

JULAC Bibliographic Services Committee
General Guidelines for Cataloguing Cartographic Materials

1. Sources of Reference

- 1.1. Yale University Cataloging Cartographic Materials
<http://web.library.yale.edu/cataloging/cartographic>
- 1.2. PCC BIBCO Standard Record (BSR) RDA Metadata Application Profile, April 26, 2024 revision, pp24-26
<http://www.loc.gov/aba/pcc/bibco/documents/PCC-RDA-BSR.pdf>
- 1.3. RDA and cartographic resources / Paige G Andrew, Susan M. Moore, Mary Lynette Larsgaard. American Library Association, 2015.

2. Useful tool

Boundingbox: <http://boundingbox.klokantech.com/>.
 Very useful 034 and 255 statements.

3. Practices

Elements	Indicators/Subfields/Examples	Remarks
Leader /06 Type of record	<ul style="list-style-type: none"> • e - Cartographic material. • f - Manuscript cartographic material. 	
Leader /17 Encoding level	<ul style="list-style-type: none"> • Blank or "I" -if contributing to OCLC. 	Original records for OCLC and NZ
007 Physical Description Fixed Field- General Information	<ul style="list-style-type: none"> • Usually 007 is input as: <ul style="list-style-type: none"> - ajcanzn - Sheet map - adcanzn - Atlas 	Additional 007 is required if resource is in non-print format, e.g. c - direct electronic r - remote-sensing
007/00 Category of material	<ul style="list-style-type: none"> • a - Map (all cartographic materials except globe). • d - Globe 	
007/01 Specific material designation	<ul style="list-style-type: none"> • d - Atlas • j - Map • q - Model • r - Remote sensing 	
007/02	<ul style="list-style-type: none"> • Undefined 	
007/03	<ul style="list-style-type: none"> • a - One color 	

Elements	Indicators/Subfields/Examples	Remarks
Color	<ul style="list-style-type: none"> c – Multicolor 	
007/04 Physical medium	<ul style="list-style-type: none"> a – Paper 	Usually paper.
007/05 Type of reproduction	<ul style="list-style-type: none"> n – Not applicable z – Other 	Usually not applicable.
007/06 Production /reproduction details	<ul style="list-style-type: none"> z – Other 	Usually other.
007/07 Positive /negative aspect	<ul style="list-style-type: none"> n – Not applicable 	Usually not applicable.
008/18-21 Relief	<ul style="list-style-type: none"> Examples: a – Contours b – Shading c – Gradient and bathymetric tints d – Hachures e – Bathymetry/soundings g – Spot heights 	Codes entered here should match Relief note entered in 500.
008/22-23 Projection	<ul style="list-style-type: none"> Examples: bg – Transverse Mercator cc – Lambert's conformal conic 	Provide if stated on item. Should match 255 \$b.
008/25 Type of cartographic material	<ul style="list-style-type: none"> Usually one of the following codes: a – Single map A single sheet cartographic item or multiple sheets cartographic item issued at the same time by the same publisher and meant to be used together to form a single bibliographic entity. b – Map series A number of related but physically separate and bibliographically distinct cartographic units intended by the producer(s) or issuing body(s) to form a single group. Each sheet includes sufficient detail (title, legend) to be used alone. Not used for atlas series. c – Map serial d – Globe 	

Elements	Indicators/Subfields/Examples	Remarks
	e – Atlas	
008/28 Government publication	<ul style="list-style-type: none"> s – For Hong Kong government 	Enter as appropriate.
020 ISBN		Provide if available.
034 Coded cartographic mathematical data (RDA 7.4)		Mandatory. Data entered in this field should match information recorded in 255.
<i>Indicator 1</i> 0 – Scale interminable/ No scale recorded	<ul style="list-style-type: none"> \$a Category of scale Has the following codes: <ul style="list-style-type: none"> a – Linear scale <i>(most commonly found on sheet maps and atlases)</i> b – Angular scale <i>(used for celestial charts)</i> z – Other type of scale <i>(any other type of scale, for example, a time scale, quantitative statistical scale, etc.)</i> Example: 034 0# \$aa 	\$a is mandatory even if no scale information is available. Usually the value “a” is entered in this subfield.
1 – Single scale	<ul style="list-style-type: none"> \$b Constant ratio linear horizontal scale Example: 034 1# \$aa\$b10000 255 ## \$aScale:1:10,000 	
	<ul style="list-style-type: none"> \$c Constant ratio linear vertical scale Usually apply to relief models and other three dimensional items. 	
3 – Range of scale	<ul style="list-style-type: none"> Example: 034 3# \$aa\$b18000\$b28000 255 ## \$aScale 1:18,000-1:28,000 	
	<ul style="list-style-type: none"> \$d Coordinates - westernmost longitude \$e Coordinates - easternmost longitude \$f Coordinates - northernmost latitude \$g Coordinates - southernmost latitude Examples: 034 1# \$aa\$b9400\$dW0770004 \$eW0070004\$fN0411428 \$gN0411428 	These 4 subfields always appear together. The coordinates may be recorded in the form “hdddmmss” (hemisphere-degrees-minutes-seconds)

Elements	Indicators/Subfields/Examples	Remarks
	<p>255 ## \$aScale approximately 1:9,400\$c(W77°00'04"/N41°14'28")</p> <p>034 0# \$aa\$dE0673000\$eE0674500 \$fN033000000\$gN0324500</p> <p>255 ## \$aScale not given \$c(E 67°30'- W67°45'/N 33°00' – N 32°45')</p>	
040 Cataloging source	<ul style="list-style-type: none"> • XXX\$beng\$erda\$cXXX 	
041 Language code		Include this field if in more than one languages and in conjunction with language note in 546.
050 #4 LC call number		Provide LC call number if performing original cataloguing and contributing record to JULAC NZ.
1xx Author/Creator RDA 19.2.1.1.1	<ul style="list-style-type: none"> • \$e relator term • Examples: Cartographer Issuing body Platemaker Surveyor Engraver Lithographer 	Corporate body has to be more than being publisher and distributor to be considered creator. Cartographer also has to be more than just the mechanical drawer or tracer to be considered creator.
245 Title	<ul style="list-style-type: none"> • \$a Title proper • \$b Other title information • \$c Statement of responsibility 	<p>Preferred source of title is title appearing on the map itself. If other sources on the resource provide a more informative title, use this title instead.</p> <p>Transcribe title proper as found on the resource including punctuations. Remaining title information should</p>

Elements	Indicators/Subfields/Examples	Remarks
		come from the same source as the title proper.
246 31 Parallel title		Include parallel title if applicable.
246 1# Other added titles	<ul style="list-style-type: none"> • \$i Corrected title:\$a 	Add this title if title proper in 245 contains obvious typos.
250 Edition statement		<p>Include edition statement if applicable.</p> <p>Optional: parallel edition statement for bilingual items.</p>
255 Cartographic mathematical data (RDA 7.25 ; 7.26 ; 7.4)	<ul style="list-style-type: none"> • \$a Statement of scale • \$b Statement of projection • \$c Statement of coordinates • Examples: 255 ## \$aScale 1:126,720 ;\$bUniversal Transverse Mercator projection\$c(W 103°00'--W 102°00'/N 54°00'--N 53°30'). 255 ## \$aScale approximately 1:126,720 ;\$bAlbers equal-area projection\$c(W 103°00'--W 102°00'/N 54°00'--N 53°30'). 255 ## \$aScale not given 255 ## \$aScales differ 	<p>Information recorded here should match 034.</p> <p>Scale must be given as representative fraction.</p> <p>Statement of projection should match 008/22-23.</p> <p>Statement of coordinates (only when data are readily available on item)</p>
264 #1	<ul style="list-style-type: none"> • \$a Place of publication • \$b Publisher • \$c Publication date 	
264 #4 Copyright date	<ul style="list-style-type: none"> • \$c 	Includes only copyright date if different from publishing date.
300 Physical descriptions (RDA 3.5.2)	<ul style="list-style-type: none"> • Examples: \$a 1 map \$a 1 atlas (vii, 309 pages) \$a 2 maps on 1 sheet \$c 65 x 45 cm (<i>actual size of the map</i>) \$c 35 x 40 cm on sheet 37 x 48 cm (<i>map size is different from sheet size</i>) 	<p>Give dimensions (height and width) of the map itself, measured within the neat lines where the geographic area is displayed, NOT the size of the sheet.</p> <p>Record the size of the</p>

Elements	Indicators/Subfields/Examples	Remarks
	\$c 36 x 46 cm on sheet 47 x 52 cm, folded to 24 x 11 cm <i>(map size, sheet size and folded size all given, folded as published)</i>	sheet if it is substantially different from the size of the map. For more details, refer to RDA.
336 Content type	<ul style="list-style-type: none"> • Cartographic image • Cartographic three-dimensional form • Cartographic dataset 	
337 Media type	<ul style="list-style-type: none"> • Unmediated • Computer 	
338 Carrier type	<ul style="list-style-type: none"> • Sheet • Volume • Object • Online resource • Others 	
490/8xx Series statement	<ul style="list-style-type: none"> • Record if applicable • 490 0# Not traced (8xx is not needed) • 490 1# Traced (8xx is required) • Examples: <ul style="list-style-type: none"> • Not tracing 490 0# 郊區地圖 • Tracing 490 1# 郊區地圖 830 #0 郊區地圖 	
5xx Note fields		Add notes as appropriate. The following types of notes are commonly found in cartographic materials.
500 Notes relating to the title proper	<ul style="list-style-type: none"> • Examples: Title from panel Title from cover Title from accompanying text 	Source of title should be recorded if not from the map itself.
500 Date of situation note	<ul style="list-style-type: none"> • Example: Title: Story map of Mexico 500 ## \$aAlso shows the routes of Hernando Cortez, 1519; Don Juan de Grijalva, 1518. 	Record if date of information differs from the date of publication or is otherwise unclear from the description.
500 Scope of the item	<ul style="list-style-type: none"> • Examples: Shows gas fields, oil fields, gas pipelines, oil pipelines, oil refineries, and tanker terminals. Pictorial map showing peoples, places, ships, vegetation. 	Describe the nature or scope of the item unless it is apparent from the title and other descriptive information, or for clarification if

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		other information is incomplete, incorrect or misleading. Record the presence of statistical data, charts, tables, indexes.
500 Relief notes	<ul style="list-style-type: none"> Examples: Relief shown by contours and spot heights. Depths shown bathymetric isolines and soundings. 	Should match 008/18-21
500 Edition and history	<ul style="list-style-type: none"> Example: Reprint. Originally published in 1954. 	Give brief notes on other editions and publication history when the information is readily available.
546 Language note	<ul style="list-style-type: none"> Example: Legends in English and Chinese. 	If in more than one languages.
6xx Subject headings		Provides LCSH with relevant form subdivisions e.g. Maps, Atlases etc. A geographical subject heading should also be included.
651 #4 Subject headings	Follow Shared Cataloguing Guidelines	
69x Local subject	Follow Shared Cataloguing Guidelines	
7xx Additional creators		Provides relevant additional access points for contributors etc. e.g. editor, compiler.

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31 March 2017

Confirmed 12 June 2017

Updated 21 August 2017, June 2024