

General Descriptive Cataloging for Special Collections

All Special Collections Research Center materials will be cataloged in accordance with *RDA* with additional descriptive and access points that distinguish its inclusion in Special Collections. Some materials require additional enhancements provided as requested by Special Collections staff.

When to create a new record

Create a new record where none exists currently in Unicorn or when the title transcription, edition, presentation area, pagination, etc. (MARC 245-300) would differ in any way *other than for printing*.

Specific fields of interest

050 Always add date to the call number. If a new class number is being assigned record the old class number in the Comments section of the Unicorn holdings record:

590 All copy specific notes for NCSU materials will be put in a 590.

- The 590 will begin with: "Special Collections copy:"
- Ephemera (i.e. price list at back, letters, loose advertisements, etc.) should be placed in acid free paper and laid in front of the book with a note saying "... laid in front."
- Notes for tailpieces and headpieces will be decided on a case by case basis by the Special Collections Research Center.
- Note when a book has been inscribed.

When inscribed by the author:

Special collections copy: Inscribed by author.

Special collections copy: Inscribed by author. "To my dear colleague in America of in Chinese geology, with loyal greet-ings from the Yanqui, Baily Willis."

When inscribed by any other person:

Special collections copy: Copy inscribed on front fly-leaf "T. H. Regan".

710 Some Special Collections sets are traced with an added 710.