Cataloging the Ellin Green Collection:
A Guide


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**I. About Ellin Greene**

　　Dr. Ellin Greene is a nationally and internationally known storyteller and lecturer. She earned her M.L.S. at the Graduate School of Library Service, and her doctorate in Creative Arts Education at the Graduate School of Education, Rutgers, The State University of New Jersey. She was an associate professor at the University of Chicago Graduate Library School, and served on several committees at the Association for Library Service to Children, including the 1984 Caldecott Committee (Greene). Dr. Greene is an advocate for children's literature and literacy and is the author of many articles showing a link between storytelling and early childhood development. With GSLIS dean emerita Dr. Susan Roman, Dr. Greene created innovative programs including the Born to Read initiative (GSLIS).

　　Dr. Greene is the author or co-author of more than a dozen books, including *the Little Golden Lamb*, which received a Storytelling World Honor and was one of the books included on the New York Public Library's *Children's Books 2000 --- One Hundred Titles for Reading and Sharing*, and *Storytelling: Art and Technique*, currently in its fourth edition. She was a featured teller at the National Storytelling Festival for the 20th anniversary of the event, and in 2002 received a Lifetime Achievement Award from the National Storytelling Network (ALA).

　　Throughout her career, Dr. Greene amassed a vast collection of books related to storytelling, including retellings of folk tales and fairy tales, and various professional resources on the study and art of storytelling and folklore. In 2010, she donated her collection to Dominican University where it is meant to support the study of folklore, children's literature, and storytelling in conjunction alongside the Ellin Greene Fund. The goal of the collection is to inspire storytellers, who will in turn imbue future generations with the love of reading and story (GSLIS). The Ellin Greene Storytelling collection currently resides in the Butler Children's Literature Center.

For more information about Dr. Greene, please visit her website at http://www.ellingreene.com/

References

American Library Association [ALA]. (n.d.) *Ellin Greene*. Retrieved from
　　　http://www.ala.org/offices/dev/plannedgiving/honorroll/h-ellingreene

Graduate School of Library and Information Science [GSLIS]. (n.d.) *Butler Children's Literature Center home to renowned collections*. Retrieved from
　　　http://gslis.dom.edu/newsevents/news/butler-center-houses-renowned-collections

Greene, E. (n.d.) *Biography*. Retrieved from http://www.ellingreene.com/index.htm

**II. About this Guide**

A. Objective
The objective of this guide is to provide direction when cataloging the Ellin Greene Storytelling collection. This guide includes instructions on assigning Library of Congress Subject Headings and Classification numbers, as well as motif and tale type numbers as assigned in MacDonald's *Storyteller's Sourcebook*.

B. Audience
The primary audience for this guide is catalogers, and therefore does not include information on the use of the catalog or the collection. However, the primary audience for the collection is storytellers and researchers. We have attempted to provide as much information as possible to assist them in their research. When continuing to catalog the collection, keep this audience and their needs in mind.

We hope that this document will provide guidance and assist other GSLIS students in the continued cataloging of the Ellin Greene Storytelling collection. We see this as a living document that will grow and change as more of the collection is added to the catalog. It is important that this document supports the development of the catalog, and that the catalog support the collection and its users.

C. Resources

This subject guide specifies the usage of RDA for the full description of the bibliographic information and the MARC 21 standard to transcribe this information. That is to say, we use RDA and MARC in our records. At this time, this necessitates the conversion of any records imported from WorldCat from AACR2 to RDA. The catalog conforms to Library of Congress standards. For more information, please consult the following online resources.

Free Resources:
LC Authorities, http://authorities.loc.gov/
OCLC Bibliographic Formats and Standards, https://oclc.org/bibformats/en.html

Subscription Resources:
Cataloger's Desktop, https://desktop.loc.gov/
Classification Web, http://www.classificationweb.net/
RDA Toolkit, http://www.rdatoolkit.org/

## III. Formatting the Bibliographic Records

When cataloging the books of the Ellin Greene collection, the technical aspects of each bibliographic record should follow RDA rules. No local designators should be used.

Each record should have, at a minimum, the following MARC fields:
- 050
- 245
- 264
- 300
- 336
- 337
- 338
- 500
- 650

More fields can be added, but each record in its simplest form should have the above-mentioned fields. Not all records will have a 100 field, if, for example, the work is a translation or has an editor. If the record does not have a 100 field, it should have at least one 700 field.

When formatting 100 and 700 fields, use the relationship designator $e to designate the role of the contributor.

Each record should have at least one 500 field, in which the cataloger will list the motif number or numbers from *Storyteller's Sourcebook* (see section V for more details). Additional 500 fields should be added to the record as needed for the individual book. If the book includes any source or origin notes, include them in a 500 field.

**IV. Assigning Library of Congress Subject Headings**

Only Library of Congress subject headings should be used for the Ellin Greene collection. Do not use Library of Congress Children's subject headings, or local headings. Subject headings for each work will vary depending on the subject matter, however, for the sake of consistency in the collection we have identified a few standards:

- If your story has a motif and tale type number, try to use the categories and subcategories for the motifs as a guide for finding Library of Congress subject headings (a breakdown of the motifs can be found in the front of each edition of *Storyteller's Sourcebook*). For example, the motif K stands for Deceptions; Deception is a valid Library of Congress subject heading. The motifs will not always correspond with a valid LCSH, but use them if possible if they do correspond. Even if they do not correspond exactly to a subject heading, search Classification Web for subject headings that are similar.
- Many of the works in the collection are either folk tales or fairy tales. For folk tales use the subject heading *Tales* and for fairy tales use the subject heading *Fairy tales*.
- It is true when assigning subject headings for any work, use the most specific headings possible. If your work is about a specific character, search Classification Web for that character. Many well known characters from fairy tales, folk tales, legends, and myths have their own valid LCSH, and these should be used whenever possible. It may be necessary to explore Classification Web using BT, NT, and RT links to find the correct names to use, especially in the case of stories translated into English.

> Cinderella (Tale)
> Clever Elsie (Tale)
> Cumulative tales
> Cupid and Psyche (Tale)
> Dragon slayer (Tale)
> Fables
> Fairy tales
> Ferdinand the faithful and Ferdinand the unfaithful (Tale)
> Forgotten bride (Tale)
> Frame-stories
> Frog Prince (Tale)
> Gorbey (Tale)
> Grateful dead (Tale)
> Green Man (Tale)
> Hansel and Gretel (Tale)
> Innocent slandered maiden (Tale)
> Jack tales
> Krabat (Tale)
> Lays
> Little Red Riding Hood (Tale)
> Loup-garou (Tale)
> Maiden Tsar (Tale)
> Maiden without hands (Tale)

- If the work is neither a folk tale nor a fairy tale use your best judgment; there are LCSH for *Folklore* and *Children's stories*, including LCSH for specific kinds of children's stories such as *Children's stories, Russian* for more general works that do not fall under folk tale or fairy tale.
- When possible, add a geographic main heading for the country, region, or city from which the tales originate if that story also takes place in that geographic location. For example, a Russian folk tale that also takes place in Russia will have a geographic main heading of Russia.
  - DO NOT add a geographic main heading if the tale originates in a country, region, or city, but the tale does not take place there. In this case add a geographic subheading under the main headings *Tales* and *Fairy tales*.
  - When adding geographic headings to records for collections of stories, DO NOT add headings for each country when the collection contains stories from more than **five** originating geographic locations. If some stories are identified in the text as being from an originating culture rather than a location (i.e., the story is identified as an Ashanti folk tale rather than a Ghanaian or West African folk tale), it should not be included in the number of geographic subheadings.
- For form subheadings use *--Folklore* as well as *--Juvenile fiction* when appropriate.
  - If the work is not folklore, use only *--Juvenile fiction*.
  - If the work is intended for adults use *--Fiction*.
  - DO NOT use the form subheading *--Juvenile literature*.
- There is a valid form subheading for *--Translations into French, [German, etc.]* that can be used under Tale or Fairy tale main headings. Use this only if the work has been directly translated from one language to another. DO NOT use for works than have been translated and then adapted.
- Use more general subject headings for works that are collections of stories, unless there is a common theme for all the stories. For example, if all the stories have animal characters, then use *Animals* as a topical main heading. DO NOT assign a subject heading for each story within a collection.
  - Although the standard rule for assigning LCSH is no more than six subject headings per work, and only for subjects that comprise at least 20% of the work, use your best judgment when assigning headings for this collection. You may find that a collection contains several stories about Baba Yaga, although it is not 20% of the total work. However, it will be useful for users if you include *Baba Yaga (Legendary character)* as a subject heading. Although note fields are searchable by keyword, legendary characters may have alternate spellings. Using the subject heading will allow users to find characters regardless of how their name is spelled in the Table of Contents field.

**V. Assigning Storytelling Motifs and Tale Type Numbers**

In an effort to provide the most descriptive information possible about the folk tales and fairy tales in this collection, we have made use of the *Storyteller's Sourcebook: A Subject, Title, and Motif Index to Folklore Collections for Children* by Margaret Read MacDonald. There are two editions; the first was published around 1982 and indexes folklore published between 1960 and 1980. The second edition was published around 2001 and indexes folklore published between 1983 and 1999. Not all books published within these dates are included, and of course, few books published outside of the date ranges are included either. However, follow these instructions for each book published before 1999.

A. How to use *Storyteller's Sourcebook*

First, check the bibliography at the back of the book to verify that the work in hand is included in the index. If the work is included in *Storyteller's Sourcebook*, next use the tale index to find each story, whether the book is a work with one story or a work with a collection of stories. In the tale index the motifs and tale type numbers will follow each title in parentheses. If your work is not in the bibliography, you should still check the tale index to see if some tales are included in a different edition of the work. However, be cautious and only use the motifs and tale types assigned if you are sure that the story is exactly the same as the one you have in hand. A good way to double check in either case is to the look up the motifs and tale type numbers in the motif index where there is a short summary of the tale.

B. Adding Motifs and Tale Type Numbers to the Record

   1. Single stories
      If the work in hand is only a single story, enter the title as it appears in the 245 field in the 500 field. In parentheses, record the motif and tale type number. See the example below.

         500 _ _ $a Baba Yaga (R251Ac).

         a. If the work is not included in *Storyteller's Sourcebook*, record as such in the 500 field using the format below.

         500 _ _ $a This story is not in the Storyteller's Sourcebook first or second edition.

         b. In rare cases, the work may be listed in *Storyteller's Sourcebook* but does not have an assigned motif number. In these instances, record where and/or how the story was included in *Storyteller's Sourcebook* in the 500 field using the format below.

         500 _ _ $a This story is included in the Storyteller's Sourcebook first edition ethnic and geographic index only. It was not assigned a motif number.

   2. Collections of Stories

a. If the work in hand has more than one story, copy the table of contents as recorded in the 505 field into a 500 field.  Add the motifs and tale type numbers in parentheses after each corresponding tale.  See the example below.

500 _ _ $a East of the sun and west of the moon (H1385.4A) -- The three billy goats gruff (K533.2) -- The husband who was to mind the house (J2132.2 ; J2176 ; J2431) -- …

As you can see in the above example, if multiple motifs and tale type numbers are listed in *Storyteller's Sourcebook* for one story, list all of them with a space, a semicolon, and another space separating each number, as shown above.

b. If even one story from the collection has a motif and tale type number, regardless of whether the other stories have a number assigned, follow the same procedure of copying the 505 field into a 500 field. For stories with no motif number enter "(n.m.n.)" to stand for "no motif number" after each story.  See the example below.

500 _ _ $a ... -- The golden castle that hung in the air / Asbjørnsen (H1213.1J) -- White-Bear-King-Valemon / Asbjørnsen (n.m.n.) -- "Good day, fellow!" "Axe handle!" / Asbjørnsen (X111.10.1) --...

c. If none of the stories are included in *Storyteller's Sourcebook*, and the work itself is not listed in the bibliography, record as such in the 500 field using the format below.

500 _ _ $a This collection is not in the Storyteller's Sourcebook first or second edition.

**VI. Assigning Library of Congress Classification Numbers**

This is a collection focused on folk tales, fairy tales, and mythology. Two specific parts of LCC work best for these areas: PZ and GR. This section explains when to classify a story or collection in PZ and when to use GR.

**A. Single Stories**
1. Fairy tales
 Fairy tales should be classified in PZ8 and fables in PZ8.2.



| LC Class # PZ8 | (Hierarchy Browser) |
| --- | --- |

Fiction and juvenile belles lettres—Juvenile belles lettres—American and English—Fairy tales

| PZ8 | Fairy tales |
| | Including juvenile editions of Arabian nights |
| | Cf. PJ7715-7716 English translations of Arabian nights |
| PZ8.1 | Folklore, legends, romance |
| | Including juvenile editions of Arthurian romance |
| | Cf. PN-PT, Folk literature sections |
| PZ8.2 | Fables |
| | Including AEsop in English versions for children |
| PZ8.3 | Anonymous nursery rhymes (including Mother Goose). Stories in rhyme |
| | For Library of Congress practice on poetry for children see PN6109.97 |

Figure 1 (PZ8-PZ8.2)

2. Animal stories
 Animal stories originally written in English (including works of American, Canadian, English, Australian, etc. authors) are to be classified in PZ10.3. For collections of animal stories from around the world that are retellings originally written in English, classify the work in GR76 (see section VI.B.1). For animal stories not originally written in English, DO NOT use PZ10.3. Instead, classify the work in GR99.6-390 (see section VI.B.2.)

| LC Class # PZ10.3 | (Hierarchy Browser) |
| --- | --- |

Fiction and juvenile belles lettres—Juvenile belles lettres—American and English—Animal stories

| PZ10.3 | Animal stories |
| | For verse see PZ8.3 |
| | Cf. PZ8.2 Fables |

Figure 2 (PZ10.3)

**B. Collections of stories**
1. Broad collections
 Folk tales, mythology, and legends should be classified in GR. For collections of stories that are broad in either theme or cultural/geographic origin, classify them as GR76.

Figure 3 (GR76).

## 2. Collections based on region or ethnic group

If the story or collection is a regional story or a collection of regional stories, classify it within that region in GR99.6-390.



Figure 4 (Geographic region).

If the story or collection comes from an ethnic group, not a geographic location, find the appropriate geographic region and then determine the LCC number for the ethnic group. For example, myths and tales from the Chippewa tribe from Wisconsin is GR111. If the tribe or ethnic group does not have its own class number, there is an option to Cutter for that specific group – see Figure 5.



Figure 5 (Ethnic group).

## 3. Specific characters

If the story or collection is about one specific character, use GR75 to locate the LCC number for that character (i.e., Baba Yaga is GR75.B22).

| LC Class # GR75.B22 | (Hierarchy Browser) |

Folklore—Folk literature (General)—By form—Folktales—Themes, motives, etc.—Individual folktale themes and motives, A-Z—Baba Yaga

| GR75.A-Z | Individual folktale themes and motives, A-Z |
| | Including collections of variant tales found in more than one region or country |
| GR75.A42 | Aladdin |
| GR75.A53 | Anansi |
| GR75.B22 | Baba Yaga |

Figure 6 (Baba Yaga).

## C. Cuttering

As is consistent with LCC procedures, after assigning the Class number, Cutter the main entry. Folk tales, fairy tales, mythology, and legends are each a significant part of the Ellin Greene collection. This may make it difficult to determine if the main entry is the author or the title. If a work is a retelling, the author is the main entry. Compilers, adapters, and collectors are all considered to be a main entry. Translators and editors are not.

Determining the difference between a translator and a compiler can be difficult.  The relationship designator *compiler* is often given to a translator for folk tales that do not have an original author attributed to them, especially if the work in question is a collection of stories.  Refer to RDA rules I.2 and I.3 to help make the distinction. Compilers are considered creators, and therefore main entries, while translators are only considered contributors, so the decision you make will impact how you Cutter each work.  Do your best in analyzing each work to determine how much influence a translator had on the work if he/she could also be considered a compiler.

1. Author main entry
      a. Single story or collection of stories with author as main entry
      If the main entry is the author, first Cutter the author and then, if possible, Cutter the title. Finally, add the year of publication.

            Example 1 –   The Little Red Hen by Byron Barton, 1993
                        PZ10.3.B37 L58 1993
                        PZ10.3 – Animal stories
                        B37 – Cutter for author
                        L58 – Cutter for title
                        1993 – year
            Example 2 –   Crocodile! Crocodile! Stories Told Around the World retold by Barbara Baumgartner, 1994
                        GR76.B38 C76 1994
                        GR76 – Folklore—Folk literature (General)—By form—folk tales—Collections of texts,
                        B38 – Cutter for author
                        C76 – Cutter for title
                        1994 – year
      b. Single story or collection of stories with author as main entry and first Cutter assigned by LCC
            Example  –   The Old Woman and the Red Pumpkin : A Bengali Folk Tale translated and adapted by Betsy Bang, 1975

GR305.7.B46 B366 1975
GR305.7.B46 – Folklore—By region or country—Asia. The
Orient—South Asia—India—By ethnic group, A-Z—Bengali
B366 – Cutter by author with expansion for title
1975 – year


2. Title main entry
If a story or collection does not have an original creator for its main entry then the title of the
collection becomes the main entry.

   a. Single story or collection of stories with title as main entry
      Example  –  The Buried Moon and Other Stories selected and illustrated by
                  Molly Bang, 1977
                  GR76.B87 B36 1977
                  GR76 – Folklore—Folk literature (General)—By form—folk
                         tales—Collections of texts,
                  B87 – Cutter for title
                  B36 – Cutter for main contributor
                  1977 – year


   b. Single story or collection of stories with title as main entry and first Cutter assigned by
   LCC
   When classifying stories from a particular geographic region create only the second
   Cutter for a title if the first Cutter for a region is provided by LCC.
      Example  –  Myths and Legends of Hawaii and the Pacific Islands edited by
                  Therese Bissen Bard, 1981
                  GR110.H38 M37 1981
                  GR110.H38 – Folklore—By region or country—North America—
                  United States—By state, A-W—Hawaii
                  M37 – Cutter by title
                  1981 – year


3. Multiple versions of the same story
For the purpose of gathering together different versions of the same story on the shelf, first
Cutter by title, *then* Cutter by author.
      Example  –  The Ugly Duckling retold by Lilian Moore from the story by Hans
                  Christian Andersen, 1987
                  PZ8.U35 M66 1987
                  PZ8 – Fiction and juvenile belles lettres—Juvenile belles lettres—
                  American and English—Fairy tales
                  U35 – Cutter for title
                  M66 – Cutter for author
                  1987 – year
         In this case the author is considered to be Lilian Moore, the reteller of Andersen's
         famous  fairy tale.

4. Specific stories or characters
In some cases, LCC includes a class number for individual themes and motifs, including specific characters. In this case, the first Cutter is part of the class number. Assign the second Cutter by title, and expand the Cutter number for the author, compiler, translator, etc. in order to distinguish it from other versions of the story with the same title.

> Example  –  Title main entry + expansion for a contributor - single-story book
> Petrosinella: A Neapolitan Rapunzel by Giambattista Basile, 1981
> GR75.R35 P483 1981
> GR75.R35 – Folklore—Folk literature (General)—By form—folk tales—Themes, motives, etc.—Individual folk tale themes and motives, A-Z—Rapunzel
> P483 – Cutter for title with expansion for Basile
> 1981 – year