

# RDA Print Thesis and Dissertation Cataloging

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Reformatted for accessibility

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Follow this procedure to catalog print doctoral dissertations and masters theses. For UMI/ProQuest reproductions, see [Cataloging Photocopies and Print-On-Demand Reproductions](#).

## Level of Cataloging

Typically, University of Minnesota Theses cataloged for University Archives or for

circulating collections are cataloged at the minimal level, and do not require subject analysis. Non-UMN theses, and theses cataloged for other special collections and archives locations, should be assigned subject headings and classification (depending on the call number/shelving policy of the location).

## Record Templates

Use one of the Alma bibliographic templates: “MnU Print theses RDA” or “Print theses RDA non-MnU” to enhance a copy record or create an original record. Check/verify or complete the fields listed below as indicated.

## Fixed Fields

### LDR (supplied by template)

|        |                                                                   |
|--------|-------------------------------------------------------------------|
| LDR/05 | <b>n</b> (new)                                                    |
| LDR/06 | <b>t</b> (manuscript language material) or other appropriate code |
| LDR/07 | <b>m</b> (monograph)                                              |
| LDR/17 | <b>[blank]</b> (full level) or <b>7</b> (minimal level)           |
| LDR/18 | <b>i</b> (ISBD)                                                   |

## 008

Use the following values:

|           |                                                                             |
|-----------|-----------------------------------------------------------------------------|
| 008/06    | <b>s</b> (single)                                                           |
| 008/07-10 | Year from title page                                                        |
| 008/15-17 | <b>mnu</b> or other appropriate code                                        |
| 008/18-21 | <b>a</b> if illustrations are present                                       |
| 008/24-27 | <b>m</b> (theses)<br><b>b</b> (if bibliography present; true in most cases) |
| 008/28    | blank (not a government publication)                                        |
| 008/29    | <b>0</b> (not a conference publication)                                     |
| 008/30    | <b>0</b> (not a festschrift)                                                |
| 008/31    | <b>0</b> (no index)                                                         |

|                  |                                                |
|------------------|------------------------------------------------|
| <b>008/33</b>    | <b>0</b> (not fiction)                         |
| <b>008/35-37</b> | <b>eng</b> (English) or other appropriate code |
| <b>008/39</b>    | <b>d</b> (other)                               |

## Variable Fields

In the variable fields of the bibliographic record, follow the current established guidelines and procedures for monographic cataloging. The instructions below provide specific information for theses and dissertations.

### 040 Cataloging Source (supplied by template)

Subfield a: **MnU**

Subfield b: **eng**

Subfield e: **rda**

Subfield c: **MnU**

### 050 Classification Number

Assign a Library of Congress Classification number if the location uses them for shelving purposes.

### 099 Shelving Control Number

Add local call number or shelf number here, if used by the location.

### 100 Main Entry - Author Name

Enter author's name as it appears on the title page, in inverted order.

Example:

100 1\_ \$\$a Yavuz, Rukiye Isil.

**Note:** If the author's name conflicts with existing bib headings or with existing authority headings or references, please route to a NACO cataloger. See [Authority Procedure](#) for instructions on checking for heading conflicts.

After the heading has been checked for possible conflicts, add **\$\$e author** to the end of the name.

Example:

100 1\_ \$\$a Yavuz, Rukiye Isil, \$\$e author.

## 245 Title

Take title information from the title page. Omit wording about submission as a thesis from the title transcription.

If symbols are used in the title that are not available on your keyboard, use Character Map to enter the symbol, if possible. Otherwise, describe the symbol in brackets.

Examples:

245 14 \$\$a The relative effectiveness of the traditional and two modified methods of organizing information sheets / \$\$c by David Joseph Pucel

245 10 \$\$a Genetic manipulation of protein disulfide isomerase levels in a murine hybridoma : \$\$b altering antibody assembly and secretion / \$\$c by Kirsten Kitchin

245 10 \$\$a Pound for £ : \$\$b the history of British currency / \$\$c by Concord Rosemount-Keen

245 14 \$\$a [Smile] and [frown] : \$\$b the evolution of emoji use in social media / \$\$c Riley James McIntosh

500 \$\$a The title page uses the emoji symbols for smile and frown.

## 264 Date of production

Do not include \$\$a or \$\$b in the 264. Use 2<sup>nd</sup> indicator 0. Use only \$\$c and use the year on the title page rather than a copyright date.

Example:

264 \_0 \$\$c 2013

## 300 Physical Description

For \$\$a, describe the number of leaves. List separately different sequences of numbering, for example preliminary pages in lower-case Roman numerals.

If there are illustrations, include **\$\$b illustrations**. If there are additional types of illustrations, such as maps or music, you may optionally list them as well.

Theses and dissertations are almost always 29 cm tall. In RDA, **cm** is treated as a

symbol rather than an abbreviation, so there should be no period after it.

Examples:

300 \$\$a xii, 294 leaves ; \$\$c 29 cm

300 \$\$a 412 leaves : \$\$b illustrations ; \$\$c 29 cm

300 \$\$a iv, 300, 29 leaves : \$\$b illustrations, music ; \$\$c 29 cm

## 336/337/338 Content, Media, and Carrier Types (supplied by template)

The 33X fields should appear as follows:

336 \$\$a text \$\$b txt \$\$2 rdacontent

337 \$\$a unmediated \$\$b n \$\$2 rdamedia

338 \$\$a volume \$\$b nc \$\$2 rdacarrier

## 502 Thesis/Dissertation Note

RDA prefers recording thesis information in a coded form. Older records may have the information in a single text string in \$\$a. Add or revise the thesis/dissertation note to match the following format:

502 \$\$b [degree abbreviation] \$\$c [Institution] \$\$d [year] \$\$g [major, if provided]

Examples:

502 \$\$b Ph.D. \$\$c University of Minnesota \$\$d 2013 \$\$g Major: Electrical Engineering

502 \$\$b M.S. \$\$c University of Minnesota \$\$d 1973

502 \$\$b M.Ed. \$\$c Yale University \$\$d 2007

For a [list of common degree abbreviations](#)

## 504 Bibliography Note

Use the standard format for the bibliography information:

504 \$\$a Includes bibliographical references (leaves 125-140)

## Access Points

### 6XX Subject Access Points

Add at least one Library of Congress Subject Heading to identify the topic covered in the resource, if full-level cataloging is being done.

## 653 Subject Keywords or Phrases

In \$\$a enter subject keyword(s) or phrase(s) as provided by the author. Repeat the 653 field for each keyword or phrase. If none are provided, do not add.

## Statistics

Use the macro to add a 909 field. Add **\$\$e ori** if appropriate.

If cataloging as part of a project, put the project code in a 913 field.

Example:

913 \$\$a mt14

## Holdings Records

Create a holdings record for the library and location. Use available templates whenever possible.

Completion of the 852 field varies depending on the location for which it is being cataloged. Refer to specific project or [location guidelines](#) for details.

- If the location shelves by author/title, the 1<sup>st</sup> indicator should be **5**:

Example:

852 5\_ \$\$b TMAGR \$\$c THS

- If the location uses a shelving number or tray number, the 1<sup>st</sup> indicator should be **4**:

Example:

852 4\_ \$\$b TWILS \$\$c GEN \$\$j MnU-D 62-27

- If the location uses Library of Congress Classification, the first indicator should be **0**:

852 0\_ \$\$b TAND \$\$c IHRCA \$\$h F615.S67 \$\$i O63 2019

## 866 Field

Add a note in \$\$z if the item is being cataloged for a specific collection or has a donor that should be acknowledged. Refer to project procedures.

Example:

866 \_1 \$\$z Part of the A. William Hogle Papers.

## Item Record

Complete the following fields on the item record:

| Material Type | Thesis                                                                                                                                                                             |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Barcode       | If being cataloged for a circulating collection, attach barcode to item and scan in. If cataloging for a special collection, follow procedures to create an acid-free barcode slip |

Click **Save** to record your changes.

### Version History:

Reviewed and revised by DMA staff June 15, 2018

Revised by Christine DeZelar-Tiedman May 31, 2019

Reviewed and revised by DMA staff June 13, 2019

Revised by Jason Roy, July 2025: Grackle check