**Cartographic Materials Cataloging**

1. Analyze the manifestation in hand
   a. Determine whether resource is published or not
   b. Determine mode of issuance (RDA 2.13 and OCLC fixed field **Blvl**)
      1. Monographic map: use code m in Blvl
      2. Map continuing resource: Use code b, s, or i in BLvl.
   c. Material type (OCLC fixed field **Type**) e = cartographic material.
      Includes nonmanuscript maps, globes, atlases, aeronautical charts,
      navigational charts, celestial charts, remote-sensing images,
      computer-generated maps and other cartographic material. Also
      includes microforms of nonmanuscript cartographic materials.
   d. If material type is e, choose MAPS workform

2. Create new record in OCLC Connexion
   a. Log in
   b. Cataloging→Create a new record in MARC template format→Choose MAPS workform from pull-down menu→Create

3. Code fixed field based on instructions in OCLC input standards (click on
   links next to each fixed field position)
   Elvl=I
   Srce=d
   Ctrl=blank
   Lang=primary language of textual content on cartographic resource
   CrTp: code as one of the following:

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1 Refer also to [Connexion Browser Cataloging Quick Reference](#)
a Single map
CrTp  a
300  1 map : ‡b color ; ‡c 10 x 40 cm

b Map series. A map series is a number of related but physically separate and bibliographically distinct cartographic units intended by the producers or issuing bodies to form a single group. Do not use for atlas series.
CrTp  b
300  50 maps : ‡b 2 color ; ‡c 40 x 25 cm

c Map serial. A map serial is a publication issued in successive parts, usually having numbering, that has no predetermined conclusion. If you use code c, you must use code s in BLvl.
CrTp  c
300  maps : ‡b color ; ‡c 20 x 60 cm, on sheets 25 x 65 cm
310  Quarterly

d Globe
CrTp  d
300  1 globe : ‡b color, plastic, mounted on metal stand ; ‡c 70 cm in diameter

e Atlas. An atlas, including atlas series and serially issued atlases.
CrTp  e
300  1 atlas (288 pages) : ‡b chiefly color maps ; ‡c 38 cm

Relf: examine map carefully to see if relief is shown. You can find good illustrations of what the different types of relief look like here:
http://www.acsu.buffalo.edu/~dbertuca/maps/cat/fields.html#relf
Code as many as apply, up to four (4). It's rare for there to be more than 4 kinds of relief on one resource.

4. Add one or more 006 if appropriate
   Examples of when a 006 would be appropriate would be when the cartographic resource is issued with accompanying material that is not cartographic (use the 006 to code for the characteristics of the accompanying material) or when you are cataloging a map serial (use the 006 to code for the serial characteristics that can not be coded in 008)


6. Add applicable numbers and codes in 0XX fields following OCLC input standards:
   * **Always:**
     040 __ $a HUI $b eng $e rda $c HUI
   * **Sometimes:**
     020 __ $a 13-digit ISBN for manifestation in hand
     020 __ $a 10-digit ISBN for manifestation in hand
     020 __ $a 13-digit ISBN for equivalent manifestation\(^2\)
     020 __ $a 10-digit ISBN for equivalent manifestation
     020 __ $z 13-digit ISBN for related manifestation
     020 __ $z 10-digit ISBN for related manifestation

\(^2\) An equivalent manifestation is one for which the same bibliographic record would be used (e.g., a paperback binding of the same manifestation you have in hand in hardcover or vice-versa); a related manifestation is one for which you could create a separate bibliographic record (an e-book version of the print publication you have in hand).
022 - ISSN
034 - Coded Cartographic Mathematical Data


041 - Language Code
043 - Geographic Area Code
050 - Library of Congress Call Number
052 - Geographic Classification

Consult https://www.oclc.org/bibformats/en/0xx/052.html

7. Following the rules in RDA sections 2.1 and 2.2, determine the basis for identification and sources of information for the manifestation in hand.

8. Record attributes of the manifestation in hand in fields 2XX/3XX/490/5XX/856:

<table>
<thead>
<tr>
<th>Material Type</th>
<th>MARC Tag</th>
<th>Attribute</th>
<th>Location of applicable RDA rules</th>
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<tr>
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<td>Title</td>
<td>2.3.1-5</td>
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<td>ALL</td>
<td>245</td>
<td>Statement of responsibility</td>
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<td>Later title proper of a multipart monograph</td>
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<td>247</td>
<td>Earlier title proper</td>
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<td>Code</td>
<td>Description</td>
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3 Cf. also field 034
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N.b: for all fields follow:

9. Transcription rules in 1.7 (and associated LC/PCC Policy Statements)

10. Rules for form of numbering in 1.8 (and associated LC/PCC Policy Statements)

11. Rules for recording dates in 1.9 (and associated LC/PCC Policy Statements)

For 5XX fields, follow guidelines for recording notes in 1.10 (and associated LC/PCC Policy Statements)

12. Follow steps 8-21 in Original Cataloging Process.