Cataloging Art Exhibition Catalogs and Publications

This handout was created by Resource Description Librarian, Kelly Swickard at Decker Library, Maryland Institute College of Art. It is designed for library paraprofessional staff and to be a living document which will be edited as needed with the understanding that RDA rules may change so shall this document. The following resources were used in the creation of this document, and it is with much thanks for all the labor and work of librarians at Library of Congress, Bodleian Library, British Library, and ARLIS/NA.

Resources:
https://www.loc.gov/cds/desktop/documents/cep-bp.pdf
https://www.loc.gov/aba/rda/source/special_topics_art_catalogs.ppt
http://www.bodleian.ox.ac.uk/__data/assets/pdf_file/0017/171611/Art-Aleph-RDA.pdf
http://www.bl.uk/bibliographic/pdfs/rda-exhibitions-and-art-catalogues-201412.pdf

Fixed Fields

CONT Nature of Contents

Nature of contents means what does this material contain

Put this character in field	Is or contains
6	**Comics / Graphic Novels**
b	Bibliographies
c	**Catalog**
d	Dictionaries
e	Encyclopedias
q	Filmographies

Fixed Field ILS Illustrations

What type of images in the material

Put this character in field	Is or contains
a	**Illustrations (use the phrase in 300 field: chiefly illustrations or chiefly color illustrations if material is almost all images)**
b	**Maps**
c	Portraits
d	Charts
e	Plans
f	Plates (separate pages solely images usually glossier paper)
g	Music (music notations)
o	Photographs (actual photographs)
p	Illuminations (hand-painted)

Fixed Field LitF Literary forms

What the literary form is of material such as fiction, poetry, essays etc.

Put this character in field	Is or contains
0	**Not fiction**
1	**Fiction**
d	Drama (play)
e	Essays (selection of essays by author)
h	Humor, satire, etc. (joke books or books satirizing other books)

i	Letters (book of correspondence)
j	Short stories
m	Mixed forms (if book contains essays, poems, and short story)
p	**Poetry**
s	Speeches

Fixed Field Index

If material contains any index put in 1. **Options are 0 = no index; 1 = index included**
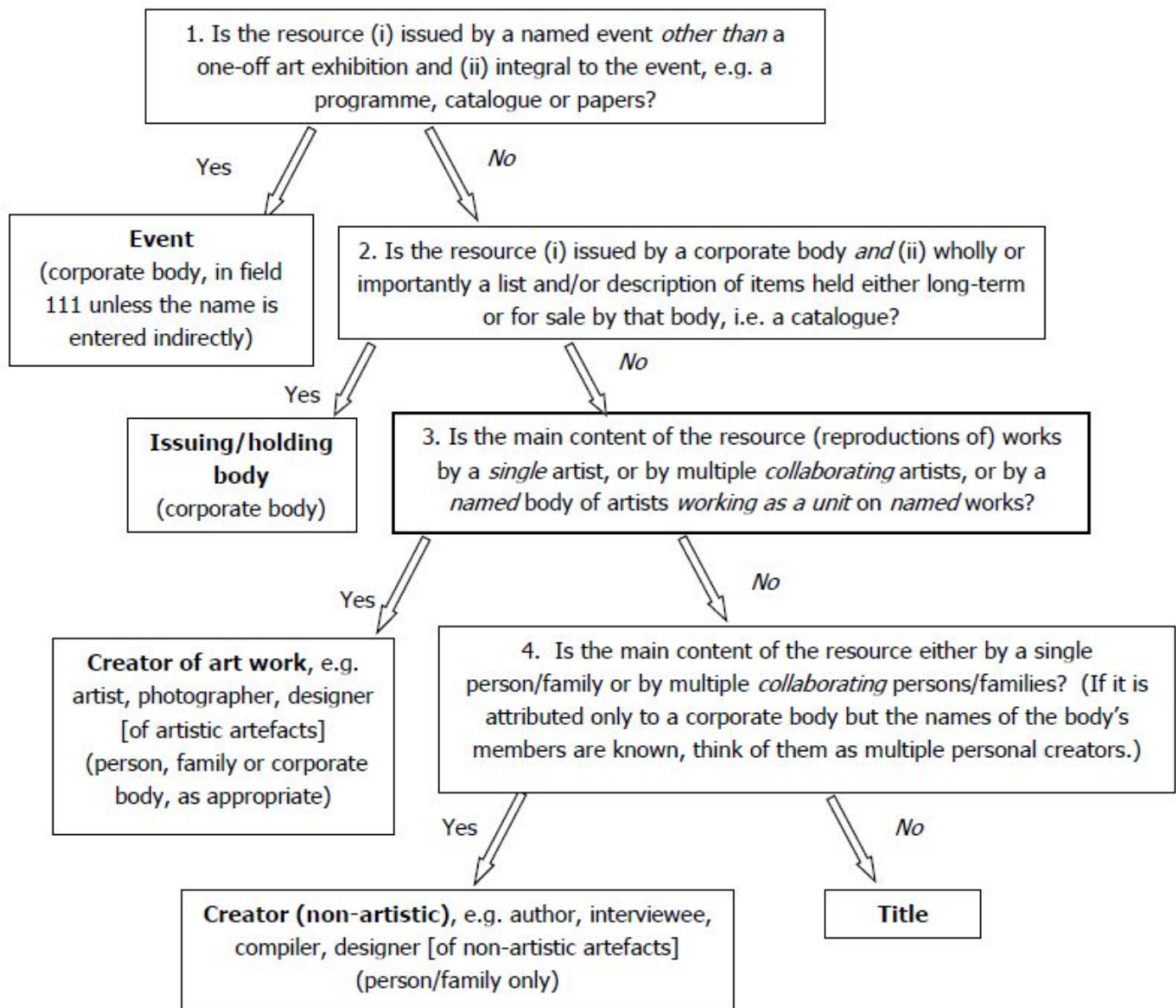
1XX Main Entry

What goes in the 1xx field for main entry. Need to get who is responsible for the material - artist, corporate body, etc. First determine if item is an exhibition catalog. Usually the item will state it was published in conjunction with an exhibition; using the words: "published on the occasion of", "in association with", "exhibit at…", etc.
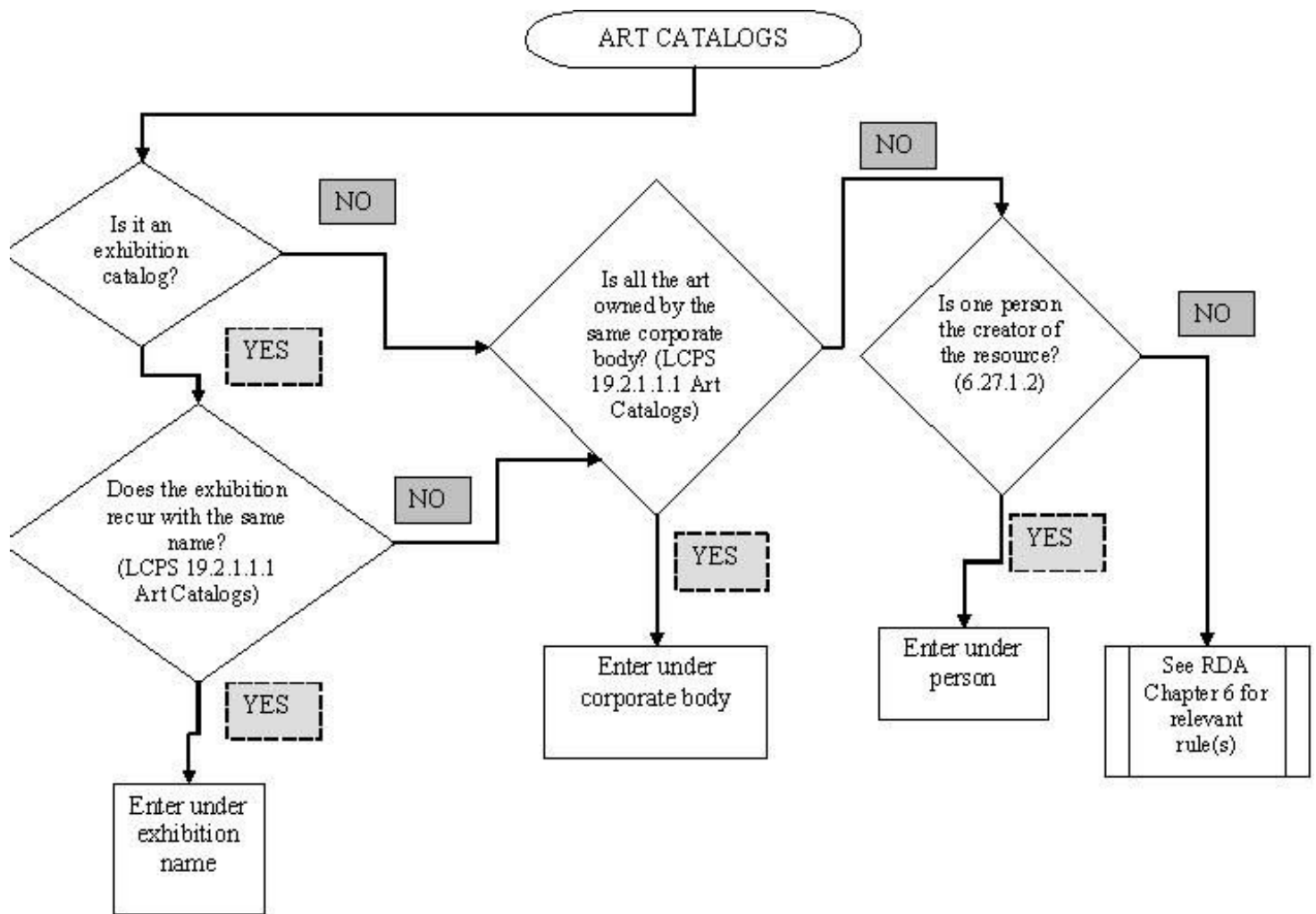
If exhibition catalog follow this (from Bodleian Library):

Main entry flowchart

The flowchart below provides a summary of the rules for main entry which are relevant to art-related materials, exhibitions or catalogues.

1. Is the resource (i) issued by a named event *other than* a one-off art exhibition and (ii) integral to the event, e.g. a programme, catalogue or papers?

Yes → **Event** (corporate body, in field 111 unless the name is entered indirectly)

No → 2. Is the resource (i) issued by a corporate body *and* (ii) wholly or importantly a list and/or description of items held either long-term or for sale by that body, i.e. a catalogue?

Yes → **Issuing/holding body** (corporate body)

No → 3. Is the main content of the resource (reproductions of) works by a *single* artist, or by multiple *collaborating* artists, or by a *named* body of artists *working as a unit* on *named* works?

Yes → **Creator of art work**, e.g. artist, photographer, designer [of artistic artefacts] (person, family or corporate body, as appropriate)

No → 4. Is the main content of the resource either by a single person/family or by multiple *collaborating* persons/families? (If it is attributed only to a corporate body but the names of the body's members are known, think of them as multiple personal creators.)

Yes → **Creator (non-artistic)**, e.g. author, interviewee, compiler, designer [of non-artistic artefacts] (person/family only)

No → **Title**

Another chart (From: Library of Congress Special Topics Art Catalogs):

Item is Exhibition Catalog

Use this for 1xx field (100, 110, 111)	It is or has
Artist/Photographer/Art work Creator Example: 100 1_Monet, Claude,|d1840-1926,|eartist	Exhibit or collection of 1 Person's works
Corporate body, institution, group of artists working as collective (known name) Example: 110 2_National Gallery of Art (U.S.) 110 2_Group of Seven (Group of artists)	Exhibit or collection is sole owner of works in catalog. Exhibit or collection is only of artist group's work, they are hosting.
Recurring events/exhibitions Example: 111 2_Biennale di Venezia|n(57th:|d 2017:|c Venice, Italy)	Exhibition held has the same name from year to year is treated like corporate body

If item is not Exhibition Catalog

Determine the substantial parts of the item:

Use this for 1xx field (100, 110, 111)	It is or has
Artist/Photographer/Art work Creator Example: 100 1_Monet, Claude,|d1840-1926,|eartist	Item consists mostly of 1 artist's works with minimal text like 1 or 2 short essays, then put the artist as the main entry, with authors of essays in 7xx field. Example of Title page: Monet's Haystacks / text by Joan Smith
Author of text Example: 100 1_Smith, Joan,|d1950- |eauthor 600 10Monet, Claude,|d1840-1926 700 1_Monet, Claude,|d1840-1926.|tPaintings. |kSelections.	Item consists mostly of text about works and the works are from multiple collections - images are there to illustrate text (criticisms, interpretations, long essays), use the author of text. Example of Title page: Monet's water lilies and their environmental meanings / Joan Smith
Editor = 700 field Author of supplemental text (essay, introduction, notes, etc.) = 700 field	Editors and authors of supplemental text are included in the 700 field with a relator term. Example: 700 1_Smith, Joan,|d1950- |e author of essay 700 1_Smith, Joan,|d1950- |e editor

240 Title Entry: Conventional Collective Title

Use when complete works but indistinct title or incomplete works but indistinct title. Can use with distinct titles if work published is a translation and title changed or was originally published under different title.
Examples:
Distinct title: Picasso's time in the sun: |b Ceramic works
Indistinct tile: Picasso

MARC Examples:
Indistinct title, works of artist but not complete
100 1 _ Hogarth, William, |d 1697-1764, |e artist.
240 1 0 Works. |k Selections.
245 1 0 William Hogarth / |c notes by Joan Smith.

Indistinct title but about one type of work - not all
100 1 _ Hogarth, William, |d 1697-1764, |e artist.
240 1 0 Drawings. |k Selections.
245 1 0 William Hogarth drawings / |c notes by Joan Smith

Complete works of artist with date or Complete works of specific art media
100 1 _ Hogarth, William, |d 1697-1764, |e artist.
240 1 0 Works. |f 2010.
245 1 0 William Hogarth : |b all the amazing / |c notes by Joan Smith

100 1 _ Hogarth, William, |d 1697-1764, |e artist.
240 1 0 Paintings
245 1 0 William Hogarth : |b all his paintings / |c notes by Joan Smith

Work that has been translated or republished with new title
100 1 _ Hogarth, William, |d 1697-1764, |e artist.
240 1 0 Amazing Hogarth
245 1 0 William Hogarth : |b all the amazing / |c notes by Joan Smith
500 _ _ Originally published as: Amazing Hogarth. 1975.

Table for 240

First indicator	0 if not print, or 1 if print (use 1)
Second indicator	Number of filing characters (0-9)

Example:
240 1 0 Works. |k Selections. |l English. |f 2014

a	Uniform title (Works, Correspondence, Paintings, or previous title)
f	Date of work
g	miscellaneous
h	medium
k	Form (selections)
l	language
n	Number part of work
p	Name of part of work

336 RDAContents Still Image (Fixed field ils = a)

If work consists of mostly illustrations (reproductions); if very little text at all then Still Image goes first. Example:

Book that contains mostly images with very little text; note you can leave out the 336 field text if there is none

336 _ _ still image |b sti |2 rdacontent

336 _ _ text |b txt |2 rdacontent

337 _ _ unmediated |b n |2 rdamedia

338 _ _ volume |b nc |2 rdacarrier

Book that contains a lot of images which take up a full page, and has mostly text (essays, chapters, etc.)

336 _ _ text |b txt |2 rdacontent

336 _ _ still image |b sti |2 rdacontent

337 _ _ unmediated |b n |2 rdamedia

338 _ _ volume |b nc |2 rdacarrier

386 Creator/Contributor Characteristics

Include creator characteristics from demographic terms.

[Authorized Terms](#)

Approved categories:

- Age
- Educational level
- Ethnic/cultural
- Gender
- Language
- Medical, psychological, and disability
- National/regional
- Occupation/field of activity
- Religion
- Sexual orientation
- Social

386_ _‡m Nationality/regional group ‡a Ojibwa Indians ‡2 lcsh

386_ _‡m Nationality/regional group ‡a African Americans ‡2 lcsh

386_ _‡m Gender group ‡a Women ‡2 lcsh

500 field

In 500 include if work is part of exhibition.
Examples:
"Published on the occasion of…"
"In association with …"
"Published with exhibit held on ___, at ____"

In 500 include list of artists.
Examples:
"Artists included: ..."
"Works by…"

If a numbered edition, include that, if title obtained from cover, and if binding is special.
Examples:
"Library has number __ of limited edition __"
"Spiral bound"
"Title obtained from cover"

504 Bib/Index = Fixed Field Index

If work includes bibliography, works cited, etc., indicate this in the 504 field. If there is also an index include it in the 504, as well as in fixed field Index.
Examples:
504 _ _Includes bibliographical references (pages: xxx-xxx) and index
If just index and no bibliographic references, use 500 field = 500 _ _ Includes index

546 Language Field (use with 041)

If work is in any other language than English, includes English translations - put this in the 546 field. Needs to match fixed field language - almost all our works will be eng in the fixed field lang.
Examples:
546 _ _In English and French (041 0 _eng |a fre) (fixed field Lang: eng)
546 _ _In English translated from French (041 1 _eng |h fre) (fixed field Lang: eng)
546 _ _ In English, French, and German (041 0 _eng |a fre) (fixed field Lang: eng)
546 _ _In Japanese with English translation booklet (041 1 _jpn |g eng) (fixed field Lang: jpn)

563 Binding Information

Name	Type of binding
Accordion fold	folded
Adhesive and Sewn bound	adhesive+sewn
Carousel/Star	folded
Case bound	adhesive+sewn
Comb bound	mechanical
Concertina fold	folded
Coptic bound	sewn
Flag	folded
Folded	folded
Gate fold	folded
Map fold	folded
Otabind/Layflat	adhesive
Pamphlet/Saddle stitch	sewn
Perfect bound	adhesive
Pop-up	movable
Post bound	mechanical
Ring bound	mechanical
Sewn	sewn
Side stitch	sewn
Smyth sewn	adhesive+sewn
Spiral bound	mechanical
Stab/Japanese stitch	sewn
Stapled	mechanical
Stapled, folded	mechanical, folded
Tape	adhesive
Tri-fold	folded
Tunnel	movable
unbound	none
unidentifiable	unknown
Wire-o/Twin loop bound	mechanical

6xx Subject Headings

Use |v Exhibitions if work is an exhibition catalog or material directly related to exhibit
Use |v Catalogs if not about an exhibition but rather about a collection at an institution or distinct discussion about a specific collection. Catalog raisonnes are included as Catalogs.
Examples:
600 1 0Rivas Palma, José Tomás |v Exhibitions. (exhibit about 1 artist)
650 _ 0Art, Modern |y21st century |v Exhibitions. (exhibit about topic)

650 _0 Prints, English |y 21st century |v Catalogs. (publication about prints at one place not exhibit)
610 2 0 Walters Art Museum (Baltimore, Md.) |v Catalogs. (about a permanent collection at Walters, not specific exhibit)

Subject Headings when things are about artist (maybe art style or movement) but not catalog or exhibition catalog.
|x Influence
|x History
|x Technique
|x Themes, motives
|x Criticism, interpretation, etc.
IF something is "in art" - like Dogs in art or Cats in art, if it doesn't validate then try |x in art.

7xx additional entries versus 6xx subjects

If something is about a museum use 6xx, if it is at a museum use 7xx.
Examples:
Specific Exhibit about works from Walters' collection.
610 2 0 Walters Art Museum (Baltimore, Md.) |v Exhibitions.

Exhibition (includes traveling/touring exhibits) is at Walters
710 2 0 Walters Art Museum (Baltimore, Md.), |ehost institution, |e issuing body