exceptions to Special Book Numbers*, including a new instruction not to use special book numbers where the number is coextensive with the work or topic.

8. Appendices

Appendix B Subject headings for Shakespeare's works

Schools Online Thesaurus (ScOT) terms revised where necessary to comply with ScOT version 6.1.

July 2008 update

The July 2008 update includes minor revisions to Section 5, Standards for specific formats, to reflect current practice in cataloguing learning objects. Some examples and explanatory text have been replaced in this section and in the MARC coding sections. Section 4:G9, Genre headings includes a minor point of clarification and some minor editorial changes have been made to Appendix A.