

Special Collections Genre/Form Guidelines

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Scope

This document provides guidelines for using the short list of genre/form terms that are used for cataloging for the UCI Libraries Special Collections. Please note that these guidelines **do not apply to UCI archives material**.

I. General

II. Terms used for copy cataloging at UCI Special Collections

III. Terms and subdivisions -- Structure

IV. Terms for media that are assigned in combination: Examples of use

V. Local terms: Imprints

I. General

Genre/form terms are used selectively in the cataloging of printed materials, films, and videos to identify items by the style or technique of their intellectual content.

Assign headings to describe both the genre and form of the resource, if appropriate. Several thesauri may be of use, depending on the type of resource, and which aspect of the resource you need to bring out:

- [LCGFT](#) – Unlike the other thesauri on this list, LCGFT is not a specialized, subject- or genre-specific tool. For UCI, this is the preferred thesaurus used to describe the genre of media.

- [Art & architecture thesaurus](#) – This is the preferred thesaurus to describe aspects of art, architecture and material culture.

- [Thesaurus for graphic materials](#) – Used for indexing visual materials by subject and by genre/format

Supplemental thesauri that may be useful when cataloging rare books and special collections material. See the [RBM S Controlled Vocabularies](#)

A very few locally devised headings are also used.

Genre headings from established thesauri may be added to the OCLC master records. Local genre headings may not be added to the OCLC master record. Local headings include "imprints" and the subdivision "women authors". Local headings must be added only to the local record.

II. Terms used for copy cataloging at UCI Special Collections

This is a list of terms selected from the larger list of terms that UCI has used and it reflects the terms Special Collections feels are most useful.

1. These terms are to be used for every example of the genre.
2. Some terms will have a geographic subdivision. If so, it will be added before the chronological subdivision.
3. Each term should always have a chronological subdivision added.
4. See instructions below for properly forming the heading string:

Term	Geographic subdivision	Chronological Subdivision	Other subdivisions	Source authorities	Scope notes
Altered books	No geographic subdivision	date of publication or production, by century		lcs h: uses 65 5 _0 and no \$2	Use in conjunction with the genre term, Artists' books. Use for works on existing books whose pages have been altered by paint, collage, or other media.
Anti-communist literature	Indicates place of publication	date of publication or production, by century		rb genre	The focus is on American anti-communist literature. It should be about nothing but American anti-communism. Use for literature from countries other than the United States only if the originating organization clearly states that it is anti-communist.
Artists' books	Indicates place of publication. Use for all books. If place of publication is California or Latin America, subdivide at state/country and city level	date of publication or production, by century	Women authors (Do NOT add to OCLC master records)	rb genre	Use for books intended as works of art in themselves and designed as an artistic whole, integrating binding, text, illustration, etc. Do not use for "Livres d'artistes" (books containing original works of graphic art, usually produced separately from text and binding. In general, "Livres d'artistes" denotes books containing original graphic art)
Autobiographies	used for California only Indicates place item is about. Use only when it is about California	date of publication or production, by century	Women authors (Do NOT add to OCLC master records)	rb genre	

C o s t u m e d e s i g n d r a w i n g s	Indicates place of publication	date of publication or production, by century		g m gpc	Cf. Fashion design drawings Emphasis is on the technical aspects of costume design. It might show details of a costume, or have actual drawings of how a costume is constructed.
C o s t u m e p r i n t s	Indicates place of publication	date of publication or production, by century		g m gpc	Prints that depict outfits worn in stage or film productions or designed for such.
D a n c e n o t a t i o n	No geographic subdivision	date of publication or production, by century		lcs h: us es 65 5 _0 a n d n o \$2	
D i a r i e s	Indicates place item is about. Use only when it is about California	date of publication or production, by century	Women authors (Do NOT add to OCLC master records)	rb ge nr	
F a s h i o n d e s i g n d r a w i n g s	Indicates place of publication	date of publication or production, by century		g m gpc	Cf. Costume design drawings Emphasis is on the technical aspects of fashion design. It might show details of an outfit, or have actual drawings of how a garment is constructed.

Fashion plates	Indicates place of publication	date of publication or production, by century		gmgpc	"Periodical illustrations made to advertise current fashion designs."
Fashion prints	Indicates place of publication	date of publication or production, by century		gmgpc	"Separate prints issued by clothing manufacturers... depicting or advertising their current designs."
Imprints	Indicates place of publication	date of publication or production, by century		local	See instructions below. Not to be added to OCLC master records.
Laws	Indicates place of publication	date of publication or production, by century		rbgenre	
Letters	Indicates place item is about. Use only when it is about California	date of publication or production, by century	Women authors (Do NOT add to OCLC master records)	rbgenre	

M aps	Indicates place item is about. Use for any place	date of publication or production, by century		rb ge nr		
M e m oirs	Indicates place item is about. Use only when it is about California	date of publication or production, by century	Women authors (Do NOT add to OCLC master records)	rb ge nr		
N ar rat iv es	Indicates place item is about. Use only when it is about California	date of publication or production, by century	Women authors (Do NOT add to OCLC master records)	rb ge nr	Use for works containing an account of events, experiences, etc., whether true or fictitious	
O r al h i s t o r i e s	Indicates place item is about. Use only when it is about California	date of publication or production, by century		rb ge nr	Use for oral history interviews only, not for speeches, colloquia, panel discussions, and the like.	
O v e r l a n d j o u r n a l s	No geographic subdivision	date of publication or production, by century	Women authors	rb ge nr	Use for narrative accounts of journeys on overland routes, especially to the American West.	

P op - up bo oks	Indicates place of publication	date of publication or production, by century		aat	Use in conjunction with the genre term, Artists' books.
Pr ot es t lit er at ure	Indicates place of publication	date of publication or production, by century		rb ge nr	Literature that opposes the social status-quo and includes a "call to action" on the part of the reader. Do not use for literature that simply aims to raise awareness or solicit donations for activist organizations. Use with American or European literature only.
U ni qu e bo oks	Indicates place of production	Date of production by century		rb ge nr	Use in conjunction with the genre term, Artists' books. Use for books conceived and produced as one-of-a-kind
Zi nes	Indicates place of publication	date of publication or production, by century		rb ge nr	Use for independent self-publications, periodical or monographic, usually inexpensively produced, with small circulation, covering any of a wide range of topics.

Term	Geographic subdivision	Chronological subdivision	Source Thesaurus	Scope notes and comments
Audiocassettes	Indicates place item is about. Use only when it is about California	date of publication or production, by century	aat	Always assign Sound recordings term also
Compact discs	Indicates place item is about. Use only when it is about California	date of publication or production, by century	aat	Always assign Sound recordings term also

DVDs	Indicates place item is about. Use only when it is about California	date of publication or production, by century	aat	Always assign Video recordings term also
Scores	No geographic subdivision	date of publication or production, by century	rbgenr	
Slides	Indicates place item is about. Use only when it is about California	date of publication or production, by century	gmgpc	
Sound recordings	Indicates place item is about. Use only when it is about California	date of publication or production, by century	aat	Always assign along with either Audiocassettes OR Compact discs terms
Video recordings	Indicates place item is about. Use only when it is about California	date of publication or production, by century	aat	Always assign along with earth Audiocassettes OR DVD terms
Videocassettes	Indicates place item is about. Use only when it is about California	date of publication or production, by century	aat	Always assign Video recordings term also

III. Terms and subdivisions -- Structure

A. Basic structure of headings

1. Specific patterns for terms and subdivisions are not prescribed by the thesauri; institutions devise their own patterns. The pattern used in UCI Special Collections cataloging is outlined below. In general, this pattern conforms to those used by many other institutions.

2. The pattern for subdivision is generally:

Term--Geographic subdivision--Chronological subdivision.--Abbreviation for thesaurus (after the period)

655 _7 Autobiographies|zCalifornia|zLos Angeles|y19th century.|2rbgenr

655 _7 Autobiographies|y19th century.|2rbgenr

B. Geographic subdivision

1. Geographic subdivisions are **not added to all terms**. The chart indicates whether and how they are to be used with a specific term.

2. Geographic subdivisions **usually indicate the place of publication or production** of the item. However, for **some terms**, the geographic subdivision **indicates the place the item is "about"** rather than where it was produced. When this is the case, it will be indicated in local UCI chart.

3. Formation of geographic subdivisions

- Headings for foreign publications are made at the country level
655 _7 Costume prints|zFrance|y19th century.|2gmgpc
- Headings for U.S. publications are made at the state level, except for California.
655 _7 Protest literature|zFlorida|y20th century.|2rbgenr

- Headings for items produced in **California** are subdivided at state and city level.
655 _7 Diaries|zCalifornia|zSan Francisco|y20th century.|2rbgenr
- Headings for items produced in **Orange County** cities are subdivided at state, county, and city level.
655 _7 Letters|zCalifornia|zOrange County|zIrvine|y21st century.|2rbgenr
[Terms may be repeated to trace multiple locations within the county, but if applying more than three, a single heading subdivided at the county level may be used.]

C. Chronological Subdivisions

1. Chronological subdivisions are **added to all terms**.
2. The chronology **indicates the date of publication or production**
3. Chronology is given by century

655 _7 Autobiographies|y19th century.|2rbgenr
655 _7 Letters|y21st century.|2rbgenr

4. In facsimile publications the subdivision reflects the date of creation of the original.

D. Other subdivisions

1. Women authors: The local topical subdivision "Women authors" is used **locally** for terms noted, below. It is indicated in the list of genre terms. Do not add this to the OCLC master record. The pattern is as follows:

655 _7 Diaries|zCalifornia|zSan Francisco|y19th century|xWomen authors.|2rbgenr

This subdivision is used with the following terms

- Artists' books (rbgenr)
- Autobiographies (rbgenr)
- Diaries (rbgenr)
- Letters (rbgenr)
- Memoirs (rbgenr)
- Narratives (rbgenr)
- Overland journals (rbgenr)

IV. Terms for media that are assigned in combination: Examples of use

The terms "Sound recordings" and "Video recordings" are used in tandem with other terms.

655 _7 Video recordings|zCalifornia|zOrange County|zIrvine|y21st century.|2aat
655 _7 DVDs|zCalifornia|zOrange County|zIrvine|y21st century.|2aat

V. Local terms: Imprints

1. In libraries with holdings of early printed materials, it is desirable to provide access by date and place of printing/publication. UCI uses the local term "Imprints" subdivided by century and place of publication to provide this access.
2. It should **not** be added to OCLC records.
3. The local term is applied to
 - a. All items printed/produced before 1901
 - b. All Orange County imprints regardless of date

c. Other items at the cataloger's discretion

4. This term is put in the 694 field, which as the same indicators and subfields as the 655.

Procedure:

In the 694 field, the cataloger applies the local term "Imprints" subdivided by century and place of publication, as shown below. The source term is "local". Use a subfield 5, CUI to specify that this applies to UCI.

Also add a 975 (the locally defined field for hierarchical place name, similar to the 752) in the record when the "imprints" term is used. Add a subfield 5, CUI to this as well. See instructions below.

- **694 field:**
 - Use "Imprints" followed by chronological and geographic subdivisions. Note that **the order of the subdivisions differs** from other terms. The source name is "local".
694 _7 Imprints |y [Chronological subdivision] |z [Geographic subdivision].|2|local |5 CUI
 - The geographic subdivision includes the country and city where the item was published or produced.
694 _7 Imprints|y20th century|zEngland|zLondon.|2|local|5 CUI
 - For items printed in the United States, include "United States" as the first geographic subdivision, followed by the state and city.
694 _7 Imprints|y20th century|zUnited States |zOhio|zColumbus.|2|local|5 CUI
 - For items printed in Orange County only, include "Orange County" as a geographic subdivision between state and city.
694 _7 Imprints|y20th century|zUnited States|zCalifornia|zOrange County|zSanta Ana.|2|local|5 CUI
 - For items completed over the turn of a century trace both centuries.
694 _7 Imprints|y17th century|zEngland|zLondon.|2|local|5 CUI
694 _7 Imprints|y18th century|zEngland|zLondon.|2|local|5 CUI
- **975 field:**
 - See the [OCLC Bibliographic Formats and Standards](#) for details. Example:
975 __ United States|bCalifornia|dSan Francisco.|5 CUI
 - Include subfield c for items printed in Orange County.
975 __ United States|bCalifornia|cOrange County|dCosta Mesa.|5 CUI
 - Omit subfield |b for books printed abroad.
975 __ England|dLondon.|5 CUI