UNITED STATES GOVERNMENT

Memorandum

TO: Joint Steering Committee for Revision of AACR   DATE: Mar. 10, 2006

FROM: Barbara B. Tillett, LC Representative

SUBJECT: RDA: Resource Description and Access Part I – Constituency Review of
        December 2005 Draft
        RDA: Resource Description and Access Part I – Constituency Review of January
        2006 Draft of Chapter 3

LC's response to the drafts of Part I and appendix D of *RDA* is presented in two parts: a short section of general comments, and a section on specific instructions given in the numeric order of those instructions. At the end of this document is a partial list of instructions that differ from *ISBD* and/or *AACR2* as reminders for when we train or do presentations for the rollout of *RDA*.

LC will send examples collected during the review of the draft directly to Denise Lim for possible use by the Examples Task Group.

I. General comments

(1) Wording: "square brackets." Because 2.2.4 is the general instruction to use square brackets when supplying information from outside the resource, LC suggests removing the wording about using square brackets in specific instructions. The presence of such wording in specific instructions is not consistent (e.g., in 2.3.3.4, but not in 2.4.0.8). Also, if the specific instructions don't have such wording, they will be less jarring to the individuals who are cataloging resources that don't carry identifying information (subject of the exception in 2.2.4). [Consistency]

(2) Wording: "language or script." The phrase "language or script" found in some instructions (e.g., 2.6.2.4) should be changed to "language and script" as given in other instructions. [Consistency]

(3) Wording: "considered to be important." LC recommends that an explanation of "considered to be important" be included in chapter 1 so that wording "either for identification or for access" can be omitted in all the instructions in part I. The presentation of the "either …" wording is inconsistent: in parentheses in some instructions but not in others. Such wording makes some already-long instructions much longer (e.g., 2.3.3.6, c), second paragraph). [Consistency]

(4) Wording: simplifying data element source information. LC recommends simplifying the sources of information wording for most of the data elements by putting the information in a listing with indication of priority order following the model as given in the comment for 2.5.0.2 (edition information). This simplification could also be applied in other instructions (2.5.1.2, 2.5.2.2, 2.5.3.2, 2.5.4.2, first three paragraphs of 2.6.0.2, 2.6.1.2, 2.6.2.2, etc.)   [Clarity]

(5) Missing information: data elements that belong together. LC recommends that *RDA* indicate that some data elements related to each other (e.g., publisher with its place and date(s); parallel title and its statement of responsibility) need to be displayed together for comprehension. Such an indication could be added to appropriate instructions or a section in appendix D could consist of a listing of data elements that should be displayed together.   [Missing; Clarity]

(6) Missing information: impact of not cataloging from first/earliest issue or part; different data elements on parts of a multipart monograph issued simultaneously. Some descriptions for multipart monographs and serials may not be based on the first issue or part (see 2.1.1.1) and not all agencies will "back up" the description when the first issue or part is received later (see comment on adding option to 2.1.1.1). Also, some multipart monographs issued simultaneously could have different titles proper, different parallel titles, etc., on the parts.
Each of the "Change in …" instructions needs to acknowledge (1) the possibility of recording a different version of a data element on a part of a multipart monograph issued simultaneously and (2) the possibility of recording an earlier version of that data element (this possibility also is not acknowledged in *AACR2*) for multipart monographs issued in successive parts and for serials if the description is not revised to represent the first/earlier issue or part received later.
Each "Change in …" instruction will need to be revised: revisions for some specific instructions are given below when other changes are also recommended; the revision for 2.3.2.5 (Change in parallel title) would be the model for the other "Change in …" instructions. Also see the separate 2.3.5 comment for its recommended revision. [Missing]

(7) *RDA* has not met the stated goal of using "plain English" language. In many rules, the wordy writing style obscures the meaning or makes the key information difficult to find. The definitions often rely on the word being defined, which is not helpful. Jargon appears without definition. The chapter-level "purpose and scope" statements repeat the table of contents words instead of focusing on how the information in the chapter can help someone catalog. LC has recommended wording changes for a few of the instructions as examples of its concerns (0.1.4, paragraph for chapter 3; 0.1.4, paragraph for chapter 4; 1.1.1, first bullet; 1.6.1.1, first paragraph; 4.4.0.1, second paragraph).

(8) LC did not include in its comments the necessary modifications to tables of

contents for chapters and sections to accommodate proposed revisions in captions and additional instructions.

(9) As noted in the comment below for 1.1.2/1.1.3, LC recommends using the specific terms *serials, multipart monographs,* and *integrating resources* for all situations in *RDA* when the instruction does not apply to all modes of issuance.

II. Comments in numeric order of the instructions

0.1.1: Where is wording about using specialist manuals?   [Specificity]

0.1.2: LC recommends adding an explanation that chapter 5 includes information for the "obtain" function.   [Consistency]

0.1.2, differentiation statement: LC recommends deleting "represented in the file," because that wording is misleading and irrelevant to current and future systems. [Clarity]

0.1.4, paragraph for chapter 3: LC recommends changing the wording to that shown below.   [Clarity]

> Chapter 3 focuses on the technical description of the resource. The elements covered include those used ~~that users make use of~~ when selecting a resource to meet users' ~~their~~ needs with respect to the physical characteristics … [remainder of the paragraph]

0.1.4, paragraph for chapter 4: LC recommends changing the wording to that shown below.   [Clarity]

> Chapter 4 focuses on the content of the resource. The elements covered include those used ~~that users make use of~~ when selecting a resource to meet users' ~~their~~ needs with respect to the form of work … [remainder of the paragraph.]

0.1.4, paragraph for chapter 5: LC recommends changing the wording as shown below. [Clarity]

> Chapter 5 focuses on information on the availability of the resource. The elements covered include those used ~~that users make use of~~ to acquire or access a resource (terms of availability, contact information, etc.).

0.1.5, second paragraph: LC recommends changing the wording as shown below to avoid question of which user. [Clarity]

> To facilitate the use of part I as an instructional manual, the guidelines and instructions have been organized to reflect the decisions that need to be made ~~the user needs to make~~ in the process of preparing a description of a resource.

<u>0.1.5, fifth paragraph, last sentence</u>: LC recommends changing the wording at the end of the paragraph as shown below to avoid English jargon.   [Clarity]

> … Tables of contents and captions are used throughout to assist the user in identifying instructions that apply to the particular characteristics of the resource being described without the need to <u>read</u> ~~comb through~~ instructions that are not relevant to the description of that resource.

<u>1.1.1, first bullet</u>: LC recommends changing the wording as shown below.   [Clarity]

> □   The term '**resource**' is <u>a generic designation for all kinds of works that convey information, including books, journal articles, maps, movies, music, Web sites, data files, photographs, and sound recordings.</u>" ~~used in part I (and throughout RDA) to refer to the entity that forms the center of focus for a resource description."~~

<u>1.1.1, third and fourth bullets</u>: Because aspects of these two overlap ("two or more units"), LC recommends rewording the bullets as shown below.   [Clarity]

> □   The resource described may consist of a single unit (e.g., a single photograph). ~~or it may comprise two or more discrete units (e.g., three sheet maps).~~

> □   <u>A</u> ~~The~~ resource ~~described may represent~~ <u>comprising</u> two or more <u>discrete</u> units <u>may have been</u> produced and/or issued as a set <u>(e.g., three sheet maps)</u>, or it may ~~represent two or more units~~ <u>have been</u> assembled after the fact by a collector, etc. <u>(e.g., 10,000 items).</u>

<u>1.1.1, last paragraph</u>: LC recommends changing the wording as shown below.   [Clarity]

> □   The term '**related resource**' is used to refer to a <u>different</u> resource <u>(e.g., a separately issued supplement)</u> that is related to the resource <u>being described.</u> ~~that forms the center of focus for the description (e.g., a separately issued supplement).~~

<u>1.1.2/1.1.3</u>: The use of the terms "resource issued in two or more parts simultaneously" and "resource issued in successive parts" in 1.1.2 and throughout part I is very confusing for people reading separate instructions. The use of the terms "multipart monographs" and "serials" in some specific instructions and not in other specific instructions is also confusing and will be worrisome when doing a keyword search for instructions related to either mode of issuance in the Web *RDA*. The absence of a multipart monograph example in the third bullet in 1.1.2 as well as the use of "either simultaneously or successively" in the first line of 1.1.3 (with no further explanation in the multipart monograph bullet) incorrectly implies that multipart monographs cannot be issued in successive parts. LC realizes that the terms "resource issued in two or more parts simultaneously" and "resource issued in successive parts" may be more meaningful to non-catalogers and to non-librarians using *RDA*; however, because the cataloging terms "multipart monographs" and "serials" are used in some specific instructions (e.g., 2.3.3.6, 2.3.5.4), LC recommends using the specific terms for all situations in *RDA* when the instruction does not apply to all modes of issuance.
LC agrees that the mode-of-issuance principle is important and should be

explained; the wording below is suggested for a new 1.1.2 to replace the current 1.1.2 and 1.1.3. Because the concept of tangible vs. intangible was addressed in the second bullet of 1.1.1, it isn't repeated here except by examples included. LC's cartographic resources catalogers recommend the inclusion of the "a series of sheet maps" example in the multipart monographs paragraph because there is often confusion if such a resource is a monograph or a serial. [Note: due to the numerous changes, double underlining and strikeout are not used here for the text of the suggested 1.1.2.] [Clarity]

1.1.2. MODE OF ISSUANCE <u>AND INTENTION TO CONTINUE</u>

Certain guidelines and instructions in part I refer to categories of resources based on their mode of issuance and their intention to continue or not continue.

a) A **single unit** (e.g., a single-volume book; a PDF file mounted on the Web).

b) A **multipart monograph**: a resource issued either in two or more parts simultaneously (e.g., two videocassettes issued as a set; a Web site comprising two or more distinct sub-sites; a kit comprising a book, a CD-ROM, and a map) or in a finite number of successive parts (e.g., a series of sheet maps, a set of books on the countries in South America).

c) A **serial**: a resource issued in successive discrete parts (e.g., the weekly issues of a printed magazine; the monthly issues of an electronic journal; a newspaper, annual reports) that has no predetermined conclusion. Also covered by instructions for serials are resources that exhibit characteristics of serials, such as successive issues, numbering, and frequency, but whose duration is limited (e.g., newsletters of events).

d) An **integrating resource**: a resource added to or changed by means of updates that do not remain discrete and are integrated into the whole (e.g. a loose-leaf manual that is updated by replacement pages; a Web site that is continuously updated); it may have an intended end or be ongoing.

[current 1.1.3 would be deleted]

1.1.4. third bullet: Because the term "multilevel description" does not mean the same thing in parts of Europe or in the archival world as it does in *ISBD/AACR2*, LC recommends changing the term to a more internationally-acceptable term, e.g., "hierarchical description." [Clarity]

1.2.2, first paragraph, v): LC recommends modifying the first example as shown below to clarify that a subcollection can also be represented by an analytic description. [Specificity]

v) a part of a collection assembled by a private collector, a dealer, a library, etc. (e.g., a <u>set of</u> lithograph<u>s</u> in a collection of art prints, or a digital recording of a performance in a database compiled by a repertory theatre).

1.2.2., last paragraph: To accommodate in 1.2.2 the missing information being added at

4.10.0.4, LC recommends changing the wording as shown below to include that hierarchical relationship. [Missing]

> ➢ When using an analytical description, details relating to the larger resource or to other parts of the resource may be recorded, as applicable,

	a)	as series information (see 2.10)
or	b)	using an "In" note (see D.1.3)
or	c)	using an "Issued with" note (see 4.10.1.8)
or	d)	as a note about the larger resource (see 4.10.0.4).

1.2.3, second paragraph on multilevel description: Because this information relates to display, LC recommends moving the information to appendix D. [Consistency]

1.3: LC recommends expanding this section to cover all situations noted in part I when a new description is needed. Missing are the following categories: change in edition information for serials (2.5.0.6b)) and for integrating resources (2.5.0.6c)); change in publisher for serials (2.7.0.7b)). An incorrect reference has been corrected in the wording below. LC notes that *AACR2* doesn't have a rule in chapter 21 for change in edition information even though AACR2 12.2F1 refers to a new description for that reason. LC suggests that a footnote to the caption for 1.3 could be included for the following resource: *Differences between, changes within : guidelines on when to create a new record*. [Consistency]

1.3. CHANGES REQUIRING A NEW DESCRIPTION[1]

> ➢ When describing a **serial**, create a new description if any ~~either~~ of the following changes occur~~s~~:

	a)	~~there is~~ a major change in the title proper (see ~~2.3.1.11b~~ 2.3.1.12a)
	b)	some changes in edition information (see 8.X)
	c)	some changes in publisher (see 8.X)
or	d)	a change in responsibility requir~~es~~ing a change to the primary access point (see 8.3).

> ➢ When describing an integrating resource, create a new description for some changes in edition information (see 8.X).

[1] A useful source for guidelines on creating a new description or using an existing description is: *Differences between, changes within : guidelines on when to create a new record* / prepared by the Task Force on an Appendix of Major and Minor Changes, Committee on Cataloging—Description and Access, Cataloging and Classification Section, Association for Library Collections & Technical Services. Chicago, IL : Association for Library Collections & Technical Services, c2004.

1.4, listing of elements and second paragraph (first arrowed paragraph): Because users from other than library communities may not understand that "Numbering," "Scale of …," and "Coordinates of …" don't apply to all resources, LC recommends deleting them from the list of elements and adding information to the second paragraph as shown below. If JSC accepts the recommendation in the GMD/SMD report to make Type of

content element mandatory, that element should be added to the list as shown below.
[Clarity; Consistency]

> Title proper
> Earlier/later variations in the title proper
> Statement of responsibility (person, family, or corporate body with principal responsibility)[2]
> Edition statement
> ~~Numbering~~
> Publisher, distributor, etc. (if more than one then only the first recorded)[3]
> Date of publication, distribution, etc.
> Title proper of series
> Numbering within series
> Resource identifier
> Form of carrier
> Extent
> <u>Type of content</u>
> ~~Scale of cartographic content~~
> ~~Coordinates of cartographic content~~

➢ When describing a resource, include as a minimum all the elements listed above that are applicable to that resource. Also,
   a) for **serials**, include numbering;
   b) for **cartographic resources**, include scale of cartographic content and coordinates of cartographic content.
   …
   [remainder of instruction]

<u>1.4, footnotes 2 and 3</u>: LC recommends deleting both footnotes because they don't add any information to that given in the parenthetical addition to the two data elements in list. [Clarity]

<u>1.5</u>: See 5JSC/LC/5 for proposed revision of 1.5.

<u>1.6.1.1, first paragraph</u>: LC recommends changing the wording as shown below. [Clarity]

> ➢ When transcribing a title ~~(title proper, title of a part, section or supplement, alternative title, parallel title, title proper of series, etc.)~~, capitalize the first word<u>,</u> <u>including an</u> ~~(or~~ abbreviation ~~of the first word) in the title~~.

<u>1.6.1.2</u>: LC suggests that the first paragraph include the wording "follow the additional instructions given in appendix A as applicable to the element being transcribed and the language involved" (from the second paragraph) because the AACR2 appendix (A.7A1) doesn't require capitalization of place names such as 's-Gravenhage. LC assumes the language implications of capitalization will be retained in RDA's appendix on capitalization. [Consistency; Specificity]

<u>1.6.2</u>: See 5JSC/LC/5 for proposed revisions of 1.6.2 and its sub-instructions.

<u>1.6.3</u>: LC notes that (1) the capitalization instructions do not relate directly to adding

accents, etc., and (2) accents, etc., are not addressed for capital letters. LC recommends
that the basic instruction be to transcribe what you see with the sense of AACR2 1.0G1
as the option. LC suggests the wording below. [Clarity; Specificity]

1.6.3. ACCENTS AND OTHER DIACRITICAL MARKS

➢ ~~If the application of the instructions on capitalization (see 1.6.1) requires the
addition of accents and other diacritical marks to lower case letters in order to
reflect standard usage for the language in which the data is recorded, add accents
and other diacritical marks accordingly.~~ Transcribe accents and other diacritical
marks as they appear on the source of information.

◇ *Optionally*, add accents and other diacritical marks that are not present in the
data on the source of information in accordance with the standard usage for
the language.

1.6.6: LC recommends that this rule be generalized to cover any situation when the data
element does not appear in the expected order, etc., on the source of information.   LC
suggests the wording below. [Specificity]

1.6.6. DATA ELEMENTS PRESENTED IN A STYLISTIC, FANCIFUL, OR ARTISTIC DESIGN ~~LETTERS OR WORDS INTENDED TO BE READ MORE THAN ONCE~~

➢ If a data element or a part of it is presented ~~letter or word appears~~ on the source of
information ~~only once, transcribe it only once, even if the design makes it clear
that it~~ in a stylistic, fanciful, or artistic design (e.g., a letter or word is intended to
be read more than once, the title appears as part of a crossword puzzle), make a
decision about the best way to transcribe it.

➢ If it is considered to be important (either for identification or access), make a note
explaining how the data element appears ~~indicating how the information is
intended to be read, or~~ and, if appropriate, ~~record the intended readings as variant
titles, etc.~~ give an access point for alternate form(s).

1.6.7: LC recommends several changes to this instruction to remove substituting the
prescribed abbreviation in all but numbering within series (AACR2 B5 calls for
prescribed abbreviation only in edition statements and series numbering), to remove
edition information from the list of data elements to be abbreviated (as recommended
also in 5JSC/LC/5 for 1.6.2), to simplify the wording to match that suggested in
5JSC/LC/5 for 1.6.2, to present the information in same order as in 1.6.2, and to add an
exception for early printed resources.   [Consistency, Clarity; Missing]

1.6.7. ABBREVIATIONS

➢ Do not abbreviate words ~~(or substitute the prescribed abbreviation for an
abbreviation appearing on the source of information)~~ when transcribing any title,
any statement of responsibility, or any statement relating to edition. ~~titles (title
proper, parallel title, other title information variant title, etc.), or statements of
responsibility (including statements of responsibility relating to an edition
statement, etc., or to a series, etc.).~~ If a word appears in an abbreviated form on

the source of information, transcribe the abbreviated form as it appears.

➢ <u>When transcribing numbering within series, use abbreviations or substitute one form of abbreviation with the prescribed abbreviation as instructed in appendix B and as applicable to the language and/or script involved.</u>

➢ When transcribing the following elements, use abbreviations ~~(or substitute one form of abbreviation with the prescribed abbreviation)~~ as instructed in appendix B as applicable to the element being transcribed and the language and/or script involved.

> ~~Edition statement~~
> ~~Statement relating to a named revision of an edition~~
> Numeric and/or alphabetic designation
> Chronological designation
> Publisher, distributor, etc.
> Place of publication, distribution, etc.
> ~~Numbering within series~~

***Exception**:*

<u>For early printed resources, transcribe exactly.</u>

<u>1.6.8, first paragraph</u>: LC suggests giving explicit information in this instruction instead of saying "where instructed otherwise." Also see LC's comment for 2.3.1.7a), caption. [Specificity]

➢ When instructed to transcribe an element as it appears on the source of information, transcribe an inaccuracy or a misspelled word as it appears on the source, except <u>for the title proper of a serial or an integrating resource (see 2.3.1.7a))</u> ~~where instructed otherwise~~.

<u>1.7.3, new option</u>: LC recommends adding the option below to connect an information source to a specific description element. Descriptions are expanding to incorporate copies of published abstracts, book reviews, exhibit label annotations, and subject summaries provided through research by catalogers or provided by sources outside the library. Citing the sources, like a footnote, clarifies the nature and reliability of the information. (So that the proposed new wording below is easier to read, double underlining has not been used.)   [Missing]

◇ *Optionally*, cite a reference source that relates to a single descriptive element at the end of that element.

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        Cartoon shows Congress as a plumber gazing at a leak
(labeled "Unnecessary Strikes") in a pipe labeled "Defense
Production."  Suggests that Congress should step in to stop
strikes interfering with rearmament in 1941. (Source:
Britannica book of the year, 1942, p. 225)

        Photo shows the owners of the foundry and machine
shop that produced automobile engines in 1903 and merged
with Cadillac Motor Co. in 1905. (Source: R. Szudarek,
2005)
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1.7.5: LC recommends changing wording as shown below. [Clarity]

> If it is known that the note does not apply to the entire resource, ~~add an identification of~~ identify the applicable part(s) or iteration(s).

2.1.1, second paragraph: LC recommends deleting "separate" because the concept of separate has not been explained and in some situations is not accurate. It is not uncommon for the title page of a book to carry both the analytic title and the title of the resource as a whole with data elements [e.g., place, publisher] shared by both. LC's recommended wording is shown below. Also see 2.1.1.3 below. [Accuracy]

> If there is no ~~separate~~ source of information identifying the resource as a whole, follow the instructions given under 2.1.1.3.

2.1.1.1, first paragraph: LC recommends simplifying the wording for conditions listed in sub-paragraphs i)-iv). "First, etc." and "earliest available" don't need to be described in separate paragraphs because the first, etc., is also the earliest. LC also recommends adding an option to the last paragraph for those agencies wanting to "back up" the description so that it matches the description created by another agency who had the first, etc. Revised wording for this instruction is given below.

      LC notes that the wording below keeps the intent of the instruction for resources not issued in sequence. However, there would be a change in LC/CONSER practice. LCRI 12.0B1 says: "In determining which issue is first, disregard the date of publication, etc., and use the designation on the issues." Reason for this policy: to be consistent with records created by libraries cataloging such resources retrospectively or cataloging a republication published all at the same time. [Clarity; Consistency]

2.1.1.1. Resources issued in successive parts

> When preparing a comprehensive description for a resource issued in successive parts (e.g., a series of scientific treatises, or a periodical), choose one of the following, as appropriate, as the basis for identifying the resource as a whole.

    a) numbered resources

        Choose a source of information identifying the lowest numbered issue or part.

        If the issues or parts have not been issued in sequence, choose a source of information identifying the issue or part with the earliest date of publication, distribution, etc.

    b) unnumbered resources

        Choose a source of information identifying the issue or part with the earliest date of publication, distribution, etc.

    ~~i)   a source of information identifying the first issue or part (i.e., the lowest numbered issue or part), if the issues or parts are sequentially numbered~~

> ~~ii) a source of information identifying the earliest issue or part (i.e., the issue or part with the earliest date of publication, distribution, etc.), if the issues or parts are unnumbered or not sequentially numbered~~
>
> ~~iii) a source of information identifying the lowest numbered issue or part available, if the issues or parts are sequentially numbered and the first issue or part is not available~~
>
> ~~iv) a source of information identifying the earliest issue or part available, if the issues or parts are unnumbered or not sequentially numbered and the earliest issue or part is not available.~~

> ➢ For sources of information for numbering identifying the last issue or part of a serial (or the first or last issue in a separate sequence of numbering), see 2.6.0.2.

> ➢ For sources of information for date of publication, distribution, etc., identifying the last issue or part of a <u>serial or multipart monograph,</u> ~~resource issued in successive parts,~~ see 2.9.0.2.

> ➢ If the description is not based on the first issue or part, identify the issue or part used as the basis of the description in a note (see 2.14.1).

> ◇ *Optionally*<u>, if the first issue or part is received later, adjust the description as appropriate to reflect that source of information and delete the note.</u>

2.1.1.3, paragraphs a), b), and c): LC recommends deleting "separate" in "If there is no separate source of information …" (see 2.1.1 comment above). [Accuracy]

2.2.1: LC agrees that this version of the instructions on a preferred source is much better than earlier versions but still prefers the organization/wording of its proposal in 5JSC/LC/1. Re: placement as a separate section in 2.2 (instead of as a sub-section of the "title" instructions as proposed by LC in 5JSC/LC/1) continues to cause confusion for readers of this draft: they think *RDA* still has the concept of a chief source of information, rather than just a preferred source for the title proper.   [Clarity]

2.2.1.1, caption, first and second paragraph: LC recommends that the caption and the instructions refer to "pages or leaves." Other instructions may need to be changed (e.g., 2.3.8.3 – but see LC's comment for that instruction). [Specificity]

2.2.1.1, first paragraph: So that it is clear that single-page or single-leaf resources are covered by 2.2.1.4, LC recommends adding a sentence to the first paragraph as shown below. [Clarity]

> ➢ For a resource comprising multiple … as the preferred source of information. <u>For a resource comprising a single page or a single leaf (e.g., a sheet map, a broadside), see 2.2.1.4.</u>

2.2.1.1, footnote: LC has concerns that the definition of "resource" given in the footnote will result in many data elements needing to be bracketed for certain resources when such bracketing isn't required by *AACR2* and recommends that it be reworded to include container, etc., for certain resources as in *AACR2*. Rewording of the footnote will then

require revision of other instructions (e.g., 2.3.0.1, second paragraph).   [Clarity]

2.2.1.1, first paragraph, new exception: LC recommends adding an exception for early printed resources as shown below because the colophon is more important than the other sources if a title page is lacking.   [Missing]

> ***Exception***:
>
> For early printed resources, if the resource lacks a title page (or title page image), use as the preferred source of information one of the following (in order of preference)
>
>> a) a colophon
>> b) a cover
>> c) a caption
>
> or an image of one of the above (in the order of preference indicated).

2.2.1.2: LC recommends updating the terminology used for one of the examples to change "a set of sheet maps" to "a series of sheet maps" as shown below.   [Clarity]

> ➢ For a resource comprising a set of individual sheets, cards, etc., bearing graphic images (e.g., a <u>series</u> ~~set~~ of sheet maps<u>; a set of</u> flashcards, slides, or transparencies) … [remainder of paragraph].

2.2.1.4, first paragraph, a): LC recommends deleting "a globe" as shown below because LC's cartographic resources catalogers indicate that the term "label" is not used when referring to the location of the title of a globe.   [Clarity; Specificity]

> *either* a) a label permanently printed on or affixed to the resource (e.g., on an audio CD~~, a globe,~~ or model)

2.2.1.4., second paragraph: LC recommends deleting the "e.g." statement as shown below for two reasons: (1) such a statement is not included in the comparable paragraphs in 2.2.1.1, 2.2.1.2, and 2.2.1.3; (2) LC's cartographic resources catalogers indicate that a title panel is not always the most formally presented source.

> ➢ If the resource does not contain a source of information falling into either category a) or b) above, use as the preferred source of information another source within the resource itself, giving preference to formally presented sources ~~(e.g., a title panel on a folded sheet map or the "home page" of an HTML Web site)~~.

2.2.2, paragraph a): To simplify confusing and repetitive language and to clarify that the conditions are different circumstances (not different sources), LC recommends the wording as given below.   [Clarity]

> **a) Preferred sources of information in different languages or scripts**
>
> If the resource contains ~~preferred~~ sources of information in more than one language or script <u>that equally satisfy the requirements of 2.2.1</u>, use ~~as~~ the preferred source of information <u>appropriate to the condition</u> ~~(in this order of~~

~~preference)~~:

   i)   the source in the <u>single or predominant</u> language or script ~~that corresponds to the language or script~~ of the content ~~or the predominant language or script of the content of the resource~~

   ii) the source in the language or script of translation, if ~~the resource contains the same work in more than one language or script and~~ translation is known to be the purpose of the resource

   iii) the source in the original language or script of the content, if <u>that is known</u> ~~the resource contains the same content in more than one language or script and the original language or script can be identified~~

   iv) the source in the language or script that occurs first … [remainder of paragraph as given].

<u>2.3.0.1, first paragraph</u>: Because the definition of title is print-centric, LC recommends changing the wording to that shown below. [Generalization]

    ☐ A title is a word, phrase, character, or group of characters~~, normally appearing in the resource,~~ that names the resource or a work contained in it.

<u>2.3.0.2a)</u>: Because the "more than one preferred source" situation may need to be addressed, LC recommends changing the wording to "… as specified in 2.2.1 <u>and 2.2.2</u>." [Missing]

<u>2.3.0.3</u>: Because 2.3.0.5 is an exception to the basic instruction in 2.3.0.3, LC recommends adding another exception for introductory words in 2.3.0.3 as shown below. [Consistency; Missing]

    Exception:

    For inaccuracies in the title proper of a <u>serial or multipart monograph</u> ~~resource issued in successive parts~~ follow the instructions in 2.3.1.7a<u>)</u>.

    <u>For introductory words, etc., follow the instructions in 2.3.0.5</u>.

<u>2.3.0.4, first paragraph</u>: LC recommends deleting this paragraph because it is a restatement of the basic instruction in 2.3.0.3. Repeating that instruction just to give a reference to another instruction is unnecessary. [Clarity]

<u>2.3.0.4, caption</u>: If JSC agrees to delete the first paragraph in this instruction (see comment above), LC recommends clarifying the caption by changing the wording to "Names of persons and corporate bodies <u>in a title</u>" [Clarity]

<u>2.3.0.4, last paragraph</u>: LC recommends deleting this paragraph for the following reasons: This paragraph is from AACR2 chapter 12; it was applied primarily to situations when the body's name was on one line and the title on another line and the decision had to be made if the body's name was the beginning of the title or was a

statement of responsibility. Such a decision was important when the addition/deletion of a body's name at the beginning of a title proper was a change requiring a new record. But, the major/minor title change conditions were harmonized with *ISBD(CR)* and the ISSN guidelines for the 2002 revision of *AACR2*; addition/deletion of the body's name at the beginning of the title no longer requires a new record. It should have been deleted from chapter 12 at the same time. [Correction]

2.3.0.5: Because there are no guidelines for determining what introductory words are, LC recommends adding the wording (from the LCRI for current AACR2 rule 1.1B1) as shown below.   [Missing]

> ➢ Do not transcribe words that serve as an introduction and are not intended to be part of the title. In case of doubt as to whether the words serve as an introduction, etc., transcribe the longer form as the title proper and record the shorter form of the title as a variant title (see 2.3.4.3).

2.3.0.7, new second paragraph: LC recommends adding a paragraph as shown below for early printed resources.   [Missing]

> ➢ For early printed resources, make a note indicating the position of the part, section, or supplement title if it is different from the order in which the information has been transcribed.

2.3.1.1, first paragraph: Because "chief title" has a specific meaning for early printed resources, LC recommends changing "chief title" to "chief name" as shown below. "Chief name" is the term used in the AACR2 definition.   [Clarity]

> ☐ The **title proper** is the chief name ~~title~~ of a resource (i.e., the title normally used when citing the resource).

2.3.1.2, first paragraph: Because the "more than one preferred source" situation may need to be addressed, LC recommends changing the wording to "… as specified in 2.2.1 and 2.2.2."   [Missing]

2.3.1.4, exception: Because the presence of this rule in the 2002 revision of AACR2 chapter 12 applying to both serials and integrating resources was the result of harmonization with *ISBD(CR)* and with ISSN guidelines, LC recommends changing the scope of the exception to apply to serials and to integrating resources. [Specificity]

2.3.1.6: LC recommends changing the creation of a contents list to be an option as shown below. [Accuracy]

> ➢ When preparing a comprehensive description for a resource that has a source of information for the title proper bearing both a collective title and the titles of individual contents with the resource, record the collective title as the title proper ~~and record the titles of the individual contents in a contents list (see 4.7)~~.
>
>> ◇ *Optionally,* record the titles of the individual contents in a contents list (see

<u>4.7)</u>.

[examples; remainder of instruction]

<u>2.3.1.7a), caption</u>: Because the presence of this rule in the 2002 revision of AACR2 chapter 12 applying to both serials and integrating resources was the result of harmonization with *ISBD(CR)* and with ISSN guidelines, LC recommends changing the scope of the first exception to include integrating resources and <u>exclude</u> multipart monographs issued in successive parts (to be consistent with AACR2). [Clarity; Consistency]

   a) <u>**Serials and integrating resources**</u> ~~**Resources issued in successive parts**~~

   Correct obvious typographic errors when transcribing the title proper and record the title as it appears on the source of information in a note <u>or access point</u> (see 2.3.8.4). In case of doubt about whether the spelling of a word is incorrect, transcribe the spelling as found.

   [remainder of instruction]

<u>2.3.1.8a), caption</u>: LC recommends changing the wording of the caption to "a) Type of <u>musical</u> composition, medium of performance, key, etc." and proposes the definition given below for the glossary.   [Clarity]

   Type of musical composition. The name of a type of composition, as distinguished from a distinctive title, is considered to be the name of a form, the name of a genre, or a generic term used frequently by different composers (e.g., capriccio, concerto, intermezzo, Magnificat, mass, movement, muziek, nocturne, requiem, Stück, symphony, suite, Te Deum, trio sonata). Other titles (including those that consist of such terms plus an additional word or words, e.g., chamber concerto, Konzertstück, little suite) are considered to be distinctive.

<u>2.3.1.8a)</u>: LC recommends changing the wording at the end of the sentence to "… treat all the elements together <u>in the order in which they appear on the source of information</u> as the title proper." to be consistent with the wording in 2.3.2.4.   [Consistency]

<u>2.3.1.11</u>: As LC noted in general comment #6 above, some descriptions for multipart monographs and serials may not be based on the first issue or part (see 2.1.1.1) and not all agencies will "back up" the description when the first issue or part is received later (those agencies made decision not to apply LC's suggested option for 2.1.1.1). LC recommends that 2.3.1.11 be revised as shown below to acknowledge the possibility of recording an earlier title proper and to refer to the option.   [Missing]

   2.3.1.11 Recording changes in the title proper

   ➢ Record a change in title proper as follows.

   a) **Multipart monographs**

   If <u>there is</u> a change ~~occurs~~ in the title proper on another ~~a subsequent~~ part, and the change is considered to be important, record the <u>changed</u> ~~later~~ title as

a ~~later~~ variation in the title proper (see 2.3.5.4a<u>)</u>).

◇ *Optionally,* <u>if the description was not based on the first part, and the first part with a different title proper is subsequently received, apply the option at 2.1.1.1 and change the title proper to reflect the title proper on the first part.</u>

b) Serials

If a major change (as defined in 2.3.1.12a<u>)</u>) occurs in the title proper on a subsequent issue or part, make ~~a new~~ <u>separate</u> description<u>s</u> for the issues or parts appearing under the <u>old and</u> new title<u>s</u> and treat the two descriptions as descriptions for related resources (see 4.10.1). If ~~the~~ <u>there is a minor</u> change ~~is a minor change~~ (as defined in 2.3.1.12b<u>)</u>) <u>on another part and the change</u> ~~but~~ is considered to be important ~~(either for identification or for access)~~, record the <u>changed</u> ~~later~~ title as a ~~later~~ variation in the title proper (see 2.3.5.4b<u>)</u>).

◇ *Optionally,* <u>if the description was not based on the first part, and the first part with a different title proper is subsequently received, apply the option at 2.1.1.1 and change the title proper to reflect the title proper on the first part.</u>

c) Integrating resources

[instruction as given]

Clean copy:

2.3.1.11 Recording changes in the title proper

➤ Record a change in title proper as follows.

a) Multipart monographs

If there is a change in the title proper on another part, and the change is considered to be important, record the changed title as a variation in the title proper (see 2.3.5.4a)).

◇ *Optionally*, if the description was not based on the first part, and the first part with a different title proper is subsequently received, apply the option at 2.1.1.1 and change the title proper to reflect the title proper on the first part.

b) Serials

If a major change (as defined in 2.3.1.12a)) occurs in the title proper on a subsequent issue or part, make separate descriptions for the issues or parts appearing under the old and new titles and treat the two descriptions as descriptions for related resources (see 4.10.1). If there is a minor change (as defined in 2.3.1.12b)) on another part and the change is considered to be important, record the changed title as a variation in the title proper (see 2.3.5.4b)).

◇ *Optionally*, if the description was not based on the first part, and the first

part with a different title proper is subsequently received, apply the option at 2.1.1.1 and change the title proper to reflect the title proper on the first part.

c) Integrating resources

[instruction as given]

<u>2.3.2.3, first paragraph</u>: Because the element involved may have numbering, etc., that varies from issue to issue, LC recommends changing the wording to "… (see 2.3.0 <u>and 2.3.1.7b)</u>)."   [Missing]

<u>2.3.2.3, last paragraph</u>: LC recommends deleting this paragraph because the source of data elements other than the title is not noted. If JSC does not agree to deleting this paragraph, then LC recommends making this paragraph an option and changing the wording as shown below.   [Consistency]

◇ *Optionally,* i~~I~~ndicate the source of the parallel title, etc., <u>if it is not taken from the same source as the title proper</u> ~~as appropriate~~.

<u>2.3.2.4</u>: LC recommends deleting this instruction because the revised 2.3.1.8a) (for elements and their order) and 2.3.2.3 are adequate for music.
        If JSC does not agree to the deletion of this instruction, LC recommends changing the wording of the caption to "Type of <u>musical</u> composition, medium of performance, key, etc.<u>, in parallel titles</u>"   [Clarity]

<u>2.3.2.5</u>: LC is recommending changing the wording as shown below (1) to accommodate giving different parallel titles on parts of a multipart monograph issued simultaneously, (2) to accommodate giving earlier parallel titles for multipart monographs and serials if the description is not based on the first issue or part, and (3) to refer to the possibility of "backing up" the description when the first issue or part is received later. This wording could then become the model for revising the other "Change in …" instructions. [Missing]

2.3.2.5. Recording changes in parallel titles

➤ Record a change in a parallel title as follows.

a) Multipart monographs

If a parallel title is added or changed on <u>another</u> ~~a subsequent~~ part, ~~and the change is considered to be important (either for identification or for access)~~, record the added or changed parallel title ~~as a later parallel title~~ (see 2.3.5.5a<u>)</u>) <u>if considered to be important</u>.

If a parallel title is deleted on a subsequent part, record the deletion in a note if it is considered to be important (see 2.3.8.4).

◇ *Optionally*, <u>if the description was not based on the first part, and the first part with a different parallel title is subsequently received, apply the option at</u>

2.1.1.1 and change the parallel title to reflect the parallel title on the first part.

b) Serials

If a parallel title is added or changed on <u>another</u> ~~a subsequent~~ issue or part, ~~and the change is considered to be important (either for identification or for access)~~, record the added or changed parallel title ~~as a later parallel title~~ (see 2.3.5.5b<u>)</u>) <u>if considered to be important</u>.

If a parallel title is deleted on a subsequent issue or part, record the deletion in a note if it is considered to be important (see 2.3.8.4).

◇ *Optionally*<u>, if the description was not based on the first part, and the first part with a different parallel title is subsequently received, apply the option at 2.1.1.1 and change the parallel title to reflect the parallel title on the first part.</u>

c) Integrating resources

If a parallel title is added or changed on a subsequent iteration, record the added or changed parallel title to reflect the current iteration. If the earlier parallel title is considered to be important ~~(either for identification or for access)~~, record it as an earlier parallel title (see 2.3.5.5c<u>)</u>).

If a parallel title is deleted on a subsequent iteration, delete the parallel title to reflect the current iteration. If the earlier parallel title is considered to be important ~~(either for identification or for access)~~, record it as an earlier parallel title (see 2.3.5.5c<u>)</u>).

Clean copy:

2.3.2.5. Recording changes in parallel titles

➢ Record a change in a parallel title as follows.

a) Multipart monographs

If a parallel title is added or changed on another part, record the added or changed parallel title (see 2.3.5.5a)) if considered to be important.

If a parallel title is deleted on a subsequent part, record the deletion in a note if it is considered to be important (see 2.3.8.4).

◇ *Optionally*, if the description was not based on the first part, and the first part with a different parallel title is subsequently received, apply the option at 2.1.1.1 and change the parallel title to reflect the parallel title on the first part.

b) Serials

If a parallel title is added or changed on another issue or part, record the added or changed parallel title (see 2.3.5.5b)) if considered to be important.

If a parallel title is deleted on a subsequent issue or part, record the deletion in a note if it is considered to be important (see 2.3.8.4).

◇ *Optionally*, if the description was not based on the first part, and the first part

with a different parallel title is subsequently received, apply the option at
2.1.1.1 and change the parallel title to reflect the parallel title on the first part.

c) Integrating resources

If a parallel title is added or changed on a subsequent iteration, record the added
or changed parallel title to reflect the current iteration. If the earlier parallel title
is considered to be important, record it as an earlier parallel title (see 2.3.5.5c)).

If a parallel title is deleted on a subsequent iteration, delete the parallel title to
reflect the current iteration. If the earlier parallel title is considered to be
important, record it as an earlier parallel title (see 2.3.5.5c)).

<u>2.3.3.2</u>: LC recommends adding a second sentence as shown below.   [Missing]

> ➢ Take other title information from the same source as the title proper. <u>Take parallel
> other title information from the same source as the parallel title.</u>

<u>2.3.3.3, first paragraph</u>: Because the element involved may have numbering, etc., that
varies from issue to issue, LC recommends changing the wording to "… (see 2.3.0 <u>and
2.3.1.7b)</u>)." [Missing]

<u>2.3.3.3, third paragraph</u>: LC recommends that this paragraph be deleted. It's a carryover
from the card catalog environment where "length" was especially considered. LC also
notes that the AACR2 rule called for it to be given as a note if not recorded in abridged
form.   [Consistency]

<u>2.3.3.3, fifth paragraph</u>: LC recommends deleting this paragraph; 2.3.0.4 already covers
this situation for all titles.   [Redundancy]

<u>2.3.3.3, last paragraph</u>: Because this instruction comes from AACR2 chapter 12 (applied
to both serials and integrating resources) and because deleting such information from the
title proper of single-unit resources would result in distorted and sometimes meaningless
titles proper, LC recommends that this paragraph be changed to an exception for serials
and integrating resources as shown below.   [Specificity]

<u>*Exception*</u>:

<u>For **serials** and **integrating resources,** d</u>~~D~~o not record information relating to the
currency of the contents or the frequency of updating as other title information.
Record such information as a note on frequency, etc. (see 2.11).

<u>2.3.3.6, c), second paragraph</u>: LC recommends the wording given below to clarify the
situation and to be consistent with wording in 2.4.2 (clean copy also given below).
[Consistency; Clarity]

If other title information is changed on a subsequent iteration, <u>delete the
existing other title information</u>. ~~and~~ <u>If</u> the changed <u>other title</u> information is
considered to be important ~~(either for identification or for access)~~, record ~~the
changed~~ <u>it as</u> other title information. ~~to reflect the current iteration~~. If the

earlier other title information is considered to be important ~~(either for identification or for access)~~, record it as earlier other title information (see 2.3.5.6c~~)~~). ~~If the changed other title information is not considered to be important (either for identification or for access), delete the other title information, and record it as earlier other title information (see 2.3.5.6c).~~

Clean copy:

If other title information is changed on a subsequent iteration, delete the existing other title information. If the changed other title information is considered to be important, record it as other title information. If the earlier other title information is considered to be important, record it as earlier other title information (see 2.3.5.6c)).

2.3.4.1, new fourth paragraph: LC recommends adding the following paragraph to be given after the current third paragraph to address these resources. Adding this information here precludes the need to create separate data elements/instructions for each type of title. (So that the proposed new wording below is easier to read, double underlining has not been used.) [Specificity]

☐ Variant titles for visual resources and other cultural objects can include multiple devised titles as well as titles that appear on the resource itself (e.g., a descriptive, supplied, or constructed repository title, owner's title, creator's title, former title, or published title as well as an inscribed title).

2.3.4.2: Because the current wording with "or" implies that information is taken from one or the other source, LC recommends changing the wording to "Take variant titles from any source." If the JSC doesn't agree with this simplification, LC recommends this wording: "Take variant titles from any source within the resource itself, and/or from any source outside the resource."   [Clarity]

2.3.4.3, first paragraph: Because the element involved may have numbering, etc., that varies from issue to issue, LC recommends changing the wording to "… (see 2.3.0 and 2.3.1.7b))." [Missing]

2.3.4.4: Because the element involved may have numbering, etc., that varies from issue to issue, LC recommends changing the wording to "… (see 2.3.0 and 2.3.1.7b))." [Missing]

2.3.5, caption: Because someone coming directly to this instruction in the Web version might not understand the scope of this instruction and because "earlier/later title" in current practice usually applies to successive entry records for serials, LC recommends revising the caption as shown below.   [Clarity]

<center>**2.3.5. EARLIER/LATER TITLE NOT REQUIRING A NEW RECORD**</center>

2.3.5.1: Because descriptions for multipart monographs and serials may not be based on the first issue or part (see 2.1.1.1) and because not all agencies will "back up" the description when the first issue or part is received later, LC recommends changing the wording as shown below.   [Missing]

2.3.5.1. Definition

☐ An earlier title is a title proper, parallel title, <u>or</u> other title information, ~~or variant title~~ appearing on an earlier iteration of an integrating resource that differs from that on the current iteration.

☐ <u>An earlier title may also be a title proper, parallel title, or other title information on an earlier part of a multipart monograph or serial that differs from that on a later part used as the basis of description.</u>

☐ A later title is a title proper, parallel title, <u>or</u> other title information, ~~or variant title~~ appearing on … [remainder of instruction as given].

<u>2.3.5.2</u>: Because descriptions for multipart monographs and serials may not be based on the first issue or part (see 2.1.1.1) and because not all agencies will "back up" the description when the first issue or part is received later, LC recommends changing the wording as shown below. [Missing]

2.3.5.2. Sources of information

➢ <u>For integrating resources, t</u>~~T~~ake earlier titles from earlier iterations ~~of an integrating resource. Take later titles from later issues or parts of a resource issued in successive parts.~~

➢ <u>For multipart monographs and serials, take later titles from later issues or parts; if the description is not based on the first or earliest issue or part, take earlier titles from earlier issues or parts.</u>

<u>2.3.5.3</u>: Because descriptions for multipart monographs and serials may not be based on the first issue or part (see 2.1.1.1) and because not all agencies will "back up" the description when the first issue or part is received later, LC recommends changing the wording as shown below. Because the earlier or later title may have numbering, etc. that varies from issue to issue, LC recommends adding "and 2.3.1.7b)" to the reference in the first paragraph. In the third paragraph, because "or in the case of remote access digital resources" is not parenthetical to the application of the instruction, LC recommends removing the parentheses. [Missing; Clarity]

2.3.5.3. Basic instructions on recording earlier/later titles

➢ Record earlier and later variations in the title proper, parallel titles, and other title information that are considered to be important ~~(either for identification or for access)~~ as instructed in 2.3.1.11, 2.3.2.5, and 2.3.3.6, respectively. When recording an earlier or later title, follow the basic instructions on recording titles (see 2.3.0 <u>and 2.3.1.7b)</u>). For additional instructions see 2.3.5.4 (earlier and later variations in the title proper) 2.3.5.5 (earlier and later parallel titles), and 2.3.5.6 (earlier and later other title information).

➢ For ~~later~~ titles appearing in resources issued in successive parts, indicate the numbering or publication dates to which the change in title applies.

[example]

➢ For earlier titles appearing in integrating resources, indicate the numbering or publication dates to which the change applies, or ~~(in the case of remote access digital resources)~~ the date the earlier title was viewed.

[remainder of instruction as given]

2.3.5.4: Because descriptions for multipart monographs and serials may not be based on the first issue or part (see 2.1.1.1) and because not all agencies will "back up" the description when the first issue or part is received later, LC recommends changing the wording as shown below. LC also recommends adding a reference to 2.3.1.12b) for minor changes in paragraph b).   [Missing]

2.3.5.4. Earlier and later variations in title proper

➢ Record changes in the title proper appearing on earlier or later issues, parts, or iterations of a resource as follows.

a) Multipart monographs

Record a change in the title proper ~~on a subsequent part~~ as a ~~later~~ variation in the title proper if it is considered important ~~(either for identification or for access)~~.

b) Serials

Record <u>a</u> minor change~~s~~ <u>(see 2.3.1.12b))</u> in the title proper ~~that occur after the first/earliest issue or part~~ as <u>a</u> ~~later~~ <u>variation in the</u> title~~s~~ <u>proper</u> if ~~they are~~ <u>it is</u> considered to be important ~~(either for identification or for access)~~.

[remainder of instruction as given]

2.3.5.5: Because descriptions for multipart monographs and serials may not be based on the first issue or part (see 2.1.1.1) and because not all agencies will "back up" the description when the first issue or part is received later, LC recommends changing the wording as shown below.   [Missing]

2.3.5.5. Earlier and later parallel titles

➢ Record parallel titles appearing on earlier or later issues, parts, or iterations of a resource as follows.

a) Multipart monographs <u>and serials</u>

Record <u>an added or changed</u> ~~a~~ parallel title ~~that is added or changed on a subsequent part as a later parallel title~~ if it is considered to be important ~~(either for identification or for access)~~.

~~b) Serials~~

~~If a parallel title is added or changed after the first/earliest issue or part, and the~~

~~addition or change is considered to be important (either for identification or access), record it as a later parallel title.~~

~~[example]~~

b) ~~c)~~ Integrating resources

[remainder of instruction as given]

2.3.5.6: Because descriptions for multipart monographs and serials may not be based on the first issue or part (see 2.1.1.1) and because not all agencies will "back up" the description when the first issue or part is received later, LC recommends changing the wording as shown below.   [Missing]

2.3.5.6. Earlier and later other title information

➢ Record other title information appearing on earlier or later issues, parts, or iterations of a resource as follows.

a) Multipart monographs and serials ~~Resources issued in successive parts~~

Record added or changed ~~If~~ other title information ~~is added or changed after the first/earliest issue or part, and the addition or change~~ if it is considered to be important. ~~(either for identification or for access), record it as later other title information.~~

[remainder of instruction as given]

2.3.6.3: Because a key title should not be modified, LC recommends changing the wording as shown below.   [Accuracy]

➢ If the key title appears on the resource or is otherwise readily available, record it as found. ~~following the basic instructions on recording titles (see 2.3.0).~~

2.3.7.4a): LC recommends deleting this paragraph. The instruction as given will result in redundancy with the constructed uniform title. A special instruction is not needed for music; instruction 2.3.7.3 is adequate.   [Redundancy]

2.3.7.4b): Because the supplied information may be more than just the name of the area, LC recommends changing the wording as shown below. (This paragraph would become a) if JSC accepts the previous suggestion to delete current a).) [Clarity]

b) Cartographic resources

Always include in the devised title the name or an identification of the area covered.

2.3.7.4c): Because the supplied information may be more than just the name of the product, service, etc., LC recommends changing the wording as shown below. (This paragraph would become b) if JSC accepts the earlier suggestion to delete current a).)

[Clarity]

c) Moving image resources

For a short advertising file, devise a title consisting of the name <u>or an identification</u> of the product, service, etc., advertised, and the word *advertisement*.

<u>2.3.7.4, new section</u>: LC recommends adding a section for visual resources (still images). The suggested wording below is based on a provision in *Graphic materials*. This paragraph would become c) if JSC accepts the earlier suggestion to delete current a). [Specificity]

<u>d) Visual resources</u>

<u>For documentary resources, devise a title to include the following elements of information, as appropriate:</u>

<u>i)   an identification of the main subject(s) depicted (i.e., persons, events, activities, and objects)</u>
<u>ii) geographical location(s) depicted, if known and significant;</u>
<u>iii) the date(s) of what is being depicted if different from the date of publication or execution.</u>

> <u>Portrait of General Emiliano Zapata and his staff, Puebla, Mexico</u>
>
> <u>Daniel Murray Collection of W.E.B. Du Bois photographs displayed at the International Exposition in Paris, 1900</u>

<u>For works of interest primarily for their aesthetic value, or for the individual creator, describe as briefly as possible the subject depicted.</u>

> <u>Landscape with winding river</u>
> <u>(for a sketch by James McNeill Whistler)</u>

<u>2.3.8.3, first paragraph</u>: LC recommends deleting the sub-paragraphs a)-c) and replacing them with an explanation of the principle on which those sub-paragraphs are based: giving a note if the title proper is not on the source where it most commonly appears.

> ➢ Record the source from which the title proper is taken ~~if it is a source other than~~ <u>unless it is the most commonly-used source for the resource (the preferred source as given in 2.2.1.1-2.2.1.4).</u>
> > ~~a) the title page (or title page image) of a resource comprising multiple pages or page images (see 2.2.1.1)~~
> > ~~b) the title sheet, title card, etc. (or title sheet image, etc.) of a resource comprising a set of graphic images (see 2.2.1.2)~~
> > ~~c) the title frame or title screen of a resource comprising moving images (see 2.2.1.3)~~

If JSC does not accept this recommendation, LC recommends the addition of a d) paragraph to apply the same principle to those resources covered by 2.2.1.4:

d) the label of a resource as described in 2.2.1.4.

2.3.8.3, new option: LC recommends adding the option below to avoid relying on the presence or absence of brackets to identify transcribed or supplied information. [Missing]

◇ *Optionally,* always give a note.

2.3.8.4, third paragraph: LC recommends changing the wording to be consistent with LC's proposed change for 2.3.1.7a). LC also recommends adding an option comparable to the option for the second paragraph in 2.3.8.4 to allow giving an access point instead of a note.   [Consistency]

➢ If an obvious typographic error has been corrected when transcribing the title proper of a serial or an integrating resource ~~issued in successive parts~~ (see 2.3.1.7a)), make a note giving the title as it appears on the source of information.

◇ *Optionally,* in lieu of making a note, provide an access point giving the title as it appears on the source of information.

2.4.0.3, new paragraph: LC recommends adding another paragraph as shown below for those situations when the statement is complex or the cataloger has trouble making a decision. [Missing]

➢ If the statement is complex or in case of doubt, record the statement of responsibility in a note.

```
Signed in the plate and by the artist in pencil: "John Sloan."
Printer's name inscribed in the plate: "Chas. White, imp."

Artist's name represented by the monogram:  AD.
```

2.4.0.4: If 2.4.0.7 is not deleted, LC recommends that a reference to that instruction be included here because adjustments are made to the form in which it appears.   [Missing]

2.4.0.7: LC recommends deleting 2.4.0.7 because it doesn't follow the principle of transcribing what you see.   [Consistency]

2.4.0.8: LC recommends making this instruction be an option because relator codes, etc., for the access point can explain the relationship/role. However, we recognize such clarification may be important in some situations, such as for some visual resources. [Specificity]

2.4.0.9: Because it has been difficult to understand the *AACR2* distinction between the first and second paragraphs, LC recommends simplifying this instruction as shown below to apply what is the default. [Clarity]

➢ ~~If a noun or noun phrase occurring in conjunction with a statement of responsibility is indicative of the role of the person(s) family (families), or body (bodies) named~~

~~in the statement of responsibility rather than of the nature of the work, treat it as part of the statement of responsibility.~~

> ~~research and text by Colin Barham~~

> ~~If the noun or noun phrase is indicative of the nature of the work, treat it as other title information.~~

> ~~by Barry Campbell~~
> ~~(*Other title information*: dramatized adaptations)~~

> If a noun or noun phrase occurs in conjunction with a statement of responsibility, ~~In case of doubt,~~ treat ~~it~~ the noun or noun phrase as part of the statement of responsibility.

2.4.0.10: LC recommends deleting this paragraph. If there is a statement of responsibility, it will be recorded as the statement of responsibility element according to 2.4.0.4. [Redundancy]

2.4.0.12: LC recommends rewriting this statement as an instruction or deleting it. The example could be given in 2.4.0.4. [Redundancy]

2.4.2: Because a complete statement of responsibility can be added or deleted (not just a name within a statement of responsibility), LC recommends changing the wording as shown below. Note that the wording below has not been revised to include changes on earlier issues or parts per the model in 2.3.2.5. (Clean copy is also given below.) [Clarity]

a) **Multipart monographs**

If a statement of responsibility ~~the name of a person, family, or corporate body~~ is added to, ~~or~~ deleted from, or changed ~~a statement of responsibility~~ on a subsequent part, and the change is considered to be important ~~(either for identification or for access)~~, make a note of the difference ~~record the addition or deletion in a note~~ (see 2.4.3.9a)).

b) **Serials**

If a statement of responsibility ~~the name of a person, family, or corporate body~~ is added to, ~~or~~ deleted from, or changed ~~a statement of responsibility~~ on a subsequent part and this difference ~~change~~ does not require a new description (see 8.3), ~~record the name of the later person, family, or body in a note or make a note of the deletion (see 2.4.3.9b)~~ make a note of the difference. If the difference ~~change~~ is only in the presentation of the name of the person or body, make a note if the change is considered to be important.

Clean copy:

a) **Multipart monographs**

If a statement of responsibility is added to, deleted from, or changed on a subsequent part, and the change is considered to be important, make a note of

the difference (see 2.4.3.9a)).

b) Serials

If a statement of responsibility is added to, deleted from, or changed on a subsequent part and this difference does not require a new description (see 8.3), make a note of the difference. If the difference is only in the presentation of the name of the person or body, make a note if the change is considered to be important.

<u>2.4.3.1, first paragraph</u>: LC recommends deleting the word "subsidiary" because the option it is recommending for 2.4.0.3 would allow giving a complex statement of responsibility for a primary role in a note.   [Consistency]

□ A **note on a statement of responsibility** is a note providing information on statements of responsibility relating to persons, families, and corporate bodies playing ~~subsidiary~~ roles in the creation or realization … [remainder of paragraph]

<u>2.4.3.7</u>: LC recommends deleting "or with previous editions" because this relationship information is covered in 4.10.0.3.   [Consistency]

<u>2.4.3.8</u>: LC recommends moving these instructions to part III; they are a carryover in *AACR2* from *ISBD* because *ISBD* lacks controlled access points and puts this instruction in data for bibliographic records rather than authority records. We do not wish to perpetuate that practice.   [Consistency]

<u>2.5.0.2</u>: As noted in general comment #4, LC recommends simplifying the sources of information wording for most of the data elements by putting the information in a listing with indication of priority order. The recommended wording below for 2.5.0.2 could be a model for the other instructions.   [Clarity]

2.5.0.2. Sources of information

➢ Take edition information from the <u>following sources in this order of preference:</u>
   ~~same source as the title proper (see 2.3.1.2).~~
                    a) the same source as the title proper (see 2.3.1.2);
                    b) another source within the resource itself;
                    c) one of the other sources of information specified in 2.2.3.

➢ ~~If edition information does not appear on the source from which the title proper is taken, take it from another source within the resource itself.~~

➢ ~~If there is no edition information within the resource itself, take it from one of the other sources of information specified in 2.2.3.~~

Clean copy:

2.5.0.2. Sources of information

➢ Take edition information from the following sources in this order of preference:
                    a)   the same source as the title proper (see 2.3.1.2);

  b) another source within the resource itself;

  c) one of the other sources of information specified in 2.2.3.

2.5.0.6: Because a multipart monograph is represented by a single description, LC recommends changing the scope of a) and b) as below. (LC notes that a rule was never added to *AACR2* chapter 21 telling catalogers what kind of change in edition information required a new description.)   [Correction]

> **a) <u>Multipart monographs</u> ~~Resources issued in two or more parts simultaneously~~**
>
> If edition information differs from one part to another, make a note if the difference is considered to be important ~~either for identification or for access~~ (see 2.5.5.5a<u>)</u>).
>
> **b) <u>Serials</u> ~~Resources issued in successive parts~~**
>
> If edition information is added, deleted, or changed on a subsequent issue or part and this change does not require a new description, make a note if the change is considered to be important ~~either for identification or for access~~ (see 2.5.5.5b<u>)</u>).
>
> [remainder of instruction as given]

2.5.1.4, first paragraph: LC recommends adding "state" to the list. AACR2 chapter 8 treated "state" as part of the edition area (see 8.2.3). An explicit indication of state can help determine when separate records should be made to distinguish different manifestations. [Missing]

> ➢ In case of doubt about whether a statement is an edition statement, consider the presence of a word such as *edition, issue, version, release, level, <u>state</u>,* or *update* (or its equivalent in another language) … [remainder of paragraph]

2.5.5.3: LC recommends deleting this instruction because it is not needed with the new understanding of sources of information.   [Redundancy]

2.6 and 2.6.0: LC recommends changing the captions to "Numbering <u>of serials</u>" and "Basic instructions on recording numbering <u>of serials</u>." We also suggest that a search should be made to find where this correction is needed throughout *RDA* (e.g., Mandatory elements). [Clarity]

2.6.0.1, new third paragraph: For clarification, LC recommends adding the new third paragraph as shown below.   [Clarity]

> ☐ For numbering within series, see 2.10.6.

2.6.0.2, fourth paragraph: Because LC recommends adding an option to 2.6.1.3, LC also recommends changing the wording as shown below.   [Consistency]

> ➢ Take numbering identifying the <u>first and/or</u> last issue or part from the source of information for that issue or part <u>or from another source</u>.

<u>2.6.1.3, first paragraph and new option</u>: For consistency with 2.6.2.3 and to acknowledge the conditional application, LC recommends changing the wording of the first sentence as shown below. LC also recommends adding an option consistent with the option in 2.9.0.5; if beginning/ending dates of publication, distribution, etc., can be supplied, it should be possible to supply beginning/ending designations. So that it is clear that the option applies only to the second sentence in the first paragraph, LC recommends moving that second sentence to be a separate paragraph followed by the option. [Consistency]

> ➤ <u>If the first and/or last issue or part of a serial is identified by a numeric/alphabetic designation</u>, ~~Record the numeric and/or alphabetic designation of the first and/or last issue or part of a serial~~ <u>record it</u> following the basic instructions on recording numbering (see 2.6.0.3). ~~If the description is based on an issue or part other than the first and/or last, do not record the numeric and/or alphabetic designation.~~

> ➤ If the description is based on an issue or part other than the first and/or last, do not record the numeric and/or alphabetic designation.

> > ◇ *Optionally,* <u>supply the numeric and/or alphabetic designation of the first and/or last issue or part if they can be readily ascertained.</u>

<u>2.6.2.3, first paragraph</u>: LC recommends changing the reference from "(see 2.6.0.3)" to "(see 1.6)" because 2.6.0.3 simply refers you to 1.6. [Clarity]

<u>2.6.2.3, last paragraph</u>: LC recommends that this last paragraph be an option because the basic principle is to take what you see. [Consistency]

<u>2.7.0.1</u>: LC asks if the concept of "production" is included in this instruction and if there should be a separate instruction for "producer" after 2.7.3. The concept of production is separate from the concept of manufacture in 2.8.0.1 for place. Does "fabricating or constructing" in 2.7.0.1 (terminology not present in 2.8.0.1) equal production? 2.8.4.1 explains that place of production includes fabrication and construction but has the context there of unpublished (see 2.8.4.2). Is there a benefit in restricting "production" to unpublished resources?   [Consistency]

<u>2.7.0.1, third paragraph</u>: If "fabricating or constructing" (from first paragraph) equals production, LC recommends changing the wording at the end of the sentence to incorporate those terms: "… and those performing the functions of manufacturing<u>, fabricating, or constructing</u> a resource are categorized as manufacturers (see 2.7.3)." Otherwise, add producers per preceding comment. [Consistency]

<u>2.7.0.1, new fourth paragraph</u>: LC recommends adding the paragraph shown below for early printed resources. [Missing]

> ☐ For early printed resources, printers and booksellers are included as publishers, distributors, etc.

2.7.0.3, second paragraph: LC recommends moving the information in sub-paragraph c) to part III. [Consistency]

2.7.0.4, first paragraph: LC recommends moving the words "other than solely publishing" to position after "function" as shown below and deleting the parentheses enclosing those words because they are not merely parenthetical to the meaning. [Clarity]

> ➤ Record words or phrases indicating the function <u>other than solely publishing</u> performed by a person, family, or corporate body ~~(other than solely publishing)~~ as they appear on the source of information.

2.7.0.7, caption: Because the change can be in the name of the same publisher, distributor, etc., or can be a different publisher, distributor, etc., LC recommends changing the caption as shown below. [Accuracy]

> **2.7.0.7. Change in name of publisher, distributor, etc<u>., or changed publisher, distributor, etc.</u>** ~~.~~

2.7.0.7: LC recommends changing the wording as given below for two reasons: A multipart monograph is represented by a single description; and, the change can be in the name of the same publisher, distributor, etc., or can be a different publisher, distributor, etc. Also note that LC recommends adding the last sentence from paragraph a) to the other two paragraphs.   [Accuracy]

> a) <u>**Multipart monographs**</u> ~~**Resources issued in two or more parts simultaneously**~~
>
> ~~Make notes on differences in the name of a publisher, distributor, etc., from one part to another if they are considered to be important~~ <u>If the name of</u> ~~a~~ <u>the same publisher, distributor, etc., changes or a different publisher, distributor, etc., is named on a subsequent or part, record the later name(s) in a note if considered to be important either for identification or for access (see 2.7.4.4a)). If the change is only in the presentation of the name, make a note if the change is considered to be important</u>. If the changes have been numerous, a general statement may be made.
>
> b) <u>**Serials**</u> ~~**Resources issued in successive parts**~~
>
> If the name of ~~a~~ <u>the same</u> publisher, distributor, etc., changes <u>or a different publisher, distributor, etc., is named</u> on a subsequent issue or part and this change does not require a new description (see 8.3), record the later name in a note if considered to be important either for identification or for access (see 2.7.4.4b<u>)</u>). If the change is only in the presentation of the name, make a note if the change is considered to be important. <u>If the changes have been numerous, a general statement may be made.</u>
>
> c) **Integrating resources**
>
> If the name of a publisher, distributor, etc., changes <u>or a different publisher, distributor, etc., is named</u> on a subsequent iteration, change the publisher, distributor, etc., element to reflect the current iteration and record the earlier

name(s) in a note if considered to be important ~~for identification or for access~~ (see
2.7.4.4c)). <u>If the changes have been numerous, a general statement may be
made.</u>

<u>2.7.0.7, new option</u>: LC recommends adding an option to repeat the data element for
those libraries that want to implement the repeatability of the MARC 21 260 field.
[Missing]

> ◇ *Optionally*, give the name(s) of the different publisher, distributor, etc., in
>   additional publisher, distributor, etc., element(s) instead of making a note.

<u>2.7.1.3, second paragraph</u>: LC recommends changing *Publisher unknown* to *Publisher
not named* as shown below to reflect how the resource presents itself rather than
encourage research to determine "unknown" status. [Clarity]

> ➤ If neither the publisher nor the distributor of a resource that is in a published form
>   can be identified, record *<u>Publisher not named</u> ~~Publisher unknown~~*, enclosed in
>   square brackets.

<u>2.7.2.1</u>: LC recommends deleting the parentheses enclosing "other than the publisher"
because that information distinguishes the function; it is not merely parenthetical to the
meaning.   [Clarity]

<u>2.8.0.2, first and second paragraphs</u>: Because the place is related to the entity involved in
the publication, distribution, etc., LC recommends changing the wording as shown below.
[Accuracy]

> ➤ Take the place of publication, distribution, etc., from the same source as the ~~title
>   proper~~ <u>name of the publisher, distributor, etc</u>.

> ➤ If the place of publication, distribution, etc., does not appear on the source from
>   which the ~~title proper~~ <u>name of the publisher, distributor, etc.,</u> is taken, take it from
>   another source within the resource.

<u>2.8.0.6</u>:   Because change in place of publication, distribution, etc., by itself does not
currently require a new description (it's the change in name of publisher, distributor, etc.,
that may cause a change), LC recommends changing the wording as shown below. (LC
notes that this "Change in …" provision was modified per General comment #6 to
accommodate earlier as well as later changes.)   [Accuracy]

> a) <u>**Multipart monographs and serials**</u> ~~Resources issued in two or more parts
>   simultaneously~~
>
>   ~~Make notes on differences in the place of publication, distribution, etc., from one
>   part to another if they are considered to be important (see 2.8.5.4a). If the
>   changes have been numerous, a general statement may be made.~~
>
> b) ~~Resources issued in successive parts~~
>
>   If the place of publication, distribution, etc., changes on ~~a subsequent~~ <u>an</u> issue or
>   part ~~and this change does not require a new description (see 8.3)~~, record the ~~later~~

different place in a note if considered to be important ~~either for identification or for access~~ (see 2.8.5.4b)). If the change is only in the presentation of the place name, make a note if the change is considered to be important. If the changes have been numerous, a general statement may be made.

~~b~~e) Integrating resources

If the place of publication, distribution, etc., changes on a subsequent iteration, change the place of publication, distribution, etc., element to reflect the current iteration and record the earlier place in a note if considered to be important ~~either for identification or for access~~ (see 2.8.5.4c)). If the changes have been numerous, a general statement may be made.

2.8.1.3, second arrowed paragraph: LC recommends changing *Place of publication unknown* to *Place not named* as shown below to reflect how the resource presents itself rather than encourage research to determine "unknown" status. [Clarity]

> ➤ If neither a known nor a probable local place or country, state, province, etc., of publication can be determined for a resource that is in a published form, record *Place not named* ~~*Place of publication unknown*~~, enclosed in square brackets.

2.8.4.1: We wish to recognize production can include the "creation" of a resource, such as a photograph or sculpture. Because place of production applies to resources in unpublished form (as noted in 2.8.4.2), LC recommends changing the wording as shown below; this change is consistent with AMIM practice for moving image resources. [Specificity]

> ☐ A place of production is a place associated with the production, fabrication, creation, construction, etc., of a resource in an unpublished form.

2.8.5.4, c): LC recommends changing the wording as shown below to refer to the correct data element. [Correction]

Makes notes on names of places of publication, distribution, ~~names of publishers, distributors,~~ etc., no longer present on the current iteration … [remainder of paragraph]

2.8.5.4, new option: LC recommends adding an option to repeat the data element for those libraries that want to implement the repeatability of the MARC 21 260 field. [Missing]

> ◇ *Optionally,* give the different place of publication, distribution, etc., in an additional place of publication, place of distribution, etc., element(s) instead of making a note.

2.9.0.2, fourth & fifth paragraphs: Due to the option in 2.9.0.5, LC recommends changing the wording as shown below. (Clean copy is also given below.) [Consistency]

> ➤ For multipart monographs and serials, take the beginning and/or ending date of publication, distribution, etc., ~~for a resource issued in successive parts~~ from the source of information for the first and/or last issue or part or from another source.

> For integrating resources, take the beginning and/or ending date of publication, distribution, etc., for an integrating resource from the source of information for the first and/or last iteration or from another source.

Clean copy:

> For multipart monographs and serials, take the beginning and/or ending date of publication, distribution, etc., from the source of information for the first and/or last issue or part or from another source.

> For integrating resources, take the beginning and/or ending date of publication, distribution, etc., from the source of information for the first and/or last iteration or from another source.

2.9.0.5: LC recommends using the terms "beginning date of publication, distribution, etc.," and "ending date of publication, distribution, etc." as given in other instructions in 2.9.0. [Consistency]

> If the first issue, part or iteration is available, record the beginning date of publication, distribution, etc., followed by a hyphen.

> [example]

> If the resource has ceased or is complete and the first and last issues, parts, or iterations are available, record the beginning and ending publication dates of publication, distribution, etc., separated by a hyphen.

> [example]

> If the resource has ceased or is complete and the last issue, part, or iteration is available, but not the first, record the ending date of publication, distribution, etc., preceded by a hyphen.

> [example]

> For an updating loose-leaf, supply the date of the last update if considered important.

> [example]

> If the publication date of publication, distribution, etc., is the same for all issues, parts, or iterations, record only that date as the single date.

> [example]

> If the first and/or last issue, part, or iteration is not available, do not record the beginning and/or ending date of publication, distribution, etc.; record information about the beginning and/or ending date of publication, distribution, etc., in a note if it can be readily ascertained (see 2.9.6).

> ◇ *Optionally,* supply the beginning and/or ending publication date of publication, distribution, etc., in the date of publication, distribution, etc., element if it can be readily ascertained.

<u>2.9.0.5, new option</u>: LC recommends adding another option to repeat the data element for those libraries that want to implement the repeatability of the MARC 21 260 field. [Missing]

> ◇ <u>*Optionally*, give the beginning and ending date of publication, distribution, etc., for each different publisher, distributor, etc. (see 2.7.0.7)</u>

<u>2.9.1.3, third arrowed paragraph</u>: Because there isn't any reason to have different terms for published and unpublished resources, LC recommends using the term "undated" from 2.9.5.3; because the general statement on square brackets is in 2.2.4, that instruction is not needed here. LC also recommends using the wording from 2.9.5.3 as shown below. [Consistency].

> ➢ <u>When it may be misleading to record an estimated date, record *undated*.</u> ~~If an approximate date of publication for a resource that is in a published form cannot reasonably be determined, record *date unknown*, enclosed in square brackets.~~

<u>2.9.5.3, third arrowed paragraph</u>: LC recommends deleting "enclosed in square brackets" at the end of the paragraph as shown below because square brackets are not used in the cataloging of archival resources.   [Specificity]

> ➢ If no date can be found in the resource or determined from any other source, estimate the nearest year, decade, century or other interval as precisely as possible. When it may be misleading to record an estimated date, record *undated*~~, enclosed in square brackets~~.

<u>2.10.0.5, second arrowed paragraph</u>: LC recommends that the reference should be to 2.10.9.4 because the second paragraph in 2.10.8 does not say anything more than what is in paragraphs a) and b) in 2.10.0.5 and then sends the readers to 2.10.9.4.   [Clarity]

> ➢ For changes indicating that the resource belongs to more than one series, follow the instructions in 2.10.~~8~~<u>9.4</u>.

<u>2.10.1.1</u>: LC recommends changing the wording to be consistent with the definition of title proper given in 2.3.0.1; also, the title proper by itself very often is not the form used for the controlled access point for the series.   [Consistency]

> ☐ The title proper of a series <u>is a word, phrase, character, or group of characters that names the series</u> ~~the chief title of a series~~ to which the resource belongs ~~(i.e., the title normally used when citing the series)~~.

<u>2.10.1.2, second paragraph</u>: Because the "more than one preferred source" situation may need to be addressed, LC recommends changing the wording to "… as specified in 2.2.1 <u>and 2.2.2</u>."   [Missing]

<u>2.10.1.3, first paragraph</u>: Because this section for title proper of the series lacks information for choosing the series title proper comparable to 2.3.1.3 and 2.3.1.4, LC

recommends changing the wording as shown below to incorporate both choosing and recording the series title proper.   [Clarity; Missing]

2.10.1.3. ~~Choosing and r~~Recording the title proper of the series

> ➢ If the resource is issued in a series <u>and the title proper of the series appears on the source in more than one language or script, choose the title following the instructions in 2.3.1.3. If the title proper of the series appears on the source in two or more forms, choose the title following the instructions in 2.3.1.4. R</u>~~r~~ecord the title proper of the series following the basic instructions on recording titles (see 2.3.0.).

2.10.1.4: LC recommends deleting this instruction for the following reasons: the AACR2 rule (1.6B2) that begins with the same wording as this instruction deals primarily with priority order of sources covered in *RDA* by 2.10.1.2; the reference to 2.3.1.4 is better handled in 2.10.1.2 because the cataloger has to choose the title before recording it (see LC's previous comment). Information in the last sentence should be moved to part III. [Correction]

2.10.2.2, second paragraph: Because the "more than one preferred source" situation may need to be addressed, LC recommends changing the wording to "… as specified in 2.2.1 <u>and 2.2.2</u>." [Missing]

2.10.6.1, first paragraph: Because multipart monographs issued in two or more parts simultaneously and integrating resources can also be analyzed using a series statement with numbering, LC recommends that the word "successive" be deleted from this definition to avoid confusion with the other *RDA* terminology "resources issued in successive parts." The definition would then read as shown below.   [Clarity]

> ☐ Numbering within series is the identification of each of the ~~successive~~ parts of a series.

2.10.6.1, second paragraph: LC recommends using the term "accompanying caption" because that term is used in 2.6.0.1. The definition would then read as shown below. [Consistency]

> ☐ Numbering within series may include a number, a letter, any other character or the combination of these, with or without an accompanying <u>caption</u> ~~word~~ (volume, number, etc.) and/or a chronological designation.

2.10.6.6: Because the content in the referenced 2.6.6 instruction is a general instruction for alternative numbering systems, LC recommends deleting the reference and rewording the 2.10.6.6 instruction as shown below to parallel the 2.6.6 wording, obviating the need for the reference. [Clarity]

> ➢ <u>If a series has more than one separate system of designation, record the systems in the order in which they are presented</u>. ~~Record designations from alternative systems of numbering (see 2.6.6).~~

<u>2.10.7.2</u>: Because 2.10.7.1 indicates that a subseries is a <u>section</u> of a larger resource and because 2.10.7.2 is not consistent with the source for a main series (2.10.1.2), LC recommends that the wording be changed as shown below.   [Consistency]

> ➢ Take subseries information from <u>the same source as the title of the main series (see 2.10.1.2).</u> ~~from any source within the resource.~~

<u>2.10.7.3</u>: The effect of this instruction is to record the titles of the main series and the subseries as two separate data elements even though 2.3.0.7 indicates that they together comprise a title proper. To accomplish the intent of 2.3.0.7, LC recommends changing the wording as shown below.   [Consistency]

> ➢ If the resource is part of a subseries and both the <u>main</u> series and the subseries are named <u>together</u> in the resource, record both the ~~title proper of the~~ main series title (see 2.10.1) and the ~~title proper of the~~ subseries <u>title as the title proper of the subseries (see 2.3.0.7).</u>

<u>2.12.1</u>: See 5JSC/ACOC/1/LC response for proposed merger of this instruction with 2.12.2.

<u>2.12.1.3, first paragraph</u>: LC recommends changing the wording as shown below to remove directions about how to indicate the status of the number because that is related to input and display of the data element (e.g., in MARC, the distinctions are handled with different subfield codes, not parenthetical qualifiers).   [Clarity]

> ➢ If a standard number is known to be incorrectly represented in the resource, record the number as it appears ~~and add *(incorrect), (cancelled),* or *(invalid)* to it~~ <u>and indicate if the standard number is incorrect, cancelled, or invalid, as appropriate.</u>

<u>2.12.1.3, second paragraph</u>: LC recommends that this paragraph be deleted. If the correct number is available, it is given per 2.12.0.2 and 2.12.1.1. Adding the qualifier "(corrected)" is redundant.   [Redundancy]

<u>2.12.2</u>: See 5JSC/ACOC/1/LC response for proposed merger of this instruction with 2.12.1.

<u>2.12.2.1</u>: See 5JSC/ACOC/1/LC response for comment about proposed second paragraph.

<u>2.13.0.3</u>: Because the *Standard citation forms ...* is moving to more complete citations, LC recommends changing the wording as shown below. [Consistency]

> ➢ Record ~~brief~~ citations for descriptions published in standard lists …   [remainder of paragraph]

<u>3.4.0.3, right column in table currently for "Scores, parts, etc.:"</u> LC recommends changing the wording to that shown below.   Also see LC's comment for 3.4.2.1.

[Clarity]

> Record the extent as instructed in 3.4.2.1.

> ~~For a resource comprising a single unit, record the number of scores, parts, etc., followed by the number of pages, etc., in parentheses as instructed in 3.4.2.1~~

> ~~For a resource comprising different types of scores, or a score and parts, or different types of scores and parts in separate units, record the number of each type of score, part, etc., followed in parentheses by the number of pages, etc., in each as instructed in 3.4.2.2.~~

3.4.1.5, first paragraph: LC recommends changing the wording as shown below to include those resources having leaves or columns and adding "(incomplete)" to convey more information to the user than the "plus" sign. [Missing]

> ➢ If the last part of the item is missing and the <u>extent</u> ~~paging~~ of the complete item cannot be ascertained, record the number of ~~the last numbered~~ page<u>s, leaves, or columns</u> followed by <u>*(incomplete)*</u> ~~+ p~~. Make a note of the imperfection (see 6.2.0).

>> xxiv, 179 <u>p. (incomplete)</u> ~~179+ p.~~

3.4.1.13: LC recommends adding an exception for music because the instruction as written does not apply. [Missing]

> **<u>Exception</u>:**

> <u>For scores, parts, etc., follow the instructions in 3.4.2.1.</u>

3.4.1.13, new option: LC recommends adding the option as shown below because catalogers of early printed resources want to be able to account for blank panels. The text is essentially that given in *DCRM(B)* 5B14. (So that the proposed new wording below is easier to read, double underlining has not been used.) [Specificity]

> ◇ *Optionally*, for an early printed resource consisting of a single sheet folded into multiple panels, include in parentheses a count of the number of physical panels on one side of the sheet when unfolded. Include both blank panels and panels containing text, illustrations, etc., in the count. Provide details of the sheet's layout (including the numbering of the panels) in a note if desired.

>> 1 folded sheet (16 panels)

3.4.1.14, option: Typo: change "page" to "paged" [Correction]

3.4.2.1: LC recommends deleting the 3.4.2.2 instruction and combining it with the existing 3.4.2.1 as shown below. The recommended wording has two exceptions: the first reflects the music tradition of not recording the number of pages, leaves, or columns for parts; the second is a revision of the current second paragraph to make music practice more consistent with that for other resources. Also see LC's comment about a new

3.4.5.8 instruction.   [Clarity]

3.4.2.1 Recording scores, parts, etc. ~~Resource comprising a single unit~~

➢ Record the extent of the resource by giving ~~1 score~~ the number of score(s), part(s), etc. Use arabic numerals and ~~(using~~ an appropriate term or terms from the list below~~)~~. If there are multiple terms, record them in the order they are listed. Follow each term ~~followed~~ by the number of volumes, pages, leaves, or columns (see 3.4.1) in parentheses.

[list of terms as given]

```
1 score (vi, 27 p.)
1 score (5 p.)
1 score (3 v.)
1 score (23 p.), 1 piano conductor part (8 p.)
```

Exceptions:

For sets of parts, record the number of parts, but not the number of pages, leaves, or columns.

```
1 score (viiii, 278 p.), 24 parts
```

If the resource comprises both a score and part(s) in a single physical unit, record the extent as *score and part(s),* giving the number of each ~~describe the unit in terms of the score and part(s) that it contains~~.

```
1 score and 1 part (5 p.)
    (Part printed on p. 5 of the score)

1 score and 3 parts (19 p.)
    (Parts printed on p. 11-19 of the score)
```

◇ *Optionally,* record the extent as *1 score* and make a note about the part(s) if considered to be important (see 3.4.5.8).

➢ For other ~~special~~ types of music, use an appropriate specific term (e.g., *choir book, table book*).

```
1 choir book (240 p.)
```

➢ If there is no appropriate specific term, record the number of volumes, pages, leaves, or columns followed by *of music*.

```
xx p., 55 p. of music
```

3.4.2.2: LC recommends deleting this instruction (being added to 3.4.2.1)   [Clarity]

~~3.4.2.2. Resource comprising two or more units~~

➢ ~~If the resource comprises different types of scores, or a score and parts, or different types of scores and parts in separate units, record the units in the order in which they are listed under 3.4.2.1. Follow each unit by the number of pages, leaves, or columns in that unit (see 3.4.1) in parentheses.~~

~~[examples]~~

new 3.4.5 instructions: LC recommends adding the section as shown below to accommodate visual resources. The existing 3.4.5 instructions would then need to be renumbered as 3.4.6 instructions. [Specificity]

3.4.5. VISUAL RESOURCES

Contents
3.4.5.1   Number of subunits
3.4.5.2   Multiple images on one support
3.4.5.3   Multiple sheets composing one image

3.4.5.1. Number of subunits

➢ When indicating the number of subunits within a visual resource, add the number and type in parentheses.

```
6 albums (127 photographic prints)
1 portfolio (40 lithographs)
```

3.4.5.2. Multiple images on one support

➢ If more than one discrete image is on the same side of a single support, indicate this in parentheses.

```
2 drawings (1 sheet)
```

3.4.5.3. Multiple sheets composing one image

➢ If a single image consists of more than one sheet, indicate the number of sheets in parentheses.

```
1 print (24 sheets)
```

3.4.5.7: Because the content in 3.4.0.10 to which this instruction refers does not add any information, LC recommends deleting the reference as shown below. [Clarity]

➢ Make a note on the duration of performance of a score, part, etc., if it is stated on the resource ~~(see 3.4.0.10)~~. Record the duration in abbreviated form."

new 3.4.5.8 instruction: LC recommends adding the instruction as shown below (see LC's comment for 3.4.2.1) for those situations when one physical unit includes a score and part(s). The existing instructions 3.4.5.8-3.4.5.12 would need to be renumbered. [Specificity]

3.4.5.8. Resource comprising both a score and part(s) in a single physical unit

➢ If the resource comprises both a score and part(s) in a single physical unit, make a note about the part(s) if considered to be important.

<u>3.5.0.3, right column in table currently for "Scores, parts, etc.,"</u> 2nd paragraph: LC recommends changing the wording as shown below. [Clarity]

> For a resource comprising <u>two or more units,</u> ~~separate scores, parts, etc.,~~ record the dimensions as instructed in 3.5.2.2." [Clarity]

<u>3.5.2.2</u>: LC recommends changing the wording as shown below to use terminology from the caption and to simplify the wording. LC notes that this instruction doesn't begin on its own line in the draft. [Clarity; Consistency]

3.5.2.2. Resource comprising two or more units

➤ If the resource comprises two or more <u>units</u> ~~separate scores, parts, etc.,~~ of uniform measurements, record the dimensions as instructed in 3.5.1.

> [example]

➤ If the resource comprises two or more <u>units</u> ~~separate scores, parts, etc.,~~ of differing sizes, record the dimensions of each type of separate unit in the order in which the units are listed under 3.4.2.1.

> [examples]

<u>new 3.5.6 instructions</u>: LC recommends adding the section as shown below to accommodate visual resources. The existing 3.5.6 instructions would then need to be renumbered as 3.5.7 instructions. [Specificity]

3.5.6. VISUAL RESOURCES

<u>Contents</u>

3.5.6.1	<u>Determination of height x width</u>
3.5.6.2	<u>Aspect measured</u>
3.5.6.3	<u>Nonrectangular and irregular shapes</u>
3.5.6.4	<u>Dimensions to nearest millimeter</u>

3.5.6.1. Determination of height x width

➤ Generally, the statement of dimension shows the height x width. The side for height and the side for width are determined with reference to the position in which the image would be viewed. Height is always expressed first.

> <u>33 x 25 cm.</u>
> <u>(for a vertical portrait)</u>

3.5.6.2. Aspect measured

➤ Generally, record the dimensions of the pictorial area. When more than one aspect could be measured, precede the dimension with an indication of what was measured. Provide multiple dimensions when the difference between the aspects is significant.

> <u>8 x 10 in.</u>

```
plate mark 27 x 34 cm

image and text 67 x 44 cm

sheet 100 x 709 cm

image 5 x 4 in., on sheet 10 x 8 in.
```

3.5.6.3. Nonrectangular and irregular shapes

➢ For nonrectangular and irregular shapes, indicate the kind of shape that is being measured with words such as *diameter, oval,* and *irregular.*

```
diameter image 6 cm, plate mark 8 x 7 cm, on sheet 24 x 17
cm

oval image 7 x 5 cm

irregular pentagon image 41 x 36 cm, on sheet 57 x 48 cm
```

3.5.6.4. Dimensions to nearest millimeter

◊ *Optionally,* give the dimensions to the nearest millimeter, expressed in tenths of a centimetre.

```
sheet 32.2 x 22.4 cm
```

<u>3.6.6.3, last option</u>: Because the term "metal cuts" refers to a very rare method of illustration, restricted almost entirely to 15th century German books, and because the term has been misused in past rare book cataloging rules, LC recommends replacing that term with "lithographs" as shown below.   [Clarification]

◊ *Optionally*, add in parentheses a term indicating the method used to produce the illustrations (woodcuts, <u>lithographs,</u> ~~metal cuts,~~ etc.).

[examples]

<u>new 3.6.8.4</u>: LC recommends adding the new instruction given below because the distinction between production method (3.6.3.3) and medium (3.6.8) can be a fine line for visual resources.   [Specificity]

3.8.6.4. Visual resources media

➢ When multiple techniques or processes are identified in a single image, name each, with the predominant technique, if any, named first.

```
watercolour, gouache and pen and brown ink over
pencil, with gum arabic and scraping out

photographic prints, newspaper clippings, paint

drypoint, sandpaper, and roulette
```

➢ When multiple techniques or processes are known to have been applied but not all

are identified, use the term *mixed* or *multiple processes*, as appropriate.

        mixed, including watercolour and ink

        multiple processes

new 3.6.9.4: LC recommends adding the new instruction given below to address a topic for visual resources. [Specificity]

3.6.9.4. Primary support for visual resources

➢ If the support for the image is unusual for the medium or production method, indicate the texture, color, weight, etc., of the physical material.

        1 painting on wood

        1 print on thick gold paper

        2 drawings on green laid paper (1 sheet)

        1 photograph on cloth

3.9.0.4: LC recommends adding an option for those agencies not wanting to construct the complex note. [Specificity]

◇ *Optionally*, transcribe system requirements as found on the resource. Begin the note with *System requirements:*.

4.1: For clarification of this summary statement, LC recommends changing the wording as shown below. [Clarity]

~~Information used for content description is generally taken from the resource itself. In certain cases the information may be taken from sources outside the resource as well. For further guidance on sources of information for content description, see the instructions specific elements in this chapter.~~ Take information to be used for content description from any source (or from any source within the resource where so instructed under specific elements in this chapter).

4.2: LC agrees to the term "Type and form of content" used in this draft rather than changing it as proposed by the GMD/SMD group in its report.

4.4.0.1, new fourth paragraph: Because programming languages are out of scope for this data element, LC recommends deleting 4.4.1 and adding another paragraph as shown below to explain and to refer to 3.9.0.4. Note that the reference in 4.4.1 to 3.10 is incorrect. [Clarity; Correction]

☐ Programming languages are not considered languages for the purposes of these guidelines. Record the programming language as part of the system requirements note (see 3.9.0.4 ~~3.10~~).

4.4.0.1, second paragraph: LC recommends changing the wording to that given below.

[Clarity]

> ☐ Script is the <u>writing system</u> ~~script in which~~ <u>that conveys</u> the content of a resource ~~is conveyed~~. <u>Examples include Cuneiform and Cyrillic.</u>

<u>4.4.02 and 4.4.0.3</u>: LC recommends either using only "language, etc." in both these instructions and in the caption for 4.4.0.3 or adding "symbol system" to 4.4.02 and the caption of 4.4.0.3. [Consistency]

<u>4.4.1</u>: As stated in comment for 4.4.0.1 above, LC recommends moving this instruction to be part of the last paragraph of 4.4.0.1. Note that the reference to 3.10 should be 3.9.0.4. [Clarity]

<u>4.5.0 caption, 4.5.0.2 instruction, and 4.5.0.3 caption</u>: LC recommends changing "describing the intended audience" to "identifying the intended audience" as shown below because only brief information is being given. [Clarity]

> **4.5.0. BASIC INSTRUCTIONS ON <u>IDENTIFYING</u> ~~DESCRIBING~~ THE INTENDED AUDIENCE**
>
> **4.5.0.2. Sources of information**
>
> ➢ Take information to be used in <u>identifying</u> ~~describing~~ the intended audience for the content from any source.
>
> **4.5.0.3. <u>Identifying</u> ~~Describing~~ the intended audience**

<u>4.5.0.1</u>: To accommodate the intent of the second paragraph in 4.6.0.3 (see the comment there), LC recommends changing the wording of 4.5.0.1 as shown below and adding a paragraph to 4.5.0.3 (see next comment). Then, the second paragraph in 4.6.0.3 can be deleted. [Clarity]

> ☐ **Intended audience** is the class of user for which the content is intended, as defined by age group (e.g., children, young adults, adults, etc.), educational level (e.g., primary, secondary, etc.), <u>persons with disabilities,</u> or other categorization.

<u>4.5.0.3, new paragraph</u>: For the reason stated in comment for 4.5.0.1, LC recommends adding another paragraph as shown below. [Clarity]

> ➢ <u>Make a note if the resource is designed for use by persons with disabilities.</u>

<u>4.6.0.3, second paragraph</u>: LC recommends deleting this paragraph and covering this topic by making changes to 4.5.0.1 and 4.5.0.3 as noted above. [Clarity]

<u>4.7.0.3, existing option</u>: LC recommends adding more flexibility to the instruction by rewording and converting this option to the second sentence of the first paragraph as

shown below. LC also recommends changing term "playing time" to "duration" to be consistent with terminology in 3.4.0.10, etc. [Clarity; Consistency]

> ➢ List the contents of the resource, either selectively or fully, if they are considered to be important. <u>Include, as appropriate, titles,</u> ~~Optionally, include~~ statements of responsibility ~~not recorded in the statement of responsibility element~~, extent, <u>duration,</u> ~~playing time,~~ or other descriptive data for the contents listed if such information is considered to be important.

<u>4.7.0.3, last paragraph</u>: LC recommends making this paragraph be an option, as we prefer not to require such a note. [Clarity]

<u>4.7.0.3, new option</u>: Because the final sentence from AACR2 5.7B18 ("If the works in a collection are all in the same musical form and that form is named in the title proper of the item, do not repeat the musical form in the titles in the contents note.") was omitted, LC recommends reinstating a revised version of that rule as an option after the first paragraph in this instruction. It is not only collections to which the rule could be applied, but also sets, as in the individual works that belong to an opus number containing several works; applying the instruction as is will lead to some awkward and difficult to understand contents notes that are clear only when the titles are repeated, even though they are all the same.   [Missing]

> ◊ *Optionally:* <u>If all the titles consist of the name of the same musical form, omit the musical form from each of the titles in the contents note.</u>

<u>4.9.0.1, first paragraph</u>: LC recommends changing the wording as shown below. [Consistency; Clarity]

> ☐ An index is a systematic guide to the contents of a <u>resource</u>, ~~file, document, or group of documents,~~ consisting of an ordered arrangement of terms or other symbols representing the contents and references, code numbers, page numbers, etc., for accessing the contents.

<u>4.9.0.1, second paragraph</u>: Although the definition recommended by LC was taken from *DACS*, the wording is confusing. LC recommends that the wording in *RDA* be changed as shown below; LC will make the same recommendation for a change in *DACS*. [Clarity]

> ☐ A finding aid is a <u>descriptive tool providing access to a resource. The finding aid may have been received by the agency along with the resource or may have been created by the agency</u> ~~representation of, or a means of access to, a resource made or received by a repository~~ in the course of establishing administrative or intellectual control over the resource.

<u>4.10</u>: LC notes that these instructions deal with relationships and recommends that they be moved to part II.   [Consistency]

<u>new 4.10.0.4</u>: LC recommends the addition of 4.10.0.4 as shown below to address giving information about the larger resource when series statements and "Issued with" notes are

not appropriate and when a simpler record is wanted than creating an "In" analytic note. See the comment for 1.2.2, last paragraph, for the addition referring to the new 4.10.0.4. [Missing]

> ### 4.10.0.4. Analytical and comprehensive relationships
>
> ➢ When describing a part within a larger resource, make a note that identifies the larger resource and the type of relationship.
>
> > Part of the Carol M. Highsmith Collection.
> >
> > Illustration from: Harper's weekly, 1876 Dec. 16.
>
> ➢ For those agencies wanting to give more details about the larger resource, see D.1.3.

<u>4.18.03, first bullet, second paragraph</u>: LC recommends that information beginning with "Enclose the statement of the degree in parentheses …" be moved to appendix D. [Consistency]

<u>5.0</u>: LC recommends changing the wording as shown below.   [Clarity]

> This chapter focuses on information <u>needed</u> ~~on the availability of the resource. The elements covered include those that users make use of~~ to acquire or access a resource (terms of availability, source of information, etc.).

<u>5.1</u>: Because information can be taken from both the resource itself and from other sources, LC recommends changing the wording as shown below.   [Clarity]

> Information on terms of availability, etc., may be taken either from the resource itself <u>and/</u>or from other sources.

<u>5.3.0.3</u>: To allow for email addresses, LC recommends changing the wording as shown below. LC also recommends deleting the parentheses because the information is not parenthetical to the intent of the instruction and adding the usual flexibility of "if considered to be important.   [Clarity]

> ➢ Provide the <u>contact information for</u> ~~full address of~~ a publisher, distributor, etc., ~~(~~other than a major trade publisher or distributor~~)~~ <u>if considered to be important</u>.

<u>6</u>: LC recommends changing "institution" used in most instructions in this chapter to "agency" and "library's holdings" to "agency's holdings" in 6.2.0.3 to be consistent with terminology in other chapters.   [Consistency]

<u>6.0</u>: LC recommends changing the wording as shown below. Also see comments for 6.3 instructions related to changing "provenance" to "custodial history."   [Clarity]

> This chapter focuses on item-specific information<u>: information that pertains specifically to the copy or copies of the resource held by the agency describing the resource</u>. The elements covered include marks/inscriptions, condition, <u>custodial</u>

history, ~~provenance~~, access restrictions, etc. ~~— information that pertains specifically to the copy or copies of the resource held by the institution describing the resource.~~

<u>6.1</u>: Because information can be taken from both the resource itself and from other sources, LC recommends changing the wording as shown below. [Clarity]

> Item-specific information may be taken either from the resource itself <u>and/</u>or from other sources.

<u>6.2.0.1</u>: LC recommends changing the wording as shown below. (Clean copy is also given below. [Clarity]

> ☐ Details of the item being described ~~are details~~ <u>include marks and inscriptions, physical condition, etc.,</u> pertaining specifically to the copy or copies of the resource held by the ~~institution~~ <u>agency</u> describing the resource ~~(e.g., marks and inscriptions, physical condition)~~.

Clean copy:

> ☐ Details of the item being described include marks and inscriptions, physical condition, etc., pertaining specifically to the copy or copies of the resource held by the agency describing the resource.

<u>6.2.0.3, third paragraph</u>: LC suggests combining the third paragraph as part of the first paragraph. [Clarity]

> ➢ Make notes on important descriptive and technical details of the particular item being described<u>, including changes made to the item after receipt (e.g., "with" notes for items bound with or otherwise assembled with other items)</u>.

> [examples for first paragraph; second paragraph and examples]

> ➢ ~~Make notes on other details of the item being described, such as changes made to the item after receipt (e.g., "with" notes for items bound with or otherwise assembled with other items).~~

<u>6.2.2</u>: Because this instruction for a locally-assigned name could apply to any resource, LC recommends that it be deleted and an example of such a name be included in 6.2.0.3. [Consistency]

<u>6.3, caption</u>: The term "provenance" has different meanings in the archival and rare book community. Archivists define provenance as the relationships between records and the organizations or individuals that created, assembled, accumulated, and/or maintained and used them in the conduct of personal or corporate activity. This rule uses the term instead to incorporate both prior ownership and chain of custody for the resource and immediate source of acquisition. LC recommends changing the caption as shown below to be more universally understandable. See other 6.3 comments below. [Clarity]

> **6.3. <u>CUSTODIAL HISTORY AND IMMEDIATE SOURCE OF ACQUISITION</u> ~~PROVENANCE~~**

6.3.0, caption and in 6.3 contents: LC recommends changing the caption to the wording shown below. See comment for 6.3, caption above. [Clarity]

6.3.0. BASIC INSTRUCTIONS ON RECORDING ~~CUSTODIAL HISTORY~~ ~~PROVENANCE~~ AND IMMEDIATE SOURCE OF ACQUISITION

6.3.0.1: LC recommends changing the wording as shown below for the first paragraph and adding the second paragraph.   [Clarity]

☐ Custodial history provides information on changes of ownership or custody of the resource that is significant for its authenticity, integrity, and interpretation. ~~Provenance is a record of previous ownership or custodianship of an item~~.

☐ Immediate source of acquisition is the donor or source from which the agency directly acquired the resource.

6.3.0.2: LC recommends changing the wording as shown below.   [Clarity]

➢ Take information on custodial history ~~provenance~~ and immediate source of acquisition from any source.

6.3.0.3: LC recommends changing the wording as shown below.   [Clarity]

➢ Record successive transfers of ownership, responsibility, or custody or control of the resource from the time it left the possession of the creator prior to its acquisition by the agency, along with the corresponding dates, if this information can be ascertained and is considered to be important. Add the years of ownership to the name of a previous owner if they are readily available. ~~Make notes on the donor or source of an original resource or assembled collection, and on previous owners and/or custodians if readily ascertainable. Add the year or years of accession to the name of the donor or source, and add the years of ownership to the name of a previous owner.~~

new 6.3.0.4: LC recommends converting current 6.3.1 into a new 6.3.0.4 as shown below. [Clarity]

6.3.0.4. ~~6.3.1.~~ Recording immediate source of acquisition ~~Immediate source of acquisition or transfer of archival resources~~

➢ ~~For archival resources, r~~Record the source from which the resource ~~being described~~ was acquired, the date(s) of acquisition, and the method of acquisition, if this information is not confidential.

6.3.1: LC recommends replacing this instruction with a new 6.3.0.4 (see comment above).

6.4.0.3: Because *DACS* requires the use of a note in the absence of restrictions, LC recommends adding a sentence as shown below.   [Consistency]

> Make <u>specific</u> notes on all restrictions on access to the resource, including the nature and duration of the restriction~~, as specifically as possible~~. <u>The absence of restrictions may also be noted if considered to be important.</u>

<u>6.6.0.1, first paragraph</u>: The use of the archival term "records" is unclear in a bibliographic setting. In the definition of appraisal, "records" is used first to mean the "resource" and then to indicate the "materials" within a resource. LC recommends changing the wording it supplied earlier to that given below.   [Clarity]

☐ Appraisal is the process of determining the archival value of <u>a resource</u> ~~records~~ (and thus the attendant disposition of unwanted ~~records~~ <u>materials within the resource</u>).

<u>6.6.0.1, second paragraph</u>: To allow for a wider use of "accrual," LC recommends changing the wording it supplied earlier to that given below.   [Generalization]

☐ Accrual is the process of adding materials to an existing <u>resource</u> ~~body of records or papers~~.

<u>6.6.0.3, first paragraph</u>: Because this element may be useful for resources other than archival resources, LC recommends deleting the word "archival" in the first sentence. [Generalization]

> If the retention or destruction of ~~archival~~ materials has a bearing on the interpretation and use of the resource … [remainder of paragraph as given]

<u>app. D table's area 3 information/D.1.2.3</u>: LC recommends that the appendix give guidance about the order of multiple area 3's. In *AACR2*, this situation is addressed by 3.3A3 for cartographic materials: "If more than one material specific details area is required, give them in the following order: mathematical data; digital graphic representation; and numbering related to serials." In *ISBD(CR)*, the introductory note for area 3 says "When area 3 is repeated, the area 3 that is related to the subject content of the continuing resource (e.g., scale information of cartographic material) is given first; the area 3 for serials (numbering information) is given last. Between these two is interposed any other type of area 3 (e.g., designation of resource for electronic resources)."   [Clarity]

<u>D.1.2.4</u>: If JSC approves the option recommended by LC for 2.7.0.7, 2.8.5.4, and 2.9.0.5, guidance will be needed for the display of the repeated data elements for name, place, and date related to publication, distribution, etc. [Missing]

<u>D.1.2.7</u>: LC recommends the following additions: general information about construction of formal vs. informal notes; specific information on contents notes, dissertation notes, "continues/continued by" and other relationship notes.   [Missing]

<u>D.1.3.2</u>: LC recommends adding an option as shown below at the end of D.1.3.2 that points to the new 4.10.0.4 proposed by LC (see earlier comment) for those agencies not

wanting to give as much detail listed in D.1.3.2.   [Missing]

◇ *Optionally*, for those agencies wanting to give fewer details about the larger
   resource, see 4.10.0.4.

<u>app. D addition</u>: LC included in its response to the GMD/SMD report a recommendation
to give examples of combined terms in this or another appendix unless information about
creating such combinations was included in chapter 3.   [Missing]

III. Partial List of Reminders
Below is a partial list of instructions (those we identified in our review of the part I draft)
that differ from *ISBD* and/or *AACR2*. The differences from *AACR2* should be included
when considering content for training.

2.1.1.1:
     AACR2 LCRI difference (Change in LC/CONSER practice. LCRI 12.0B1 says:
"In determining which issue is first, disregard the date of publication, etc., and use the
designation on the issues." Reason for this policy: to be consistent with records created
by libraries cataloging such resources retrospectively or cataloging a republication
published all at the same time.)

2.3.1.7:
     AACR2 difference (depending on JSC decision: currently first exception applies
to serials and integrating resources)

2.3.2.3, second paragraph:
     ISBD difference.
     AACR2 difference (now prefer English as first parallel title)

2.3.3.3, first paragraph:
     ISBD difference.
     AACR2 difference (now always record other title information for monographs;
specific situations when required for serials and integrating resources).

2.6.0.3:
     AACR2 difference (now can adjust punctuation). The instruction will now be
consistent with ISBD(CR) which also does not say punctuation can be adjusted.

2.10.6.4:
     AACR2 difference (now an option not applied by LC/PCC)

2.10.6.6:
     AACR2 difference (now an option applied by LC/PCC)

3.4.2.1, second proposed exception:
    AACR2 difference (now include part(s) in extent)

4.10.1:
    AACR2 difference (now apply only to serials and integrating resources)

D.1.2.6, eighth paragraph:
    ISBD difference. The instruction is not in *ISBD* for the series area because that data element for series numbering is not acknowledged in *ISBD*; *AACR2* has it in the series area. In *RDA* it is included in 2.10.6.4.