Supplying Vendor Records to Library of Congress: What Vendors Should Know

Vendors doing business with the Library of Congress are encouraged to supply vendor records representing the materials being purchased. Vendor records are brief bibliographic records that allow for more streamlined workflows in libraries. Vendor records alert library staff and patrons of titles being supplied by vendors. They are also used by libraries to pay invoices, track inventory, and assist with the final cataloging stages. The ability of vendors to provide vendor records is beneficial to all customers, not just LC, and may prove to be a competitive advantage for vendors as libraries select a book vendor. Vendor records need not be extensive or represent a final cataloging product. In most cases, trained cataloging staff at the Library of Congress will revise and enhance the records by building on the data provided. Vendor records that meet certain characteristics can be more useful to LC (and other libraries that follow the same standards). Ideal characteristics of vendor records include:

1. A core set of data elements that assists with identifying the supplied materials
The minimal elements required represent data that vendors typically supply in catalogs and listings of products, invoices, shipping lists, etc. Most important are:

- ISBN and/or other standard identifiers, if available
- Author/creator of the resource
- Title of the resource, subtitle, and statements indicating authorship or contribution, typically found on a title page
- Edition statement found on the resource
- Publication information such as place of publication, publisher, and date of publication
- A statement of the extent of the resource (such as the number of pages and height of the book)
- A series statement found on the resource

Additional bibliographic elements are encouraged, such as tables of contents, contributors (editors, translators, etc.), summary notes, and subject headings from widely used thesauri (such as the *Library of Congress Subject Headings*).

2. A standard record syntax
Vendor records most useful to the Library of Congress and other North American libraries make use of the following guidelines:

- MARC 21 record syntax, checked for validity
- UTF-8 character encodings, preferably those records in the MARC-8 repertoire of UTF-8 (MARC-8 character encodings are also acceptable)

3. A commonly used descriptive cataloging standard
The Library of Congress, like most other North American libraries, is implementing a new descriptive cataloging standard, *Resource Description & Access* (RDA), the successor standard to the *Anglo-American Cataloguing Rules, 2nd Edition, Revised.* The bulk of LC's new cataloging will become RDA-compliant. Vendors are encouraged to follow RDA instructions for the elements of description that they provide in vendor

records. The Library of Congress and the Program for Cooperative Cataloging have made training materials available that vendors may find useful in understanding RDA, particularly for vendors familiar with AACR2. The training materials may be used without cost, customized as needed, or translated as appropriate. Vendors unable to provide RDA-compliant records should alert the Library when they are able to apply RDA elements to vendor records. The Program for Cooperative Cataloging maintains a record standard for monographs (RDA BSR For Textual Monographs) that outlines the elements considered mandatory and highly desirable in bibliographic records. Vendors may find this to be a useful source for supplemental information to include in vendor records to make them of higher value to their customers. Vendors should also refer to the Library of Congress documentation on Vendor Records in MARC21 using RDA, which provides information about creating vendor records in RDA.

The Library of Congress prefers records created according to RDA. LC will continue to accept bibliographic information from vendors that follows AACR2 or other local cataloging practices, since all of these have proven useful. Vendors familiar with AACR2 will notice these minor differences in RDA records:

1) the coding of Descriptive cataloging form (Leader position 18) must be "i" in RDA records (indicates that ISBD punctuation between elements is used)
2) subfield $b (Language of cataloging) with code "eng" and subfield $e (Description conventions) with code "rda" in all records in field 040
3) affiliations, honorific titles, degrees, etc. that appear with authors' names on the preferred source (usually the title page) transcribed in field 245 subfield $c rather than omitted
4) the practice of abbreviating words in transcribed data (fields 245, 250, 264, 490) is generally abandoned, as are most abbreviations in some supplied data (such as pagination in field 300)
5) field 264 for publication/distribution/manufacturing information, instead of field 260
6) fields 336, 337, 338 in records to identify each category of content, medium, and carrier associated with the item—for most printed books these can be provided simply by default values
7) similar capitalization rules apply for RDA records (found in RDA Appendix A); there is also an allowance to follow the found capitalization on the resource itself

4. License-free metadata

The records supplied to LC should be license-free. To support its mission to supply cataloging records to American libraries, LC will generally enhance and re-distribute the brief records supplied by vendors to meet standard cataloging practices. LC will not be able to accept or honor license agreements that prevent this activity.

5. Presentation of desired data elements in RDA compliant vendor records:

Vendor records should include these bibliographic elements.

leader:	Position 17 code as "5" for Partial (preliminary) level
leader:	Position 18 code as "i"
001:	Control number assigned by organization creating, using or distributing the record. The organization is identified by the MARC code contained in field 003 (Control Number Identifier).
003:	MARC code for the agency whose system control number is present in field 001 (Control Number). The source of the code is the _MARC Code List for Organizations_, maintained by Library of Congress (LC).
008:	Fixed length data element
020	International Standard Book Number, ISBN, if applicable
040:	Vendor organization code as defined by _MARC 21_
1XX:	Author or creator of resource if applicable
245:	Title, subtitle and statement indicating authorship or responsibility for resource, and edition statement
264:	Publication/distribution/manufacturing information
300:	Extent of resource (number of pages, height of resource)
490:	Series statement if applicable
923	Invoice information provided in locally defined MARC fields that can be described by LC

6. An example of a vendor record that follows RDA instructions

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=000  00000nam\\22000005i\4500
=001  gg2012000124
=003  MN-UlGG
=005  20120824102100.0
=008  120531s2011\\\\mp\\\\\\\\\\\\000\0\mono\
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