CATALOGING FOREIGN LANGUAGE MATERIALS

This handout contains general guidelines for cataloging foreign language materials.

These instructions refer to the language of the resource being cataloged, not to the language of the agency that enters the bibliographic record.

RESOURCES

Internet sites for translation (there are many more possibilities)

Google Translate: http://translate.google.com/

Bing Microsoft Translator: https://www.bing.com/translator

Collins Free Online Translator: https://www.collinsdictionary.com/us/translator

Cataloging tools

RDA Toolkit

Lists of initial articles

MARC 21 website--Appendix F: https://www.loc.gov/marc/bibliographic/bdapndxf.html
RDA Toolkit Appendix C.2—Articles listed by language
RDA Toolkit Appendix C.3—Articles listed by word or words
AACR2 (if available)—Appendix E

Capitalization
RDA Toolkit Appendix A – Capitalization
AACR2 (if available)—Appendix A

General Description

In the following areas, transcribe information in the language of the piece:
> Title and statement of responsibility
> Edition
> Publication, distribution, etc.
> Series as it appears on the piece (MARC tag 490)
> Quoted notes

In the following areas, record information in the language of the cataloging agency:
> Physical description
> Notes other than quoted notes
> Series as established in an authority record (MARC tag 8XX)
> Subject headings

Coded fields (MARC tag 041, 043, etc.)

Title and statement of responsibility

Transcribe titles as they appear on the preferred source of information.

Record the first title in $a. Other titles are recorded in $b or $c, depending on layout on the source

Precede $b with = (equal sign) Use = to separate parallel titles within $b or $c.

Code 245 2nd indicator as appropriate to skip initial articles, including initial articles in other languages.

Uniform titles

Records may contain MARC tag 130 or 240 to indicate original title of a translated work, or languages of included works.

May be retained if present in the record, but do not need to add.

Edition statement

Transcribe in the language of the piece.

In some foreign language materials (French, Spanish, Italian, Portuguese, German, etc.) what looks like an edition statement may actually be a printing statement. Per OCLC Bibliographic Formats and Standards, Chapter 4, When to input a new record:

> *If the edition statement appears in conjunction with the printer's name or the number of copies printed, generally consider the edition statement to reflect printing information and use the existing record. In all other cases, use judgment.*

Publication information

Transcribe as it appears on the piece.

Series

In MARC tag 490, enter the series statement as it appears on the piece.

In MARC tag 830, enter the series statement as it is established in an authority record.

Notes

Quoted notes: Transcribe as it appears on the piece.
Other notes: Enter in the language of the cataloging agency. See below for more information on MARC tag 546 (Language note).

MARC Fields Specific to Foreign Language Materials

Fixed fields:

Lang   Language Code

Mandatory.

Indicates the language of the principal work. Does not include language(s) of prefaces, introductions, forewords, or appendices.

See *OCLC Bibliographic Formats and Standards* or *MARC 21* for complete guidelines.

See MARC Code List for Languages for a complete list of codes: http://lcweb.loc.gov/marc/languages

Variable fields:

041 Language Code – The tag and all subfields are repeatable.

See MARC Code List for Languages for a complete list of codes.

Use field 041 when (not a complete list):
- The item contains more than one language
- The item is or includes a translation
- The language of the summaries, abstracts, or accompanying material differs from the language of the main item
- The language of a table of contents differs from the language of the main item

For visual materials
- The sound track has different language versions
- The overprinted titles (subtitles) or separate titles for silent films are in different languages

First indicator: Indicates whether the item is, or includes, a translation. In most cases, the first indicator value is assigned from the content of the item itself; accompanying material is not considered.

> 0   Item is not a translation, does not include a translation
> 1   Item is or includes a translation

Second indicator: Blank.

See OCLC Bibliographic Formats and Standards for a complete list of valid subfields, and examples. Here are some of the most commonly used:

$a   The language of the main content of the item
     The code in the first subfield $a must be the same as the code in the fixed-field element Lang.

For works in multiple languages, the codes for the languages are recorded in the order of their predominance. If the predominant language can't be determined, record the codes in English alphabetical order. Any number of specific language codes may be recorded in repeated subfield "a".

Optionally, record the code for the title (or the first title) and the code "mul" (multiple languages) in a separate subfield "a".

$d   Language code of sung or spoken text
Language code of sung or spoken content of an audio recording or computer file.
In records where $a is not present, the code in the first subfield $d must be the same as the code in the fixed-field element Lang.

$e   Language code of librettos

$g   Language code of accompanying material other than librettos

$h   Language code of original language

$j   Language code of subtitles or captions

546   Language Note – repeatable

Note about the languages of the text. Associate notes with codes in Lang and field 041.
546 can be used to give extra information that can't be coded in 041.

Indicators - Blank

$a   Text of the language note

041 0 _ $a**dan**$aeng**$a**ger
546 _ _ $a Text in Danish, English, and German.

041 0 _ $a**dan**$aeng**$a**fre
546 _ _ $a Text in Danish, English, and French, each with separate title page and paging.

Diacritics

When copy cataloging, check all diacritics. Diacritics may be added or may be copied and pasted from another bibliographic record or an authority record. **Note**: Be careful about pasting from a website—characters don't always display correctly.

To enter diacritics:

In Connexion:
Menu bar: Edit>Enter Diacritics
Function keys: Ctrl + E

ALA icon on the tool bar

In Polaris:
Menu bar: Tools>Diacritics
Function keys: Alt + D
When Character picker table opens, change display to (MARC 8) Extended Latin to see a bigger selection of characters

Subject Headings for Foreign Language Materials

Add applicable subject headings and genre headings in the language of the cataloging agency.

For juvenile materials, assign a subject heading for *[Name of language] language materials.*

> **650 _ 1 $a**French language materials.

If the text is also given in English, the subdivision *Bilingual* should be added.
> **650 _ 1 $a**French language materials**$x**Bilingual.

Language dictionaries. See *Subject Headings Manual* H1540
Use the subdivision $v Dictionaries as a form subdivision under names of languages for comprehensive, alphabetical lists of words in those languages, usually with definitions.

- Dictionaries in one language
  > Assign the heading *[Name of language] – Dictionaries.*
  > **650 _ 0 $a**Spanish language**$v**Dictionaries.

- Dictionaries in two languages
  > If a dictionary gives the terms of one language in terms of another, assign the heading *[Name of first language] – Dictionaries – [Name of second language].*
  > **650 _ 0 $a**German language**$v**Dictionaries**$x**English.
  > If the second language is also given in terms of the first, assign an additional heading with the languages reversed.
  > **650 _ 0 $a**English language**$v**Dictionaries**$x**German.

- Polyglot dictionaries.
  > If a dictionary gives for one language the equivalent terms in several other languages, assign the heading *[Name of language] – Dictionaries – Polyglot.*
  > **650 _ 0 $a**German language**$v**Dictionaries**$x**Polyglot.

Readers. See *Subject Headings Manual.* H1975
Use the free-floating subdivision *$v Readers* as a form subdivision under names of languages (except English) for reading texts to be used in learning those languages.

> **650 _ 0 $a**French language**$v**Readers.

Further subdivide the subdivision by topic or form if the reader is limited to a particular subject or literary form.

> **650 _ 0 $a**French language**$v**Readers**$x**Medicine.

When assigning a heading further subdivided by form or topic, assign an additional heading for the form or topic.

> **650 _ 0 $a**German language**$v**Readers**$x**Science.
> **650 _ 0 $a**Science.

Textbooks for foreign language study. *Subject Headings Manual.* H2187
Use the subdivision *$v Textbooks* for foreign speakers as a free-floating form subdivision under names of languages for textbooks to be used in learning the language.

> Everyday English for foreign students
> **650 _ 0 $a**English language**$v**Textbooks for foreign speakers.

If the textbook is written for native speakers of another particular language, subdivide further by the name of the native language.

> Chinese for the English-speaking student
> **650 _ 0 $a**Chinese language**$v**Textbooks for foreign speakers**$x**English.

For further information, see the Subject Headings Manual:
https://www.loc.gov/aba/publications/FreeSHM/freeshm.html

Genre headings

Add genre headings as appropriate. Some possibilities:

> **655 _ 7 $a**Dictionaries.**$2**lcgft
> **655 _ 7 $a**Multilingual dictionaries.**$2**lcgft
> **655 _ 7 $a**Readers (Publications)**$2**lcgft
> **655 _ 7 $a**Textbooks.**$2**lcgft
> **655 _ 7 $a**Phrase books.**$2**lcgft

SHARE Cataloging Standards on foreign language subject headings

See the SHARE website (Cataloging>Policies & Procedures) for SHARE local practice on which foreign language subject headings to retain or delete.

Revised from original handout created by Lynnette Fields.