

**To:** Joint Steering Committee for Revision of AACR

**From:** Deirdre Kiorgaard, Chair, JSC

**Subject:** RDA: Resource Description and Access Part I - Constituency Review of December 2005 Draft

The JSC invites comments on the attached Draft of part I of RDA.

The Draft of part I consists of the following:

- This cover letter (which provides some background to the Draft, as well as guidelines for commenting on the Draft).
- The Draft of part I of RDA – Resource Description and Access (including a draft of the Introduction to part I).
- A partial draft of appendix D. Presentation of descriptive data

The JSC representatives are asked to submit their formal constituency responses by March 20, 2006. Each constituency committee will set its own internal deadlines for comments in the lead up to March 20. Those not represented by the JSC are asked to submit their comments by March 1, 2006. Information on how to make comments is given at the end of this cover letter.

The draft, and any comments received, will be discussed at the next JSC meeting in April 2006.

## **Background to RDA**

RDA - Resource Description and Access is being developed as a new standard for resource description and access designed for the digital world.

The JSC first issued a Draft of part 1 of what was then called “AACR3” in December 2004. The JSC received valuable comments on that draft from a variety of sources. These sources included the members of the JSC constituencies (the Australian Committee on Cataloguing, the American Library Association, the British Library, the Canadian Committee on Cataloguing, the Chartered Institute of Library and Information Professionals, and the Library of Congress). Constructive feedback was also received from specialist cataloguing communities, such as those concerned with cartographic and moving image materials, and from groups as diverse as the ISSN Centre and the Dublin Core community. The JSC also greatly appreciated the support and useful feedback received from rule-making bodies in seven different countries.

The feedback received so far has led to the JSC setting a new direction for the development of the code. The new working title RDA - Resource Description and Access signifies the change in direction. This direction and an overview of RDA is outlined in the Prospectus for RDA (<http://www.collectionscanada.ca/jsc/docs/5rda-prospectusrev.pdf>). The Prospectus has been recently updated to reflect the decisions of the October 2005 JSC meeting.

### **The Context of the Draft of part I**

At the same time as the JSC is issuing this Draft of part I, we have also issued several other documents which, along with the Prospectus, provide a context in which to review the Draft. JSC urges those reviewing the Draft to consult these documents first.

### **Strategic Plan**

The JSC and the Committee of Principals have recently released a new Strategic Plan for RDA 2005-2008 (<http://www.collectionscanada.ca/jsc/docs/5strategic1.pdf>). This plan describes both the goals for the development of RDA, and the strategies for achieving those goals within the timeframe for publication.

### **Objectives and Principles**

RDA is being developed in accordance with a set of Objectives and Principles (<http://www.collectionscanada.ca/jsc/docs/5rda-objectives.pdf>). Functional objectives and principles that apply specifically to part I are also included in the attached Introduction to part I at 0.1.2. *Functional objectives and principles of resource description.*

## **Frequently Asked Questions**

These FAQs (<http://www.collectionscanada.ca/jsc/rdafaq.html>) will provide answers to many of your questions on the content of RDA, its relationship to other standards, and the process for its development.

## ***Notes on specific aspects of the Draft***

For detailed information on the decisions made at the October 2005 JSC meeting, please refer to the Outcomes of the Meeting of the Joint Steering Committee held in London, U.K., 10-14 October 2005 (<http://www.collectionscanada.ca/jsc/0510out.html>).

Constituency proposals for specific instructions in part I (including proposals to allow greater flexibility regarding language and script, and to provide more logical and thorough guidance on the provision of URLs and persistent identifiers) are also being prepared. These will be issued separately and discussed in conjunction with this Draft.

## **Structure of part I**

The structure of part I is described in the attached Draft at 0.1.4. *Structure of part I*.

## **GMD/SMD and Chapter 3**

Chapter 3. *Technical description* has not been issued with this Draft, but is expected to be available in late January 2006. The release of Chapter 3 has been delayed to allow the GMD/SMD Working Group time to release their report, and for their findings to be considered.

## **Examples**

This Draft contains selected examples from AACR2 as well as additional examples from other sources. However, the RDA Examples Group will be reviewing all the examples in due course, and will recommend adding, deleting or revising examples as needed. Information on the format of the examples and their relationship to ISBD punctuation is given at 0.1.9. *Examples* in the attached Draft.

## **Appendix D. Presentation of descriptive data**

A key element of the design of RDA is that it establishes a clear line of separation between the recording of data and the presentation of data. The order in which the elements are given in part I of RDA is not intended to represent a fixed order for recording and storing descriptive data elements, nor does it represent a prescribed order for the purpose of presentation of the data.

A partial draft of appendix D, which provides guidelines and instructions on the presentation of descriptive data elements, has been included with this Draft of part I. It includes a table showing how the specific data elements covered in chapters 2-6 of RDA can be mapped to the areas and elements defined in the ISBDs to produce a display that

follows the established ISBD order of elements and prescribed punctuation. Appendix D will be expanded at a later stage to provide guidelines on other ways of presenting RDA descriptive data elements (e.g. in an OPAC display).

## **Glossary**

The JSC is still considering the comments received on the previous partial draft of the Glossary, and so has decided not to issue a revised Glossary with this Draft. However, most of the key terms (i.e., terms for major categories of resources, etc., and terms for the descriptive elements themselves) have been defined within the main body of the Draft.

## **Comments**

The JSC has issued a revised Statement of policy and procedures for JSC (<http://www.collectionscanada.ca/jsc/docs/5policy4rev.pdf>). This document outlines the formal consultation process for the development of RDA.

Information specific to the formal process of commenting on this Draft of part I is given below. In addition to making formal comments on the Draft, you can also discuss the Draft informally (see RDA Discussion List below).

During the period between now and 2008, the JSC will have to balance community input with the need for RDA to be ready for publication within a reasonable timeframe.

## **How to make comments**

Comments from within countries represented on the JSC should be submitted as follows:

In Australia: contact the ACOC representative to the JSC, Deirdre Kiorgaard at [Dkiorgaa@nla.gov.au](mailto:Dkiorgaa@nla.gov.au)

In Canada: contact the CCC Secretariat at [ccc-l@lac-bac.gc.ca](mailto:ccc-l@lac-bac.gc.ca)

In the United Kingdom: contact the CILIP/BL Secretary, Katharine Gryspeerdt at [Katharine.Gryspeerdt@bl.uk](mailto:Katharine.Gryspeerdt@bl.uk)

In the United States: use the web form at <http://www.libraries.psu.edu/tas/jca/ccda/>. Comments from within the Library of Congress to the LC representative to the JSC, Barbara Tillett at [btil@loc.gov](mailto:btil@loc.gov)

Comments from stakeholders outside of these countries and from international groups can be submitted to the JSC Secretary, Nathalie Schulz at [N.Schulz@btopenworld.com](mailto:N.Schulz@btopenworld.com).

If you are (or might be) represented by more than one organisation, or more than one subcommittee of an organisation, please select a single channel for providing your comments.

## **Type of comments requested**

Comments are especially invited on the following:

- **Consistency:** In preparing the Draft of part I, efforts have been made to ensure that the guidelines and instructions are formulated in a consistent manner. The JSC would appreciate your help in identifying any inconsistencies or any conflicts that might exist between one instruction and another.
- **Clarity:** The JSC and the Editorial Team have tried to ensure that the guidelines and instructions in the Draft are presented clearly and unambiguously, in plain English. We would appreciate your help in identifying any specific guidelines or instructions that need to be expressed more clearly.
- **Specificity:** In addition to providing basic instructions that are applicable to all types of resources, the Draft of part I provides specific instructions that apply to a particular type of resource or to a particular characteristic of a resource, where such additional instructions are considered necessary. We would appreciate your comments on additional specific instructions that you think might be needed.

When making comments on this Draft, please keep in mind:

- *Web-based product.* RDA is now being developed as a web-based product, with the kinds of features you would expect in an online tool. The structure and style of the Draft are designed to function in a web-based environment, in which text is not necessarily read in a linear fashion. Text is repeated where needed to support a hyperlink reference structure and to allow individual instructions to be displayed on their own. Please remember this deliberate change in style from AACR2 when reviewing this Draft.
- *Examples.* The RDA Examples Group will be reviewing all the examples in due course, and will recommend adding, deleting or revising examples as needed. Their recommendations will be available later for comment.
- *Proofreading.* The Draft will undergo thorough proofreading when all the substantive issues have been resolved.

Your JSC representative will be able to advise you on the type of comments that are appropriate at this stage of the development of RDA.

## **Deadline for comments**

The JSC representatives are asked to submit their formal constituency responses by March 20, 2006. Each constituency committee will set its own internal deadlines for comments in the lead up to March 20.

Those not represented by the JSC are asked to submit their comments by March 1, 2006.

### ***RDA Discussion List***

The JSC is in the process of setting up an RDA discussion list whose purpose is to facilitate discussion on RDA. The list will not be part of the formal mechanism for commenting on the draft of RDA, but rather a forum for discussion that will allow contributors to share their thoughts on RDA.

Details about the discussion list and how to subscribe will be posted on the JSC website in the near future. Announcements will also be posted to appropriate mailing lists.

# INTRODUCTION TO PART I

## *Contents*

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## **0.1.0 PURPOSE AND SCOPE**

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Part I provides a comprehensive set of guidelines and instructions on recording data to describe a broad range of resources in both analog and digital formats.

In addition to general guidelines and instructions that apply to all types of resources, part I includes exceptions and supplementary instructions that apply to specific types of content (e.g., music, cartographic content, moving images), specific types of media (e.g., print, audio, video), and specific types of resources categorized according to the manner

of their release (e.g., resources issued as a single unit, resources issued in two or more parts simultaneously, resources issued in successive parts).

Part I also provides guidelines and instructions on alternative methods of describing a resource (e.g., using a comprehensive description to describe the resource as a whole, using analytical descriptions to describe the individual parts of the resource).

For the most part, the guidelines and instructions in part I reflect conventions for resource description used in libraries. There are, however, a number of specific instructions included in part I that reflect conventions used in describing archival resources. Those conventions supplement and in some cases differ from descriptive conventions used in libraries. The instructions reflecting archival practice are clearly labeled as being applicable to archival resources.

### 0.1.1 RELATIONSHIP TO OTHER STANDARDS FOR RESOURCE DESCRIPTION

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The guidelines and instructions in part I have been derived in large part from the second edition of the *Anglo-American Cataloguing Rules* (AACR2).

The guidelines and instructions are compatible with the specifications set out in *ISBD(G): General International Standard Bibliographic Description*. Unlike part I of AACR2, however, part I of RDA is not structured around the order of areas and elements specified in ISBD(G). Nevertheless, the elements defined in part I of RDA are consistent with those defined in ISBD(G). Appendix D provides a mapping of RDA elements to the areas and elements of description specified in ISBD(G). That mapping, together with the instructions in appendix D on ISBD prescribed punctuation, can be used to produce a presentation of RDA descriptive elements that conforms to ISBD specifications.

Part I of RDA also incorporates certain conventions for the description of archival resources that reflect archival practice. The instructions in part I that apply specifically to archival resources are derived from, and are compatible with, both the *ISAD(G): International Standard for Archival Description*, and other standards for archival description used widely in North America and elsewhere, such as *Describing Archives: a Content Standard* (DACS) and *Rules for Archival Description* (RAD). When preparing a description of an archival resource using RDA, it may be necessary to consult those standards for archival description for additional guidance and detail.

### 0.1.2. FUNCTIONAL OBJECTIVES AND PRINCIPLES OF RESOURCE DESCRIPTION

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The data recorded to describe a resource should enable the user to:

- a) *identify* the resource described (i.e., to confirm that the resource described corresponds to the resource sought, or to distinguish between two or more resources with similar characteristics);
- b) *select* a resource that is appropriate to the user's requirements with respect to content, format, etc.

To ensure that the descriptive data elements created using RDA meet those functional objectives, the following principles have been applied in formulating the guidelines and instructions in part I:

**Differentiation.** The descriptive data should serve to differentiate the resource described from other resources represented in the file.



**Sufficiency.** The descriptive data should be sufficient to meet the needs of the user with respect to selection of an appropriate resource.

**Relationships.** The descriptive data should indicate significant bibliographic relationships between the resource described and other resources.

**Representation.** The descriptive data should reflect the resource's representation of itself.

**Accuracy.** The descriptive data should furnish supplementary information to correct or clarify ambiguous, unintelligible, or misleading representations made by the resource itself.

**Common usage.** Descriptive data elements other than those transcribed from the resource itself should reflect common usage.

### 0.1.3 TERMINOLOGY

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All terms that are used with a specific technical meaning in part I are defined in the glossary. In addition, definitions for terms that are used to categorize resources by mode of issuance, etc., terms used to distinguish different types of description, and terms used as data element names are included within the text of part I. Definitions for such terms are given at the point at which the term is introduced (e.g., in the section on terminology in chapter 1, and preceding the instructions on each specific data element).

### 0.1.4. STRUCTURE OF PART I

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Part I contains six chapters providing guidelines and instructions on recording descriptive data:

- Chapter 1. General guidelines on resource description
- Chapter 2. Identification of the resource
- Chapter 3. Technical description
- Chapter 4. Content description
- Chapter 5. Information on terms of availability, etc.
- Chapter 6. Item-specific information

Chapter 1 provides general guidelines on determining the appropriate type of description to use (comprehensive, analytical, or multilevel description), changes requiring a new description for a serial, mandatory elements of description, language and script of the description, conventions used in transcribing descriptive elements, the formulation of notes, and descriptive elements used as access points.

Chapters 2-6 each cover a set of descriptive data elements that support a particular user task (e.g., identify or select) and reflect attributes and relationships associated with one or more of the four primary entities defined in *Functional Requirements for Bibliographic Records* (FRBR) — *work*, *expression*, *manifestation*, and *item* — that support that task.

Chapter 2 focuses on the descriptive elements that are most commonly used for purposes of identifying the resource. The elements covered include title, statement of responsibility, edition/issue designation, etc. — information that users rely on to confirm that the resource described corresponds to the one sought, or to distinguish between two or more resources bearing similar identifying information.

Chapter 3 focuses on the technical description of the resource. The elements covered include those that users make use of when selecting a resource to meet their needs with respect to the physical characteristics of the carrier, the formatting and encoding of the information stored on the carrier, the mode of accessing the resource, etc.

Chapter 4 focuses on the content of the resource. The elements covered include those that users make use of when selecting a resource to meet their needs with respect to the form of work, audience, language, etc. Chapter 4 also includes elements that reflect content-oriented relationships (e.g., sources on which the content of the resource is based).

Chapter 5 focuses on information 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, contact information, etc.).

Chapter 6 focuses on item-specific information. The elements covered include provenance, marks/inscriptions, condition, access restrictions, etc. — information that pertains specifically to the copy or copies of the resource held by the agency describing the resource.

Instructions in chapters 2-6 are presented in groupings that correspond to the logical attributes of entities defined in FRBR. For example, in chapter 2, the “title” grouping covers instructions pertaining to all data elements subsumed under the attribute that FRBR defines as “title of the manifestation” (i.e., title proper, parallel title, variant title, key-title, etc.). In general, the arrangement of individual elements and groupings within each of the chapters in part I reflects the order in which their corresponding logical attributes are listed in FRBR.

The ordering of the chapters in part I, and the arrangement of elements within each chapter are not intended to represent a fixed order for recording and storing descriptive data elements, nor do they represent a prescribed order for purposes of presentation of the data. Appendix D provides a mapping of RDA elements to the order of presentation prescribed by *ISBD(G): General International Standard Bibliographic Description* as well as guidelines on the presentation of data elements in online public access catalogues (OPACs).

### 0.1.5. PRESENTATION

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Part I is designed to be used both as an instructional manual and as a reference tool.

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

Chapter 1 provides general guidance in making decisions on the type of description to be used, the level of detail to be provided, etc.

Chapters 2-6 each begin by providing general direction on decisions that need to be made before proceeding to record the specific data elements covered by the chapter. For example, chapter 2 begins with general guidelines on choosing an appropriate source of information as the basis for the identification of a resource, followed by more detailed guidelines on preferred sources of information and other sources of information that may be used if data required for the identification of the resource does not appear within the resource itself.

For each of the specific data elements covered by a chapter, the instructions for recording the data are preceded by a definition of the element and guidance on sources of

information for that element. The instructions on recording the data element proceed from the general to the specific. Basic instructions on recording the element are given first, followed by instructions on particular characteristics that the resource might exhibit and supplementary instructions that are applicable to a particular type of content, etc. 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 comb through instructions that are not relevant to the description of that resource.

To facilitate the use of part I as a reference tool, the index to RDA provides an alphabetic listing of data elements and other significant terms and concepts used in RDA with numeric references to the guidelines and instructions in which those elements, terms, and concepts are covered. The tables of contents at the chapter, element, and sub-element level are also designed to facilitate the use of part I as a reference tool.

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### 0.1.6. MANDATORY ELEMENTS

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Specific elements in part I are identified as mandatory elements of description (see 1.4). As a minimum, the description of a resource should include all mandatory elements that are applicable to that resource. The description should also include as a minimum any additional elements that are required to identify the resource (i.e., to differentiate the resource from one or more other resources bearing similar identifying information).

The inclusion of other specific elements in the description is discretionary. The agency responsible for the preparation of the description may establish policies and guidelines on levels of description to be applied either generally or to specific categories of resources, or it may leave decisions on the level of description to the discretion of the individual preparing the description.

Mandatory requirements for access points (see 7.4) and policies and guidelines on levels of access established by the agency responsible for the provision of access points should also be taken into account when applying the specifications for mandatory elements of description.

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### 0.1.7. OPTIONS

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Part I includes a number of guidelines and instructions that are designated as optional (◇).

Optional guidelines and instructions provide

- either* a) an alternative to what is specified in the immediately preceding guideline or instruction
- or* b) the option of recording within the element data that supplement what is called for in the immediately preceding instruction.

The agency responsible for the preparation of the description may establish policies and guidelines on the application of options or it may leave the use of options to the discretion of the individual preparing the description.

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### 0.1.8. LANGUAGE PREFERENCES

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The guidelines and instructions in part I of RDA have been designed primarily for application within an English-language context. As a result, there are instances where a

guideline or instruction will give preference to a source of information in English (e.g., when a resource contains preferred sources of information in more than one language) or will specify the use of an English-language term (e.g., *publisher unknown*).

Agencies preparing descriptions for use in a different language context should modify such guidelines and instructions to reflect their own language preferences and replace the English-language terms specified in RDA with terms appropriate for use in their context. Authorized translations of RDA will do likewise.

### 0.1.9. EXAMPLES

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The examples in part I illustrate the application of the specific instruction under which they appear. They illustrate only the data element that is addressed by that instruction.

If another element has a direct bearing on the element being illustrated, the related element is generally referred to in an explanatory note. For example, under an instruction on recording other title information that is considered to be important (either for identification or for access), an example illustrating other title information is given along with an explanatory note indicating the form recorded as the title proper, thus:

Applesoft command editor  
(*Title proper: A.C.E.*)

Examples are normally given without showing the preceding or enclosing punctuation that is prescribed for an ISBD presentation. (The specifications for preceding and enclosing as prescribed by ISBD are given separately in appendix D.) However, ISBD prescribed punctuation is shown in examples illustrating elements that involve citations, where the citation is given in the form of a title proper followed by a statement of responsibility. For example, under an instruction on noting the relationship of the resource to the content of other resources, an example of such a note is given thus:

Game based on: Lateral thinking / by M. Freedman.

Examples illustrating a citation for a specific manifestation may include additional elements, each showing the prescribed ISBD punctuation thus:

Based on: *Historiae / Thucydides* ; edited by H.S. Jones  
and J.E. Powell. Oxford : Clarendon Press, 1967-1970.  
(*Example follows ISBD specifications for presentation*)

All such examples are followed by an explanatory note as shown above, indicating that the example follows ISBD specifications for presentation.

## CHAPTER 1

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# GENERAL GUIDELINES ON RESOURCE DESCRIPTION

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# 1.0. PURPOSE AND SCOPE

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This chapter provides general guidelines on determining the appropriate type of description to use, changes requiring a new description, mandatory elements of description, language and script of the description, conventions used in transcribing descriptive elements, the formulation of notes, and descriptive elements used as access points.

## 1.1. TERMINOLOGY

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### *Contents*

- 1.1.1 Resource
  - 1.1.2 Mode of issuance
  - 1.1.3 Intended termination
  - 1.1.4 Comprehensive, analytical, and multilevel description
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There are a number of terms used throughout part I (many of which are introduced in this chapter) that carry meanings specific to their use in RDA. The meanings of a number of key terms are explained below under 1.1.1–1.1.4. Terms used as data element names are defined at the beginning of the instructions for the specific element. In addition, all terms used with a specific technical meaning are defined in the glossary.

### 1.1.1. RESOURCE

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The term *resource* carries a specific meaning when used in the guidelines and instructions in RDA.

- The term **resource** is used in part I (and throughout RDA) to refer to the entity that forms the center of focus for a resource description.
- The resource described may be tangible (e.g., an audiocassette) or intangible (e.g., a Web site).
- 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).
- The resource described may represent two or more units produced and/or issued as set, or it may represent two or more units assembled after the fact by a collector, etc.
- The resource described may form part of a larger resource. The part may be physically discrete (e.g., a single slide issued as part of a set of twenty) or it may

simply be a logically discrete unit (e.g., an article in an issue of a scholarly journal).

- The term **related resource** is used to refer to a resource that is related to the resource that forms the center of focus for the description (e.g., a separately issued supplement).

### 1.1.2. MODE OF ISSUANCE

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Certain guidelines and instructions in part I refer specifically to resources issued in a particular manner.

- The term **resource issued as a single unit** refers to a resource that is issued either as a single physical unit (e.g., as a single-volume monograph) or, in the case of an intangible resource, as a single logical unit (e.g., as a PDF file mounted on the Web).
- The term **resource issued in two or more parts simultaneously** refers to a resource comprising two or more physical units (e.g., two videocassettes issued as a set) or, in the case of an intangible resource, two or more logical units (e.g., a Web site comprising two or more distinct sub-sites).
- The term **resource issued in successive parts** refers to a resource that is issued in a succession of discrete parts. The parts may be physically discrete (e.g., the issues of a printed magazine) or, in the case of an intangible resource, they may be logically discrete parts that are issued in succession and remain as discrete parts (e.g., the monthly issues of an electronic journal).
- The term **integrating resource** refers to a resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. An integrating resource may be tangible (e.g., a loose-leaf manual that is updated by means of replacement pages) or intangible (e.g., a Web site that is updated either continuously or on a cyclical basis).

### 1.1.3. INTENDED TERMINATION

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Resources issued in two or more parts (either simultaneously or successively) may also be referred to using terms that reflect a distinction between those that are to be completed within a finite number of parts and those that are to be issued over time with no predetermined conclusion.

- The term **multipart monograph** refers to a resource issued in two or more parts that is complete or intended to be completed within a finite number of parts.
- The term **serial** refers to a resource issued in successive parts that has no predetermined conclusion (e.g., a periodical, a series of annual reports, or a newspaper).

### 1.1.4. COMPREHENSIVE, ANALYTICAL, AND MULTILEVEL DESCRIPTION

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A number of the guidelines and instructions in part I refer to specific ways of describing a resource.

- The term **comprehensive description** refers to a description that describes the resource as a whole (e.g., a kit comprising a filmstrip, an audiotape, and a teacher's manual, or a collection of posters assembled by a library).

- The term **analytical description** refers to a description that describes a part of a larger resource (e.g., a single volume of a three-volume biography or a single map forming part of a map series).
- The term **multilevel description** refers to a description that combines a comprehensive description of the whole resource with analytical descriptions of its parts.

## 1.2. TYPE OF DESCRIPTION

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### *Contents*

- 1.2.1 Comprehensive description
- 1.2.2 Analytical description
- 1.2.3 Multilevel description

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- A resource may be described in any of the following ways that are applicable and are appropriate to the purpose of the description:
    - a) using a comprehensive description (see 1.2.1)
    - b) using an analytical description (see 1.2.2)
    - or c) using a multilevel description (see 1.2.3).

### 1.2.1. COMPREHENSIVE DESCRIPTION

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- A comprehensive description may be used to describe as a whole any of the following types of resources:
  - i) a resource issued as a single unit (e.g., a single audio disc, or a personal web site)
  - ii) a resource issued in two or more parts simultaneously (e.g., three videocassettes issued as a set, or a kit comprising a digital videodisc, a model, and an instruction booklet)
  - iii) a resource issued in successive parts (e.g., a series of sheet maps, a magazine published in monthly issues, or an online journal)
  - iv) an integrating resource (e.g., an updating loose-leaf, or a web site that is updated on a periodic basis)
  - v) a collection of two or more units assembled by a private collector, a dealer, a library, etc. (e.g., a private collection of printed theatre programs, or a database of digital images compiled by a museum).
- When using a comprehensive description, details relating to the parts of the resource may be recorded, as applicable,
  - a) in the technical description (see 3.1.4)
  - or b) in a contents list (see 4.7).

### 1.2.2. ANALYTICAL DESCRIPTION

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- An analytical description may be used to describe any of the following types of parts:
  - i) a part contained within a larger resource issued as a single unit (e.g., the music for a single song printed as part of a volume containing music for



- twelve songs, or one remote-sensing image in a database containing three hundred images)
- ii) a part of a resource issued in two or more parts simultaneously (e.g., a filmstrip issued as part of a kit containing the filmstrip, an audiotape, and a pamphlet)
  - iii) a part of a resource issued in successive parts (e.g., a single volume of a series, a single issue of a periodical, or an article in a magazine or online journal)
  - iv) a part of an integrating resource (e.g., one chapter in an administrative manual issued as an updating loose-leaf volume)
  - v) a part of a collection assembled by a private collector, a dealer, a library, etc. (e.g., a lithograph in a collection of art prints, or a digital recording of a performance in a database compiled by a repertory theatre).
- Separate analytical descriptions may be prepared for any number of parts of a larger resource (i.e., for one part only, for two or more selected parts, or for all parts of the resource).
  - 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).

### 1.2.3. MULTILEVEL DESCRIPTION

---

- Any resource comprising two or more parts may be described using both a comprehensive description for the whole and analytical descriptions for its parts.
- For purposes of display, the description of the whole and the descriptions for the parts may be presented
  - either* a) as separate descriptions
  - or* b) as a multilevel description in which the description of the whole and the descriptions of its parts are combined in a single hierarchical display (see D.1.4).

### 1.3. CHANGES REQUIRING A NEW DESCRIPTION

---

- When describing a **serial**, create a new description if either of the following changes occur:
  - a) there is a major change in the title proper (see 2.3.1.11 b)
  - or* b) a change in responsibility requires a change to the primary access point (see 8.3).

### 1.4. MANDATORY ELEMENTS OF DESCRIPTION

---

Chapters 2–6 provide guidelines and instructions on a comprehensive set of elements covering the description of all types of resources. The following is a list of mandatory elements that reflect attributes of the entities *work*, *expression*, and *manifestation* designated in FRBR as basic requirements for the purposes of identifying those entities.<sup>1</sup>

---

<sup>1</sup> For additional details, see 0.0.4 in the General Introduction.

Title proper  
 Earlier/later variations in the title proper  
 Statement of responsibility (person, family, or corporate body with principal responsibility)<sup>2</sup>  
 Edition statement  
 Numbering  
 Publisher, distributor, etc. (if more than one then only the first recorded)<sup>3</sup>  
 Date of publication, distribution, etc.  
 Title proper of series  
 Numbering within series  
 Resource identifier  
 Form of carrier  
 Extent  
 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.
  - ◇ *Optionally*, provide a controlled access point (see chapters 11-16) in lieu of the mandatory statement of responsibility.
- Include any additional elements that are required to identify the resource (i.e., to differentiate the resource from one or more other resources bearing similar identifying information).
- When describing a resource more fully, include additional elements in accordance with the policy of the agency preparing the description, or as judged appropriate by the cataloguer.

## 1.5. LANGUAGE AND SCRIPT OF THE DESCRIPTION

---

- Record the following elements in the language and script in which they appear on the sources from which they are taken:
  - Title proper
  - Parallel title
  - Other title information
  - Variant title
  - Earlier/later title
  - Key title
  - Statement of responsibility
  - Parallel statement of responsibility
  - Edition statement
  - Statement of responsibility relating to the edition
  - Statement relating to a named revision of an edition
  - Statement of responsibility relating to a named revision of an edition
  - Numeric and/or alphabetic designation
  - Chronological designation
  - Publisher, distributor, etc.

---

<sup>2</sup> If there is more than one statement of responsibility, include as a minimum a statement identifying the person, family, or corporate body with principal responsibility for the intellectual or artistic content of the resource.

<sup>3</sup> If there is more than one publisher, distributor, etc., include as a minimum the name that is to be recorded first (see 2.7.0.5).

Place of publication, distribution, etc.  
 Date of publication, distribution, etc.  
 Title proper of series  
 Parallel title of series  
 Other title information of series  
 Statement of responsibility relating to series  
 Numbering within series  
 Subseries

- ◇ *Optionally*, if any of the elements listed above cannot be recorded in the script used on the source from which it is taken, record it in a transliterated form.
- Record interpolations into the elements listed above in the language and script of the other data in the element unless the instructions for a specific element indicate otherwise.
- Record all other elements (including notes) in the language(s) and script(s) preferred by the agency preparing the description.
- When recording within a note a name or title originally in nonroman scripts, use the original script whenever possible rather than a romanization.

***Exception:***

Record a title or quotation incorporated into notes in the language and script in which it appears on the source from which it is taken.

## 1.6. TRANSCRIPTION

---

### *Contents*

- 1.6.1 Capitalization
- 1.6.2 Numerals and numbers expressed as words
- 1.6.3 Accents and other diacritical marks
- 1.6.4 Symbols that cannot be reproduced
- 1.6.5 Spacing of initials and acronyms
- 1.6.6 Letters or words intended to be read more than once
- 1.6.7 Abbreviations
- 1.6.8 Inaccuracies

- 
- When the instructions in chapters 2–6 specify transcription of an element as it appears on the source of information, follow the general guidelines on capitalization, numerals, symbols, etc., given under 1.6.1–1.6.8 below. When the guidelines given under 1.6.1–1.6.8 refer to an appendix, follow the additional instructions given in that appendix as applicable to the element being transcribed.
  - ◇ *Optionally*, if the agency preparing the description has established in-house guidelines for capitalization, numerals, symbols, etc., or has designated a published style manual, etc., (e.g., the *Chicago Manual of Style*) as its preferred guide, use those guidelines or that style manual in place of the instructions given under 1.6.1–1.6.8 below and in the appendices.
  - ◇ *Optionally*, if an element of the description is derived from a digital source of information using an automated scanning, copying, or downloading process (e.g.,

by harvesting embedded metadata or automatically generating metadata), transcribe the element as it appears on the source of information, without modification.

### 1.6.1. CAPITALIZATION

---

#### *Contents*

- 1.6.1.1 Capitalization of titles
  - 1.6.1.2 Capitalization of other transcribed elements
- 

#### 1.6.1.1. Capitalization of titles

---

- 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 (or abbreviation of the first word) in the title.

#### **Exceptions:**

##### **a) Arabic and Hebrew articles**

If a romanized title begins with the Arabic article *al* in any of its various orthographic forms (e.g., *al*, *el*, *es*) or with the Hebrew article *ha* (*he*), do not capitalize the article, whether written separately or hyphenated with the following word.

ha-Milon he-hadash  
(Milon *is considered the first word and is therefore capitalized*)

##### **b) Compound terms**

If the first word of a title is a compound term beginning with a lower case letter or letters (e.g., “e” for electronic) followed by one or more letters in upper case, capitalize only the secondary element of the compound term immediately following the introductory letter(s), whether or not the elements are separated by a hyphen.

eWell being  
e-Commerce security  
iTV games and gambling  
re:Organize  
U-boat operations of the Second World War

##### **c) Internet addresses**

If a title begins with an Internet address (or part of an Internet address), do not capitalize the first element if it is not capitalized on the source of information.

robgray.com

www.jurisdiction.com

www.advertising

- For the capitalization of other words within titles, follow the additional instructions given in appendix A as applicable to the language involved.

### **1.6.1.2. Capitalization of other transcribed elements**

---

- When transcribing the following elements, capitalize the first word (or abbreviation of the first word) in the element:

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.

- For the capitalization of other words within the elements listed above, follow the additional instructions given in appendix A as applicable to the element being transcribed and the language involved.

### **1.6.2. NUMERALS AND NUMBERS EXPRESSED AS WORDS**

---

#### *Contents*

- 1.6.2.1 Roman numerals
- 1.6.2.2 Numbers expressed as words
- 1.6.2.3 Oriental numerals
- 1.6.2.4 Inclusive numbers
- 1.6.2.5 Ordinal numerals

- 
- When transcribing titles (title proper, parallel title, other title information, variant title, etc.) and statements of responsibility (including statements of responsibility relating to an edition statement, etc., or to a series, etc.), transcribe numerals and numbers expressed as words in the form in which they appear on the source of information.
  - Follow the guidelines in 1.6.2.1–1.6.2.5 below when transcribing numerals and numbers expressed as words in the following elements:
    - Edition statement
    - Statement relating to a named revision of an edition
    - Numeric and/or alphabetic designation
    - Chronological designation
    - Date of publication, distribution, etc.
    - Numbering within series
  - ◇ *Optionally*, for early printed resources, transcribe numerals and numbers expressed as words appearing in an edition statement, a statement relating to a named revision of an edition, or date of publication, distribution, etc., in the form in which they appear on the source of information.

Editio secunda auctior et correctior

Cinquième édition

iv Ian 1497

MDCCXXXIII

### 1.6.2.1. Roman numerals

---

- Substitute arabic numerals for roman numerals unless the substitution of arabic numerals makes the statement less clear (e.g., when roman and arabic numerals are used in conjunction to distinguish the volume from the number in series numbering).

vol. IV, 36

- When using roman numerals, give them in capitals except those used in paging or page references and those appearing in lowercase in the source of information or in quoted notes. Use lowercase roman numerals in paging or page references even when capitals appear in the resource.

xliii, 289 p.

### 1.6.2.2. Numbers expressed as words

---

- Substitute arabic numerals for numbers expressed as words.

### 1.6.2.3. Oriental numerals

---

- When describing Arabic alphabet, Far Eastern, Greek, Hebrew, Indic, etc., resources, substitute Western-style arabic numerals for numerals in the vernacular.

### 1.6.2.4. Inclusive numbers

---

- Consider inclusive dates and other inclusive numbers to be a single unit; transcribe them in full.

1967–1972

### 1.6.2.5. Ordinal numerals

---

- When transcribing from an English-language source, record ordinal numerals in the form *1st, 2nd, 3rd, 4th*, etc.
- When transcribing from a source in another language, follow the usage of the language if ascertainable.<sup>4</sup>

1<sup>er</sup>, 1<sup>re</sup>, 2<sup>e</sup>, 3<sup>e</sup>, etc.  
(French)

1., 2., 3., etc.

---

<sup>4</sup> A useful source for the form of ordinal numerals in European languages is: Allen, C.G. *A Manual of European Languages for Librarians*. – London ; New York : Bowker, 1975.

*(German)*

1<sup>o</sup>, 1<sup>a</sup>, 2<sup>o</sup>, 2<sup>a</sup>, 3<sup>o</sup>, 3<sup>a</sup>, *etc.*

*(Italian)*

- When transcribing from Chinese, Japanese, or Korean, accompany the arabic numeral by the character indicating that the numeral is ordinal.
- If the usage of a language cannot be ascertained, use the form *1.*, *2.*, *3.*, *etc.*

### 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.

*Les misérables*

*(Source of information reads: LES MISERABLES)*

### 1.6.4. SYMBOLS THAT CANNOT BE REPRODUCED

---

- Replace symbols and other characters, etc., that cannot be reproduced by the facilities available with a description of the symbol enclosed in square brackets. Make an explanatory note if necessary.

Tables of the error function and its derivative,  
[reproduction of equations for the functions]

### 1.6.5. SPACING OF INITIALS AND ACRONYMS

---

- If separate letters or initials appear on the source of information without full stops between them, transcribe the letters without spaces between them.

ALA rules for filing catalog cards

prepared by members of the AIAA Technical Committees on  
Space Systems and Space Atmosphere Physics

- If such letters or initials have full stops between them, omit any internal spaces.

T.U.E.I. occasional papers in industrial relations

The most of S.J. Perelman

edited by P.C. Wason and P.N. Johnson-Laird

### 1.6.6. LETTERS OR WORDS INTENDED TO BE READ MORE THAN ONCE

---

- If a letter or word appears on the source of information only once, transcribe it only once, even if the design makes it clear that it is intended to be read more than once.

## Canadian bibliographies canadiennes

*(Source of information reads: Canadian BIBLIOGRAPHIES canadiennes)*

- If it is considered to be important (either for identification or for access), make a note indicating how the information is intended to be read, or, if appropriate, record the intended readings as variant titles, etc.

## Canadian bibliographies

## Bibliographies canadiennes

*(Intended readings recorded as variant titles)***1.6.7. ABBREVIATIONS**

---

- 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

- Do not abbreviate words (or substitute the prescribed abbreviation for an abbreviation appearing on the source of information) when transcribing 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.

**1.6.8. INACCURACIES**

---

- 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 where instructed otherwise.

The wolrd of television

The Paul Anthony Buck lectures

- Make a note correcting the inaccuracy if it is considered to be important (either for identification or for access).

by Willam A. Block

*Note: Statement of responsibility should read: William A. Block.*

DMLII

*Note: Date of publication should read: MDLII.*



## 1.7. FORMULATION OF NOTES

---

### *Contents*

- 1.7.1 Capitalization
- 1.7.2 Quotations
- 1.7.3 References
- 1.7.4 Notes citing other works and other expressions or manifestations of the same work
- 1.7.5 Applicability of the information recorded in a note
- 1.7.6 Combining notes

- 
- When the instructions in chapters 2–6 specify making a note, follow the general guidelines on capitalization, quotations, references, etc., given under 1.7.1–1.7.6 below.

### 1.7.1. CAPITALIZATION

---

- Capitalize the first word in each note. If a note consists of more than one sentence, capitalize the first word of each subsequent sentence. Capitalize the first word of a title as instructed in 1.6.1.1. Capitalize other words following the instructions in appendix A as applicable to the language involved.
  - ◇ *Optionally*, if the agency preparing the description has established in-house guidelines for capitalization, or has designated a published style manual, etc., (e.g., the *Chicago Manual of Style*) as its preferred guide, use those guidelines or that style manual in place of appendix A.
  - ◇ *Optionally*, if information used in a note is derived from a digital source using an automated scanning, copying, or downloading process (e.g., by harvesting embedded metadata or automatically generating metadata), record the information as it appears on the source, without modifying the capitalization.

### 1.7.2. QUOTATIONS

---

- Record quotations from the resource or from other sources in quotation marks. Follow the quotation by an indication of its source, unless that source is the preferred source of information for the identification of the resource (see 2.2.1).

"Published for the Royal Institute of Public Administration".

"A textbook for 6th form students"—Pref.

"Generally considered to be by William Langland"—Oxford companion to English literature.

### 1.7.3. REFERENCES

---

- Refer to passages in the resource, or in other sources, if these either support assertions made in the description or save repetition of information readily available from other sources.

Introd. (p. xxix) refutes attribution to John Bodenham.

Detailed description in: Supplement to Hain's  
Repertorium bibliographicum / W.A. Copinger.  
(*Example follows ISBD specifications for presentation*)

#### **1.7.4. NOTES CITING OTHER WORKS AND OTHER EXPRESSIONS OR MANIFESTATIONS OF THE SAME WORK**

---

- When citing other works and other expressions or manifestations of the same work (including different editions with the same title), use

*either* a) the citation for that resource formulated according to instructions in chapter 9  
or b) the title proper and statement of responsibility of the resource.

When citing another manifestation, add the edition statement and/or date of publication of the manifestation when necessary to identify the specific manifestation cited.

Continues: Poetry in London. 1931-1947.

Translation of: Le deuxième sexe.

Previously published as: Mike. 1909.

Adaptation of: Wells, H.G. Kipps.  
or Adaptation of: Kipps / by H.G. Wells.  
(*Second version of the example follows ISBD specifications for presentation*)

#### **1.7.5. APPLICABILITY OF THE INFORMATION RECORDED IN A NOTE**

---

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

#### **1.7.6. COMBINING NOTES**

---

- Combine two or more notes to make one note when appropriate to improve clarity.

### **1.8 DESCRIPTIVE ELEMENTS USED AS ACCESS POINTS**

---

Certain of the elements covered in part I (e.g., titles) may be used not only for descriptive purposes, but to support access as well. For those elements, it may be possible to minimize redundancy by using a content designator, etc., to generate an access point directly from the descriptive element.

## CHAPTER 2

---

**IDENTIFICATION OF THE RESOURCE***Contents***2.0 Purpose and scope**

---

**2.1 Basis for identification of the resource**

---

- 2.1.1 Comprehensive description
- 2.1.2 Analytical description

**2.2 Sources of information**

---

- 2.2.1 Preferred source of information
- 2.2.2 More than one preferred source of information
- 2.2.3 Other sources of information
- 2.2.4 Information taken from sources outside the resource itself

**2.3 Title**

---

- 2.3.0 Basic instructions on recording titles
- 2.3.1 Title proper
- 2.3.2 Parallel title
- 2.3.3 Other title information
- 2.3.4 Variant title
- 2.3.5 Earlier/later title
- 2.3.6 Key title
- 2.3.7 Devised title
- 2.3.8 Notes on titles

**2.4 Statement of responsibility**

---

- 2.4.0 Basic instructions on recording statements of responsibility
- 2.4.1 Parallel statement of responsibility
- 2.4.2 Change in statement of responsibility
- 2.4.3 Notes on statements of responsibility

**2.5 Edition**

---

- 2.5.0 Basic instructions on recording edition information
- 2.5.1 Edition statement
- 2.5.2 Statement of responsibility relating to the edition
- 2.5.3 Statement relating to a named revision of an edition
- 2.5.4 Statement of responsibility relating to a named revision of an edition
- 2.5.5 Notes on edition information

## 2.6 Numbering

---

- 2.6.0 Basic instructions on recording numbering
- 2.6.1 Numeric and/or alphabetic designation
- 2.6.2 Chronological designation
- 2.6.3 No designation on first issue or part
- 2.6.4 Completed serials
- 2.6.5 New sequence of numbering
- 2.6.6 Alternative numbering systems
- 2.6.7 Notes on numbering

## 2.7 Publisher, distributor, etc.

---

- 2.7.0 Basic instructions on recording names of publishers, distributors, etc.
- 2.7.1 Name of publisher
- 2.7.2 Name of distributor
- 2.7.3 Name of manufacturer
- 2.7.4 Notes on publisher, distributor, etc.

## 2.8 Place of publication, distribution, etc.

---

- 2.8.0 Basic instructions on recording place of publication, distribution, etc.
- 2.8.1 Place of publication
- 2.8.2 Place of distribution
- 2.8.3 Place of manufacture
- 2.8.4 Place of production
- 2.8.5 Notes on place of publication, distribution, etc.

## 2.9 Date of publication, distribution, etc.

---

- 2.9.0 Basic instructions on recording date of publication, distribution, etc.
- 2.9.1 Date of publication
- 2.9.2 Date of distribution
- 2.9.3 Copyright date
- 2.9.4 Date of manufacture
- 2.9.5 Date of production
- 2.9.6 Notes on date of publication, distribution, etc.

## 2.10 Series

---

- 2.10.0 Basic instructions on recording series information
- 2.10.1 Title proper of series
- 2.10.2 Parallel title of series
- 2.10.3 Other title information of series
- 2.10.4 Statement of responsibility relating to series
- 2.10.5 ISSN of series
- 2.10.6 Numbering within series
- 2.10.7 Subseries
- 2.10.8 Resource in more than one series
- 2.10.9 Notes on series information

## 2.11 Frequency

---

- 2.11.0 Basic instructions on recording frequency

## 2.12 Resource identifier

---

- 2.12.0 Basic instructions on recording resource identifiers
- 2.12.1 Standard number
- 2.12.2 Other resource identifiers

## 2.13 Published description

---

- 2.13.0 References to published descriptions

## 2.14 Issue, part, or iteration used as the basis for the description

---

- 2.14.1 Issue or part used as the basis for the description of a serial or multipart monograph
  - 2.14.2 Iteration used as the basis for the description of an integrating resource
  - 2.14.3 Date of viewing of a remote access resource
- 

## 2.0. PURPOSE AND SCOPE

---

---

The elements covered in this chapter are those that are most often used for purposes of identifying the resource.

The elements reflect the information typically used by the producers of resources to identify their products. The same elements are those that a user will most frequently rely on to determine whether the resource described is the one sought, or to distinguish between two or more resources bearing similar identifying information.

For the description of a particular resource, not all of the elements covered in this chapter may be applicable. For those elements that are applicable, the description of the resource should include at least those specified as mandatory (see 1.4). If those elements are not sufficient to differentiate the resource from others bearing similar identifying information, include additional elements from this chapter or from subsequent chapters, as necessary.

## 2.1. BASIS FOR IDENTIFICATION OF THE RESOURCE

---

---

### *Contents*

- 2.1.1 Comprehensive description
  - 2.1.2 Analytical description
- 

- When choosing a source of information as the basis for the identification of the resource, apply the guidelines set out in 2.1.1–2.1.2 below as appropriate to the type of description and type of resource.

## 2.1.1. COMPREHENSIVE DESCRIPTION

---

### *Contents*

- 2.1.1.1 Resource issued in successive parts
  - 2.1.1.2 Integrating resource
  - 2.1.1.3 No source of information identifying the resource as a whole
- 

- When preparing a comprehensive description for a resource other than a resource issued in successive parts (see 2.1.1.1) or an integrating resource (see 2.1.1.2), choose a source of information identifying the resource as a whole as the basis for the identification of the resource.
- 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. Resource 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:
  - 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 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).

### **2.1.1.2. Integrating resource**

---

- When preparing a comprehensive description for a resource that is added to or changed by means of updates that do not remain discrete but are integrated into the whole (e.g., an updating web site), choose a source of information identifying the current iteration of the resource as a whole.
- For sources of information for date of publication, distribution, etc., identifying the first iteration of an integrating resource, see 2.9.0.2.

- Make a note of the latest iteration consulted in making the description (see 2.14.2).

### **2.1.1.3. No source of information identifying the resource as a whole**

---

- If there is no separate source of information identifying the resource as a whole (other than for a resource issued in successive parts), follow the instructions below, as applicable to the type of resource being described.

#### **a) Resource issued as a single unit**

If there is no separate source of information identifying the resource as a whole, use the sources of information identifying its individual contents.

#### **b) Resource issued in two or more parts simultaneously**

If there is no separate source of information identifying the resource as a whole, choose one of the following as appropriate:

- i) a source of information identifying the first part (i.e., the lowest numbered part), if the parts are sequentially numbered
- ii) a source of information identifying the main part, if there is one part that can be considered the main part of the resource
- iii) a source of information on a part that serves as a unifying element for the resource, or a source of information on a container.

If there is no source of information that meets any of those criteria, treat the sources identifying the individual parts as a collective source of information for the resource as a whole.

#### **c) Integrating resource**

If there is no separate source of information identifying the resource as a whole, use an alternative source as instructed in a) or b) above, as appropriate.

### **2.1.2. ANALYTICAL DESCRIPTION**

---

- When preparing an analytical description for a resource, choose a source of information identifying the particular part or parts described as the basis for identifying the resource, following the instructions given below appropriate to the type of resource.

#### **a) Single part**

When preparing an analytical description for a single part of a resource (e.g., one short story in a volume containing three stories, one volume of a multivolume history, or a separately titled issue of a professional journal), choose a source of information identifying the particular part being described.

#### **b) Two or more parts**

When preparing an analytical description for two or more related parts of a resource (e.g., two volumes covering Renaissance plays in a multivolume series on English theatre), choose a source of information identifying collectively the parts being described.

If there is no source of information that identifies the parts being described collectively, apply the guidelines in 2.1.1.3 b) or c), as applicable to the parts being described.

**c) Parts of integrating resources**

When preparing an analytical description for a part of an integrating resource (e.g., one volume of a multivolume updating loose-leaf or one section of an updating web site with multiple sections), choose a source or sources of information identifying the current iteration of the particular part being described.

---



---

## 2.2. SOURCES OF INFORMATION

*Contents*

- 2.2.1 Preferred source of information
  - 2.2.2 More than one preferred source of information
  - 2.2.3 Other sources of information
  - 2.2.4 Information taken from sources outside the resource itself
- 

---

### 2.2.1. PREFERRED SOURCE OF INFORMATION

*Contents*

- 2.2.1.1 Resources comprising multiple pages or page images
  - 2.2.1.2 Resources comprising a set of graphic images
  - 2.2.1.3 Resources comprising moving images
  - 2.2.1.4 Other resources
- 

- Use as the preferred source of information a source within the resource itself<sup>1</sup> that is appropriate to
  - a) the type of description (see 2.1)
  - and b) the presentation format of the resource (see 2.2.1.1–2.2.1.4).
- If information required for the identification of the resource is not available from a source within the resource itself, take it from another source as instructed in 2.2.3.

---

#### 2.2.1.1. Resources comprising multiple pages or page images

- For a resource comprising multiple pages (e.g., a book or an issue of a periodical) or page images (e.g., a microform reproduction of a musical score or a PDF file of a text), use the title page (or title page image) as the preferred source of information.
- 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 cover

---

<sup>1</sup> The resource itself includes both the storage medium (e.g., paper, tape, or film) and any housing (e.g., a cassette or cartridge) that is an integral part of the resource, but excludes accompanying material and any container that is separable from the storage medium and/or housing (e.g., a case or box).



- b) a caption
- c) a masthead
- d) a colophon

or an image of one of the above (in the order of preference indicated).

- If the resource does not contain any of the sources listed above, use as the preferred source of information another source within the resource itself, giving preference to formally presented sources.

#### **2.2.1.2. Resources comprising a set of graphic images**

---

- For a resource comprising a set of individual sheets, cards, etc. bearing graphic images (e.g., a set of sheet maps, flashcards, slides, or transparencies) or a set of graphic images in a microform or digital format (e.g., microform reproductions of a set of sheet maps or a set of JPEG images of posters, etc.), use the title sheet, title card, etc., (or image of the title sheet, etc.) as the preferred source of information.
- If the resource lacks a title sheet, title card, etc., (or an image of a title sheet, etc.) use as the preferred source of information another source within the resource itself, giving preference to formally presented sources.

#### **2.2.1.3. Resources comprising moving images**

---

- For a resource comprising moving images (e.g., a film reel, a videodisc, a video game, or an MPEG video file, etc.), use the title frame(s) or title screen(s) as the preferred source of information.
  - ◇ *Optionally*, use an eye-readable label permanently printed on or affixed to the resource in preference to the title frame(s) or title screen(s).
- If the resource does not contain a title frame or title screen, use as the preferred source of information, as applicable,
  - either* a) a label permanently printed on or affixed to the resource (e.g., on a videodisc)
  - or* b) an electronic "label" in textual form (e.g., on an MPEG video file, etc.).
- 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.

#### **2.2.1.4. Other resources**

---

- For a resource other than one covered under 2.2.1.1–2.2.1.3, use as the preferred source of information, as applicable,
  - either* a) a label permanently printed on or affixed to the resource (e.g., on an audio CD, a globe, or model)
  - or* b) an electronic "label" in textual form (e.g., on an MP3 audio file, etc.).
- 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. MORE THAN ONE PREFERRED SOURCE OF INFORMATION**

---

- If there is more than one source of information that qualifies as the preferred source of information for that resource (as specified in 2.2.1), use as the preferred source of information the first occurring of those sources, unless one of the conditions below applies:

#### **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, use as the preferred source of information (in this order of preference):

- i) the source in the 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 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 in the following list: English, French, German, Spanish, Latin, any other language using the roman alphabet, Greek, Russian, any other language using the Cyrillic alphabet, Hebrew, any other language using the Hebrew alphabet, any other language.

#### **b) Preferred sources of information bearing different dates**

If a resource other than one issued in successive parts contains preferred sources of information bearing different dates, use as the preferred source of information the source bearing the later or latest date.

#### **c) Preferred sources of information for the reproduction and the original**

If a resource is a facsimile or reproduction of an original resource, and it contains a preferred source of information for the reproduction as well as a preferred source of information for the original, use the source for the reproduction as the preferred source of information.

### **2.2.3. OTHER SOURCES OF INFORMATION**

---

- If information required for the identification of the resource does not appear within the resource itself, take it from one of the following sources (in order of preference):
  - a) accompanying material (e.g., a leaflet or an “about” file)
  - b) a container that is not an integral part of the resource (e.g., a box or case)
  - c) other published descriptions of the resource
  - d) any other available source (e.g., a reference source).

### **2.2.4. INFORMATION TAKEN FROM SOURCES OUTSIDE THE RESOURCE ITSELF**

---

- If information taken from outside the resource itself is used in any of the following elements, enclose it in square brackets:

title proper  
 parallel title  
 other title information  
 statement of responsibility  
 edition  
 numbering  
 publisher, distributor, etc.  
 place of publication, distribution, etc.  
 date of publication, distribution, etc.  
 series

**Exception:**

If the resource is of a type that does not normally carry identifying information (e.g., a photograph, a naturally occurring object, or a collection), omit the square brackets.

## 2.3. TITLE

---

*Contents*

- 2.3.0 Basic instructions on recording titles
  - 2.3.1 Title proper
  - 2.3.2 Parallel title
  - 2.3.3 Other title information
  - 2.3.4 Variant title
  - 2.3.5 Earlier/later title
  - 2.3.6 Key title
  - 2.3.7 Devised title
  - 2.3.8 Notes on titles
- 

### 2.3.0. BASIC INSTRUCTIONS ON RECORDING TITLES

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*Contents*

- 2.3.0.1 Definition
  - 2.3.0.2 Sources of information
  - 2.3.0.3 Transcription
  - 2.3.0.4 Names of persons and corporate bodies
  - 2.3.0.5 Introductory words, etc.
  - 2.3.0.6 Abridgment
  - 2.3.0.7 Titles of parts, sections, and supplements
- 

#### 2.3.0.1. Definition

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- 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.
- More than one title may appear in the resource itself (e.g., on a title page, title frame, etc.; as a caption title, running title, etc.; on a cover, spine, etc.), on a jacket, sleeve, container, etc., or in material accompanying the resource.

- A resource may also have one or more titles associated with it through reference sources, through assignment by a registration agency (e.g., a key title), or by an agency preparing a description of the resource (e.g., a cataloguer's translation of the title).
- For purposes of resource description, a title may be categorized as a title proper (see 2.3.1), a parallel title (see 2.3.2), other title information (see 2.3.3), a variant title (see 2.3.4), an earlier or later title (see 2.3.5), a key title (see 2.3.6), or a devised title (see 2.3.7).

### 2.3.0.2. Sources of information

---

- When choosing a source of information for titles, apply the following general guidelines.
  - a) For the title proper, use the preferred source of information as specified in 2.2.1.
  - b) For other title information, take the information from the same source as the title proper.
  - c) For parallel titles, take the information from a source within the resource itself.
  - d) For variant titles, earlier and later titles, key titles, etc., take the information from any source either within the resource itself or outside the resource.
- For further guidance on sources of information for a particular type of title see the instructions under 2.3.1.2 (title proper), 2.3.2.2 (parallel title), 2.3.3.2 (other title information), 2.3.4.2 (variant title), 2.3.5.2 (earlier/later title), 2.3.6.2 (key title), 2.3.7.2 (devised title), and 2.3.8.2 (notes on titles).

### 2.3.0.3. Transcription

---

- Transcribe a title as it appears on the source of information, following the general guidelines on transcription given under 1.6.

The materials of architecture

WordStar

The 1919/1920 Breasted Expedition to the Far East

Sechs Partiten für Flöte

Under the hill, or, The story of Venus and Tannhäuser

Instructor's guide and key for The American economy

IV informe de gobierno

4.50 from Paddington

Les misérables  
(*Diacritic supplied*)

Visitrend + visiplot

Tables of the error function and its derivative,  
[reproduction of equations for the functions]

The most of P.G. Wodehouse

The world of television

The Paul Anthony Buck lectures

**Exception:**

For inaccuracies in the title proper of a resource issued in successive parts follow the instructions in 2.3.1.7a.

#### **2.3.0.4. Names of persons and corporate bodies**

---

- If a title consists solely of the name of a person or corporate body, record the name as the title. See also 2.3.3.4.

Georges Brassens

Conference on Industrial Development in the Arab  
Countries

- If a title includes a name that would normally be treated as part of a statement of responsibility or as the name of a publisher, distributor, etc., and the name is an integral part of the title (e.g., connected by a case ending), record it as part of the title.

Marlowe's plays

Eileen Ford's a more beautiful you in 21 days

Ernst Günther läser Balzac

La route Shell

- In case of doubt about whether a corporate body's name or an abbreviation of that name is part of the title, treat the name as such only if it is consistently so presented in various locations in the resource and/or in indexes, abstracts, or other sources.

#### **2.3.0.5. Introductory words, etc.**

---

- Do not transcribe words that serve as an introduction and are not intended to be part of the title.

Sleeping Beauty

*(Title appears on resource as: Disney presents Sleeping Beauty)*

NASA quest

*(Title appears on resource as: Welcome to NASA quest)*

- ◇ *Optionally*, if the form in which the title appears on the source of information is considered to be important (either for identification or for access) record that form of the title as a variant title (see 2.3.4.3).

### 2.3.0.6. Abridgement

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- Abridge a long title only if it can be abridged without loss of essential information. Never omit any of the first five words. Indicate omissions by the mark of omission.

### 2.3.0.7. Titles of parts, sections, and supplements

---

- If the resource is a separately issued part or section of, or supplement to, another resource and its title as presented on the source of information consists of
  - a) the title common to all parts or sections (or the title of the larger resource)
  - and* b) the title of the part, section, or supplement

and if these two titles are grammatically independent of each other, record the common title, followed by the title of the part, section, or supplement. Disregard the order in which the parts of the title are presented on the source of information.

Faust. Part one

Acta Universitatis Carolinae. Philologica

Key abstracts. Industrial power and control systems

Journal of the American Leather Chemists' Association.  
Supplement

Études et documents tchadiens. Série B

Art of advocacy. Structured settlements

- If the title of the part, section, or supplement is preceded by an enumeration or alphabetic designation, record the common title, followed by the enumeration or designation, followed by the title of the part, section, or supplement.

Journal of polymer science. Part A, General papers

Progress in nuclear energy. Series II, Reactors

- If a phrase such as *new series*, *second series*, etc., appears with the title proper of an unnumbered monographic series, record the phrase as a section title.

Cambridge studies in international and comparative law.  
New series

- If the title of a part, section, or supplement is presented on the source of information without the title that is common to all parts or sections, record the title of the part, section, or supplement as the title. In the case of a part or section, record the title that is common to all parts or sections as part of the series information (see 2.10). In the case of a supplement, record the title of the main resource as the title of a related resource (see 4.10.0).

British journal of applied physics  
(*Common title given as title proper of series: Journal of physics*)

### 2.3.1. TITLE PROPER

---

#### *Contents*

- 2.3.1.1 Definition
- 2.3.1.2 Sources of information

#### *Choosing the title proper*

- 2.3.1.3 Title in two or more languages or scripts
- 2.3.1.4 Title in two or more forms
- 2.3.1.5 Facsimiles and reproductions
- 2.3.1.6 Collective title and titles of individual contents

#### *Recording the title proper*

- 2.3.1.7 Basic instructions on recording the title proper
- 2.3.1.8 Other elements recorded as part of the title proper
- 2.3.1.9 Resource lacking a collective title
- 2.3.1.10 Resource with no title

#### *Change in the title proper*

- 2.3.1.11 Recording changes in the title proper
  - 2.3.1.12 Major and minor changes
- 

#### 2.3.1.1. Definition

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- The **title proper** is the chief title of a resource (i.e., the title normally used when citing the resource).
- For purposes of description, the title proper includes any alternative title but excludes parallel titles and other title information (see 2.3.2 and 2.3.3).
- A file name or data set name is not considered a title proper unless it is the only title appearing in the resource.

#### 2.3.1.2. Sources of information

---

- Take the title proper from the preferred source of information for the identification of the resource as specified in 2.2.1.
- If there is no title provided within the resource itself, take the title proper from one of the sources specified in 2.2.3.
- Make a note on the source of the title proper, if required, as instructed in 2.3.8.3.

### ***CHOOSING THE TITLE PROPER***

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#### 2.3.1.3. Title in two or more languages or scripts

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- If the source of information for the title proper bears a title in two or more languages or scripts, choose as the title proper the one in the language or script of the main written, spoken, or sung content of the resource. If this criterion is not applicable, choose the title proper on the basis of the sequence or layout of the titles on the source of information. Record the other titles as parallel titles (see 2.3.2).

### 2.3.1.4. Title in two or more forms

---

- If the source of information for the title proper bears more than one title, and if both or all of the titles are in the same language and script, choose the title proper on the basis of the sequence or layout of the titles on the source of information. If the sequence and layout do not provide the basis for a clear choice, choose the most comprehensive title. If the other title or titles are considered to be important (either for identification or for access) record them

*either* a) as other title information (see 2.3.3)  
*or* b) as variant titles (see 2.3.4).

**Exception:**

**Serials.** If the title of a serial appears on the source of information for the title proper in full as well as in the form of an acronym or initialism, choose the full form as the title proper. Record the acronym or initialism as other title information (see 2.3.3).

Linguistics and language behavior abstracts  
*(Title appears on the source of information in full and as LLBA)*

### 2.3.1.5. Facsimiles and reproductions

---

- When describing a facsimile or reproduction that has a title different from the original manifestation, choose the title of the facsimile or reproduction as the title proper.
- If the title of the original manifestation appears on the same source of information as the title of the facsimile or reproduction, record it
  - either* a) as a parallel title, if it is in a language or script different from the title of the facsimile (see 2.3.2)
  - or* b) as other title information (see 2.3.3)
  - or* c) as the title of a related resource (see 4.10.2).
- If the title of the original manifestation appears elsewhere in the resource, record it as the title of a related resource (see 4.10.2).

### 2.3.1.6. Collective title and titles of individual contents

---

- 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 within 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).

Three notable stories  
*Contents list:* Contents: Love and peril / the Marquis of Lorne – To be or not to be / Mrs. Alexander – The melancholy hussar / Thomas Hardy

Six Renoir drawings  
*Contents list:* Contents: La danse à la campagne – Les deux baigneuses – Pierre Renoir – Enfants jouant à la balle – Baigneuse assise – Étude d'une enfant

- When preparing an analytical description for a resource that has a source of information for the title proper bearing both the title of the content being



described and a collective title for the larger resource, record the title of the content being described as the title proper. Record the collective title

*either* a) as a series title (see 2.10.1)

English history, 1914-1945  
(*Series title:* The Oxford history of England)

*or* b) as the title of the larger resource in an "In" analytic (see D.1.3).

Miss Mapp  
(*Title of larger resource recorded in an "In" analytic:* All about Lucia)

## ***RECORDING THE TITLE PROPER***

---

### **2.3.1.7. Basic instructions on recording the title proper**

---

- Record the title proper following the basic instructions on recording titles (see 2.3.0).

Speedball technique charts

Supplement to The conquest of Peru and Mexico

Why a duck?

Marcel Marceau, ou, L'art du mime

Lost by a hare on my terra pin pin

λ-calculus and computer theory

Fourteen hours

#### ***Exceptions:***

##### **a) 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 (see 2.3.8.4). In case of doubt about whether the spelling of a word is incorrect, transcribe the spelling as found.

Housing starts

*Note:* Title appears on v. 1, no. 1 as: Housing sarts.

If the title proper includes any statement that mentions an earlier title, title absorbed, etc., that may or may not be grammatically linked to the rest of the title, do not transcribe such a statement as part of the title proper. Do not record the mark of omission. Record the earlier title, title absorbed, etc. as the title of a related resource (see 4.10.1).

International gas report

*Note:* Absorbed: World gas report.

(*Title appears as:* International gas report, including World gas report)

**b) Serials**

If the title proper of a serial includes a date, name, number, etc., that varies from issue to issue, omit this date, name, number, etc., and replace it by the mark of omission, unless it occurs at the beginning of the title, in which case do not record the mark of omission.

Report on the ... Conference on Development  
Objectives and Strategy

Supply estimates for the year ending ...

Frommer's Washington, D.C. on \$ ... a day  
(*Title appears as: Frommer's Washington, D.C. on \$35 a day*)

The annual report of Governor ...  
(*Title appears as: The annual report of Governor Rhodes. The name of the governor changes with each specific term of office*)

Annual report  
not ... Annual report  
(*Title appears as: 1st annual report*)

**2.3.1.8. Other elements recorded as part of the title proper**

---

➤ Record other elements as part of the title proper as follows.

**a) Type of composition, medium of performance, key, etc.**

If a music title consists only of the name(s) of one or more type(s) of composition, or the name(s) of one or more type(s) of composition and one or more of the following:

- i) medium of performance
- ii) key
- iii) date of composition
- iv) number

treat all the elements together as the title proper.

Rhapsody

Songs & folk music

Violin-Sonaten 1, 2, 3

Sonate en ré majeur, opus 3, pour violon

Scherzo for two pianos, four hands

Symphony no. 3, A major, opus 56

Zwei Praeludien und Fugen für Orgel, op. posth. 7

Sinfonia I (1970)

VIII. Symphonie c-Moll

In all other cases, if one or more statements of medium of performance, key, date of composition, and/or number are found on the source of information, treat those elements as other title information (see 2.3.3).

Fugue on Hey diddle diddle  
(*Other title information:* for SATB unaccompanied)

In case of doubt, treat statements of medium of performance, key, date of composition, and number as part of the title proper.

#### b) Scale

If the title proper of a cartographic resource includes a statement of the scale, include that statement in the transcription.

Topographic 1:500,000 low flying chart

New half-inch cycling road maps of England and Wales

#### 2.3.1.9. Resource lacking a collective title

---

- When preparing a comprehensive description for a resource that lacks a collective title, record the titles proper of the parts as they appear on the source of information for the resource as a whole.

Lord Macaulay's essays and Lays of ancient Rome

Le prince, suivi de L'anti-Machiavel de Frédéric II  
(*Title page reads:* Machiavel. Le prince, suivi de L'anti-Machiavel de Frédéric II)

- If the sources of information identifying the individual parts are being treated as a collective source of information for the resource as a whole (see 2.1.1.3), record the titles proper of the parts in the order in which they appear in the resource.

Clock symphony  
Surprise symphony

Saudades do Brasil  
Symphonie concertante pour trompette et orchestre

- If it is not practicable to record the titles proper of all the parts within the resource, devise a title as instructed in 2.3.7.

[Ontario county and district maps colour series]

[Collection of tourist maps of Thailand published by various authorities]

- If the titles of individual parts that are not recorded as titles proper are considered to be important, record them in a contents list (see 4.7).

#### 2.3.1.10. Resource with no title

---

- If there is no title on the resource itself, record as the title proper

*either* a) a title taken from another source (see 2.2.3)

or b) a devised title (see 2.3.7).

- Make a note to indicate the source of the title proper (see 2.3.8.3).

## ***CHANGE IN THE TITLE PROPER***

---

### **2.3.1.11. Recording changes in the title proper**

---

- Record a change in title proper as follows.

#### **a) Multipart monographs**

If a change occurs in the title proper on a subsequent part, and the change is considered to be important (either for identification or for access), record the later title as a later variation in the title proper (see 2.3.5.4a).

#### **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 a new description for the issues or parts appearing under the new title and treat the two descriptions as descriptions for related resources (see 4.10.1). If the change is a minor change (as defined in 2.3.1.12b) but is considered to be important (either for identification or for access), record the later title as a later variation in the title proper (see 2.3.5.4b).

#### **c) Integrating resources**

If any change occurs in the title proper on a subsequent iteration, change the title proper to reflect the current iteration. If the change is considered to be important (either for identification or for access), record the earlier title as an earlier variation in the title proper (see 2.3.5.4c).

### **2.3.1.12. Major and minor changes**

---

- Differentiate between major and minor changes in the title proper as follows.

#### **a) Major changes**

In general, consider the following to be major changes in a title proper:

- i) the addition, deletion, change, or reordering of any of the first five words (the first six words if the title begins with an article) unless the change belongs to one or more of the categories listed under minor changes (see below)
- ii) the addition, deletion, or change of any word after the first five words (the first six words if the title begins with an article) that changes the meaning of the title or indicates a different subject matter
- iii) a change in a corporate body name given anywhere in the title if it is a different corporate body.

#### **b) Minor changes**

In general, consider the following to be minor changes in a title proper:

- i) a difference in the representation of a word or words anywhere in the title (e.g., one spelling vs. another; abbreviated word or sign or symbol vs. spelled-out form; arabic numeral vs. roman numeral; number or date vs. spelled-out form; hyphenated word vs.

- unhyphenated word; one-word compound vs. two-word compound, whether hyphenated or not; an acronym or initialism vs. full form; or a change in grammatical form (e.g., singular vs. plural))
- ii) the addition, deletion, or change of articles, prepositions, or conjunctions anywhere in the title
  - iii) a difference involving the name of the same corporate body and elements of its hierarchy or their grammatical connection anywhere in the title (e.g., the addition, deletion, or rearrangement of the name of the same corporate body or the substitution of a variant form)
  - iv) the addition, deletion, or change of punctuation, including initialisms and letters with separating punctuation vs. those without separating punctuation, anywhere in the title
  - v) a different order of titles when the title is given in more than one language on the source of information, provided that the title chosen as title proper still appears as a parallel title
  - vi) the addition, deletion, or change of words anywhere in the title that link the title to the numbering
  - vii) two or more titles proper used on different issues of a serial according to a regular pattern
  - viii) the addition to, deletion from, or change in the order of words in a list anywhere in the title, provided that there is no significant change in the subject matter
  - ix) the addition, deletion, or rearrangement anywhere in the title of words that indicate the type of resource such as "magazine," "journal," or "newsletter" or their equivalent in other languages.

In case of doubt, consider the change to be a minor change.

### 2.3.2. PARALLEL TITLE

---

#### *Contents*

- 2.3.2.1 Definition
- 2.3.2.2 Sources of information
- 2.3.2.3 Basic instructions on recording parallel titles
- 2.3.2.4 Type of composition, medium of performance, key, etc.
- 2.3.2.5 Recording changes in parallel titles

---

#### 2.3.2.1. Definition

- A **parallel title** is the title proper in another language or script.
- An original title in a language different from that of the title proper that is presented as the equivalent of the title proper is treated as a parallel title.

---

#### 2.3.2.2. Sources of information

- Take parallel titles from any source within the resource.

---

#### 2.3.2.3. Basic instructions on recording parallel titles

- Record a parallel title following the basic instructions on recording titles (see 2.3.0).

Les Cris des forêts  
(*Title proper*: Wood Cree)

Introduction to the morphology of blood  
(*Title proper*: Einführung in die Blutmorphologie)

- If there is more than one parallel title, record the titles in the order indicated by the sequence or layout of the titles on the source(s) of information.

Carte routière de la Suisse  
Road map of Switzerland  
(*Title proper*: Strassenkarte der Schweiz)

- If an original title in a language different from that of the title proper is presented as an equivalent to the title proper, record it as a parallel title.

20 poemas de amor y una canción desesperada  
(*Title proper*: Twenty love poems and a song of despair)

- Indicate the source of the parallel title, etc., as appropriate.

Title appears in French on cover: Rapport du Conseil  
(*Title proper*: Report of the Council)

#### 2.3.2.4. Type of composition, medium of performance, key, etc.

---

- If the source of information includes statements of medium of performance, key, date of composition, and/or number that are treated as part of the title proper (see 2.3.1.8) in two or more languages or scripts, record such statements in the order in which they appear on the source of information as part of the parallel title(s).

Concerto, D major, for horn and orchestra  
Concerto, ré majeur, pour cor et orchestre  
(*Title proper*: Concerto, D-Dur, für Horn und Orchester)

#### 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 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).

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).

##### b) Serials

If a parallel title is added or changed on 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).

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).

### 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).

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).

## 2.3.3. OTHER TITLE INFORMATION

---

### *Contents*

- 2.3.3.1 Definition
  - 2.3.3.2 Sources of information
  - 2.3.3.3 Basic instructions on recording other title information
  - 2.3.3.4 Supplying other title information
  - 2.3.3.5 Parallel other title information
  - 2.3.3.6 Recording changes in other title information
- 

### 2.3.3.1. Definition

---

- **Other title information** is information that appears in conjunction with, and is subordinate to, the title proper of the resource.
- Other title information may include any phrase appearing in conjunction with a title proper, parallel title, or series title that is indicative of the character, contents, etc., of the resource or the motives for, or occasion of, its production or publication.
- Other title information includes subtitles, avant-titres, etc., but does not include variations on the title proper (e.g., spine titles, sleeve titles).

### 2.3.3.2. Sources of information

---

- Take other title information from the same source as the title proper (see 2.3.1.2).

### 2.3.3.3. Basic instructions on recording other title information

---

- If other title information appearing on the same source of information as the title proper is considered to be important (either for identification or for access), record the information following the basic instructions on recording titles (see 2.3.0).

Applesoft command editor  
(*Title proper*: A.C.E.)

REED  
(*Title proper*: Review of environmental educational developments)

newsletter of the Somerset and Dorset Family History Society

*(Title proper: The greenwood tree)*

the fourteenth exhibition of the Council of Europe

*(Title proper: The age of neo-classicism)*

an information retrieval system for use with files, lists, and data bases of all kinds

*(Title proper: Vufile)*

U.S. Congressional documents and debates, 1774-1873

*(Title proper: A century of lawmaking for a new nation)*

- If more than one element of other title information is being recorded, record the elements in the order indicated by the sequence or layout of the elements on the source of information.

orders, sub-orders, and great groups

National Soil Survey classification of 1967

*(Title proper: Distribution of the principal kinds of soil)*

- If an element of other title information that is considered to be important (either for identification or for access) is lengthy

*either* a) record it as a variant title (see 2.3.4.3)

*or* b) abridge it (see 2.3.0.6).

- If an original title appears on the same source of information as the title proper, and it is in the same language as the title proper, record it as other title information.

- If a statement of responsibility or the name of a publisher, distributor, etc., is an integral part of the other title information, record it as such.

a selection of the bitter definitions of Ambrose Bierce

*(Title proper: The devil's dictionary)*

proceedings of the Robert Owen Bicentennial Conference, Thrall Opera House, New Harmony, Indiana, October 15 and 16, 1971

*(Title proper: Robert Owen's American legacy)*

- Do 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).

[Other title information not recorded]

*Note:* Includes amendments through order of December 5, 1983, effective April 1, 1984.

[Other title information not recorded]

*Note:* Updated daily.



#### 2.3.3.4. Supplying other title information

---

- If the title proper consists solely of the name of a person, corporate body, conference, etc., and there is no other title information indicating the nature of the content, or if the title proper needs explanation for another reason, supply a brief addition as other title information. Enclose the addition in square brackets.

[selections]  
(*Title proper*: Longfellow)

[proceedings]  
(*Title proper*: Conference on Industrial Development in the Arab Countries)

[report]  
(*Title proper*: Hawaii Institute of Physics)

[page d'accueil]  
(*Title proper*: Bibliothèque nationale de France)

- Supply other additions (enclosed in square brackets) as follows.

##### a) Cartographic resources

If the title proper of the resource does not include an indication of the geographic area covered, and

- a) the other title information does not include such an indication
- or b) there is no other title information

add a word or brief phrase indicating the area covered as other title information.

[in Botswana]  
(*Title proper*: Vegetation)

##### b) Moving image resources

If the resource is a trailer containing extracts from a larger moving image resource, and the title proper does not indicate this, add *trailer* as other title information.

[trailer]  
(*Title proper*: Annie Hall)

#### 2.3.3.5. Parallel other title information

---

- Record parallel other title information in the same order as the parallel titles to which the information corresponds.
- If there are no parallel titles, and if other title information that is considered to be important appears in more than one language or script, record the other title information that is in the language or script of the title proper. If this criterion does not apply, record the other title information that appears first.

for piano solo and woodwind choir  
(*Title proper*: Variations on a Czech love song)

- ◇ *Optionally*, record the other title information in other languages.

for piano solo and woodwind choir  
pour piano soliste et ensemble de bois

### 2.3.3.6. Recording changes in other title information

---

- Record a change in other title information as follows.

#### a) Multipart monographs

If other title information is added or changed on a subsequent part, and the addition or change is considered to be important (either for identification or for access), record the added or changed other title information as later other title information (see 2.3.5.6a).

If other title information that has been recorded is deleted on a subsequent issue or part, record the deletion in a note (see 2.3.8.4).

#### b) Serials

If other title information is added or changed on a subsequent issue or part, and the addition or change is considered to be important (either for identification or for access), record the added or changed other title information as later other title information (see 2.3.5.6b).

If other title information that has been recorded is deleted on a subsequent issue or part, record the deletion in a note (see 2.3.8.4).

#### c) Integrating resources

If other title information is added on a subsequent iteration, and the added information is considered to be important (either for identification or for access), record the added other title information to reflect the current iteration.

If other title information is changed on a subsequent iteration, and the changed information is considered to be important (either for identification or for access), record the changed 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).

If other title information that has been recorded is deleted on a subsequent iteration, delete the recorded 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).

### 2.3.4. VARIANT TITLE

---

#### *Contents*

- 2.3.4.1 Definition
- 2.3.4.2 Sources of information
- 2.3.4.3 Basic instructions on recording variant titles

## 2.3.4.4 Translations or transliterations of the title proper

---

**2.3.4.1. Definition**

---

- A **variant title** is a title associated with a resource that differs from the title(s) recorded as the title proper, parallel title, or other title information.
- Variant titles include those that appear on the resource itself (e.g., on a title page, title frame, etc.; as a caption title, running title, etc.; on a cover, spine, etc.; on a jacket, sleeve, container, etc.; or in accompanying material).
- Variant titles also include those associated with a resource through reference sources or by an agency preparing a description of the resource (e.g., a cataloguer's translation of the title).
- Variations in the title proper, parallel titles, or other title information appearing on a later issue or part of a resource issued in successive parts or on an earlier iteration of an integrating resource are treated as earlier/later titles (see 2.3.5).

---

**2.3.4.2. Sources of information**

---

- Take variant titles from any source within the resource itself, or from any source outside the resource.

---

**2.3.4.3. Basic instructions on recording variant titles**

---

- Record variant titles, and changes to variant titles, that are considered to be important (either for identification or for access) following the basic instructions on recording titles (see 2.3.0).

Good mousekeeping

*(Title proper recorded as: Little Roquefort in Good mousekeeping)*

The world of television

*(Title proper recorded as: The world of television)*

- Indicate the source of the title, etc., as appropriate.

Cover title: Giovanni da Firenze

Title on container: Papaya and guava

Title on manual: Compu-math decimals

Original title: L'éducation sentimentale

Previously published as: Enter Psmith

Also known as: The blue boy

Commonly known as: LCIB

File name: CC.RIDER

#### 2.3.4.4. Translations or transliterations of the title proper

---

- Record a translation or transliterated form of the title proper created by the agency preparing the description as a variant title following the basic instructions on recording titles (see 2.3.0).

#### 2.3.5. EARLIER/LATER TITLE

---

##### *Contents*

- 2.3.5.1 Definition
- 2.3.5.2 Sources of information
- 2.3.5.3 Basic instructions on recording earlier/later titles
- 2.3.5.4 Earlier and later variations in the title proper
- 2.3.5.5 Earlier and later parallel titles
- 2.3.5.6 Earlier and later other title information

##### 2.3.5.1. Definition

---

- An **earlier title** is a title proper, parallel title, other title information, or variant title appearing on an earlier iteration of an integrating resource that differs from that on the current iteration.
- A **later title** is a title proper, parallel title, other title information, or variant title appearing on a later issue or part of a resource issued in successive parts that differs from that on the first or earliest issue or part.

##### 2.3.5.2. Sources of information

---

- Take earlier titles from earlier iterations of an integrating resource. Take later titles from later issues or parts of a resource issued in successive parts.

##### 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). 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.

Issues for 1999- have title: Annual report on  
pipeline safety  
(*Title proper recorded as: Annual report of pipeline safety*)

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

Former title: Australian industrial safety, health,  
& welfare, 1979-Mar. 1996

Former title: Washington newspapers database (viewed on Oct. 6, 1999)

- If title variations appear on scattered issues, parts, or iterations, make a general note (see 2.3.8.4).

#### **2.3.5.4. Earlier and later variations in the 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 to be important (either for identification or for access).

##### **b) Serials**

Record minor changes in the title proper that occur after the first/earliest issue or part as later titles if they are considered to be important (either for identification or for access).

Issues for Jan. 1928–July 1952 have title: The magazine antiques

Issues for Aug. 1952–Feb. 1971 have title: Antiques

Issues for Mar. 1971– have title: The magazine antiques

*(Title proper recorded as: Antiques)*

##### **c) Integrating resources**

Record titles proper no longer present on the current iteration, or that appeared in a different form on earlier iterations, as earlier titles if they are considered to be important (either for identification or for access).

Former title: Securities law, fraud--SEC rule 10b-5, 1967–Oct.? 1979

Former title: Securities fraud and commodities fraud, 1979–Dec. 1986

Former title: Euroinfo international (viewed on May 10, 1998)

Former title: Telephone directories international (viewed on Sept. 9, 1999)

- ◇ *Optionally*, if the changes have been numerous, make a general note (see 2.3.8.4).

#### **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**

Record 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 for access), record it as a later parallel title.

English title varies: Inter-American review of  
bibliography, 1952-

**c) Integrating resources**

If an earlier parallel title is no longer present on the current iteration, or if it appeared in a different form on earlier iterations, and the earlier parallel title is considered to be important (either for identification or for access), record it as an earlier parallel title.

- ◇ *Optionally*, if the changes have been numerous, make a general note (see 2.3.8.4).

**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) Resources issued in successive parts**

If other title information 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 for access), record it as later other title information.

Vol. 1, no. 3- has subtitle: Studies in  
educational administration

**b) Integrating resources**

If earlier other title information is no longer present on the current iteration, or if it appeared in a different form on earlier iterations, and the earlier other title information is considered to be important (either for identification or for access), record it as earlier other title information.

- ◇ *Optionally*, if the changes have been numerous, make a general note (see 2.3.8.4).

**2.3.6. KEY TITLE**

---

*Contents*

- 2.3.6.1 Definition
  - 2.3.6.2 Sources of information
  - 2.3.6.3 Basic instructions on recording key titles
-

### 2.3.6.1. Definition

---

- A **key title** is the unique name assigned to a continuing resource by centres of the ISSN Network.

### 2.3.6.2. Sources of information

---

- Take the key title from any source either within the resource itself or outside the resource.

### 2.3.6.3. Basic instructions on recording key titles

---

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

IFLA journal

Volunteer (Washington)

British Library Bibliographic Services newsletter

Image (Niagara ed.)

## 2.3.7. DEvised TITLE

---

### *Contents*

- 2.3.7.1 Definition
  - 2.3.7.2 Sources of information
  - 2.3.7.3 Basic instructions on recording devised titles
  - 2.3.7.4 Additional instructions on devising titles for specific types of resources
- 

### 2.3.7.1. Definition

---

- A **devised title** is a title created by an agency preparing a description of a resource that bears no title itself and has no title associated with it that can be found in other sources (e.g., accompanying material, a published description of the resource, or a reference source).

### 2.3.7.2. Sources of information

---

- Take information for use in a devised title from any source either within the resource itself or outside the resource.

### 2.3.7.3. Basic instructions on recording devised titles

---

- If the resource itself bears no title, and a title cannot be found in any of the other sources of information specified in 2.2.3, devise a brief descriptive title that indicates

- either* a) the nature of the resource (e.g., map, literary manuscript, diary, advertisement)  
*or* b) its subject (e.g., names of persons, corporate bodies, objects, activities, events, geographical area and dates)  
*or* c) a combination of the two, as appropriate.

Except where specific terminology is prescribed, use the language and script appropriate to the content of the resource being described.

Photograph of Theodore Roosevelt

Anarchist bombing, Union Square, New York City, March 1908

Paddleboats on the Murray River, Mildura, 1990

Sydney Bicycle Club badge

Velma Dawson interviewed by Jeff Rolick about Howdy Doody

Dance posters

Recruitment posters for World War I

Letters from Don Banks to Suzanne Gleeson

- ◇ *Optionally*, devise a title in the language and script of the agency preparing the description.
- When devising a title for an archival resource or a collection of resources, include the name of the creator, collector, or source, if considered appropriate.

Bessye B. Bearden papers

St. Paul African Methodist Episcopal Zion Church records

William Gedney photographs and writings

Baseball cards from the Benjamin K. Edwards Collection

- If the resource is of a type that would normally carry identifying information, (e.g., a published book), enclose the devised title in square brackets (see 2.2.4).
- Make a note to indicate that the title has been devised (see 2.3.8.3).

#### **2.3.7.4. Additional instructions on devising titles for specific types of resources**

---

- Follow the additional instructions on devising titles below, as appropriate to the resource being described.

##### **a) Music**

In a devised title proper for music, record all of the elements prescribed for citation titles for music in the order prescribed in 16.4.X.X.



[Trios, piano, strings, no. 2, op. 66, C minor]

#### b) Cartographic resources

Always include in the devised title the name of the area covered.

[Map of Ontario]

[Lunar globe]

[Gravity anomaly map of Canada]

[Relief model of California showing vegetation]

[Nautical chart of the coast of Maine from Cape Elizabeth to Monhegan Island]

#### c) Moving image resources

For a short advertising film, devise a title consisting of the name of the product, service, etc., advertised, and the word *advertisement*.

[Manikin cigar advertisement]

[Road safety campaign advertisement]

Include in a devised title for unedited moving image material, stock shots, and news film all the major elements present in the picture in order of their occurrence (e.g., place, date of event, date of shooting (if different), personalities, and subjects).

[Phantom jet landing at R.A.F. Leuchars, July 1971]

◇ *Optionally*, record a description of the action and length of each shot in a contents list (see 4.7).

### 2.3.8. NOTES ON TITLES

---

#### *Contents*

- 2.3.8.1 Definition
  - 2.3.8.2 Sources of information
  - 2.3.8.3 Source of the title proper
  - 2.3.8.4 Title variations, inaccuracies, and deletions
- 

#### 2.3.8.1. Definition

---

- A **note on a title** is a note providing information on the source from which the title was taken, the date the title was viewed, variations in the title, inaccuracies, deletions, etc.

### 2.3.8.2. Sources of information

---

- Take information for use in a note on a title from any source either within the resource itself or outside the resource.

### 2.3.8.3. Source of the title proper

---

- Record the source from which the title proper is taken if it is a source other than
  - 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).

Title from container.

Title from descriptive insert.

Caption title.

Title supplied in correspondence by creator of the resource.

Title devised by cataloguer.

Title from title screen.

Title from codebook.

- For remote access resources, indicate the date the resource was viewed.

Title from home page (viewed on Dec. 18, 1999).

### 2.3.8.4. Title variations, inaccuracies, and deletions

---

- If scattered issues, parts, or iterations of a resource have different titles proper, parallel titles, or other title information, and the differences are not considered important (either for identification or for access), make a note indicating that the title, etc., varies.

Title varies slightly.

Title on containers of parts 3, 5-6 varies slightly.

Subtitle varies.

- If an inaccuracy in a title has been transcribed as it appears on the source of information when recording a title proper, etc., make a note giving the corrected form of the title if it is considered to be important (either for identification or for access).

- ◇ *Optionally*, in lieu of making a note, provide an access point giving the corrected form of the title.

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

Title appears on v. 1, no. 1 as: Housing sarts.  
(*Title proper recorded as:* Housing starts)

- Make notes on deletions of parallel titles (see 2.3.2.5) and other title information (see 2.3.3.6) if considered to be important. Indicate the numbering or publication dates to which the deletion applies.

Title in French not present on issues after 1998.

## 2.4. STATEMENT OF RESPONSIBILITY

---

### *Contents*

- 2.4.0 Basic instructions on recording statements of responsibility
- 2.4.1 Parallel statement of responsibility
- 2.4.2 Change in statement of responsibility
- 2.4.3 Notes on statements of responsibility

---

### 2.4.0. BASIC INSTRUCTIONS ON RECORDING STATEMENTS OF RESPONSIBILITY

---

#### *Contents*

- 2.4.0.1 Definition
- 2.4.0.2 Sources of information
- 2.4.0.3 Recording statements of responsibility
- 2.4.0.4 Transcription
- 2.4.0.5 Statement naming two or more persons, etc.
- 2.4.0.6 More than one statement of responsibility
- 2.4.0.7 Titles of nobility, address, honour, etc.
- 2.4.0.8 Clarification of role
- 2.4.0.9 Noun phrases occurring in conjunction with a statement of responsibility
- 2.4.0.10 Statement of responsibility transcribed as part of the title proper or other title information
- 2.4.0.11 No person, family, or body named in the statement of responsibility
- 2.4.0.12 Words included in statements of responsibility that are neither names nor linking words

---

#### 2.4.0.1. Definition

---

- A **statement of responsibility** is a statement relating to the identification and/or function of any persons, families, or corporate bodies responsible for or contributing to the creation or realization of the intellectual or artistic content of a resource.

- Statements of responsibility may occur in conjunction with titles of resources (e.g. the title proper, parallel titles, titles of individual parts within the resource), edition statements (see 2.5.2 and 2.5.4), or titles of series and subseries (see 2.10.4 and 2.10.7.8).

#### 2.4.0.2. Sources of information

---

- Take statements of responsibility from (in order of preference):
  - a) the same source as the associated title, etc.
  - b) other sources within the resource.

#### 2.4.0.3. Recording statements of responsibility

---

- Record statements of responsibility that relate to persons, families, or corporate bodies playing a major role in the creation or realization of the intellectual or artistic content of the resource.
  - ◇ *Optionally*, in lieu of recording a statement of responsibility as a descriptive element, provide a controlled access point for the responsible person, family, or corporate body (see chapters 11–16).
- Record statements of responsibility relating to persons, families, or corporate bodies playing the following roles in notes as instructed in 2.4.3:
  - a) editors of serials (see 2.4.3.3)
  - b) performers of music whose participation is confined to performance, execution, or interpretation (see 2.4.3.4)
  - c) featured players, performers, narrators, and/or presenters in a motion picture or videorecording (see 2.4.3.5)
  - d) persons who have contributed to the artistic and/or technical production of a motion picture or videorecording (see 2.4.3.6)
  - e) other persons, families, and corporate bodies associated with the resource (see 2.4.3.7).

#### 2.4.0.4. Transcription

---

- Transcribe a statement of responsibility in the form in which it appears on the source of information, following the general guidelines on transcription given under 1.6.

by Mrs. Charles H. Gibson

by Walter de la Mare

Fats Waller

by Alfred, Lord Tennyson

by a Lady of Quality

edited by Cyril H. Wecht

edited, with an introduction, by Royal A. Gettmann

created by the fourth grade class of Washington Elementary School, Berkeley, CA

authorized by the United Lutheran Church of America

organised by ISO/TC 46 Documentation in collaboration with IFLA and IFTC, 7-9 January 1976 in Strasbourg

by [E.B.C.]

*Note:* Author's initials represented by musical notes on title page.

by Willam A. Block

*Note:* Statement of responsibility should read: William A. Block.

#### 2.4.0.5. Statement naming two or more persons, etc.

---

- Record a single statement of responsibility as such whether the two or more persons, families, or corporate bodies named in it perform the same function or different functions.

edited by P.C. Wason and P.N. Johnson-Laird

prepared for the Ethical Union by Mass-Observation

- ◇ *Optionally*, if a single statement of responsibility names more than three persons, families, or corporate bodies performing the same function, or with the same degree of responsibility, omit all but the first of each group of such persons, families, or bodies. Indicate the omission by the mark of omission (...).

Raymond Wolfinger ...

coordinated by University of Maryland ...

compiled by A.W. Pollard & G.R. Redgrave with the help of G.F. Barwick ...

- If the members of a group, ensemble, company, etc., are named as well as the name of the group, etc., omit the names of the members from the statement of responsibility. If they are considered important, record them in a note (see 2.4.3.4–2.4.3.5).

Budapest String Quartet

*(Members of the group are also named in the statement of responsibility: J. Roisman and A. Schneider, violins; B. Kroyt, viola; M. Schneider, cello)*

#### 2.4.0.6. More than one statement of responsibility

---

- If there is more than one statement of responsibility, record the statements in the order indicated by their sequence on, or the layout of, the preferred source of information. If the sequence and layout are ambiguous or insufficient to determine the order, record the statements in the order that makes the most sense. If statements of responsibility appear in sources other than the preferred source, record them in the order that makes the most sense.

by F. Scott and Zelda Fitzgerald  
 selected by Scottie Fitzgerald Smith and Matthew J.  
 Bruccoli

with a foreword by Scottie Fitzgerald Smith

prepared by members of the AIAA Technical Committees on  
 Space Systems and Space Atmosphere Physics  
 edited by Arthur Henderson, Jr., and Jerry Grey

Jacques Offenbach  
 music adapted and arranged by Ronald Hanmer  
 new book and lyrics by Phil Park

ABC News  
 producer and writer, James Benjamin  
 director, Al Niggemeyer

director, Dan Bessie  
 writer, Phyllis Harvey  
 animation, B. Davis  
 editor, I. Dryer

University of London Audio Visual Centre  
 produced, directed, and edited by N.C. Collins

Raymond C. Kammerer and Carl R. Steinbecker  
 made by Creative Sights & Sounds

#### **2.4.0.7. Titles of nobility, address, honour, etc.**

---

- Include titles and abbreviations of titles of nobility, address, honour, and distinction, initials of societies, qualifications, date(s) of founding, mottoes, etc., in statements of responsibility if:

- a) such data are necessary grammatically

prólogo del Excmo. Sr. D. Manuel Fraga Iribarne

- b) the omission would leave only a person's given name or surname

by Miss Jane

by Miss Read

by Dr. Johnson

by the Baroness Orczy

- c) the title is necessary to identify a person

by Mrs. Charles H. Gibson

- d) the title is a title of nobility, or is a British term of honour (*Sir, Dame, Lord, or Lady*).

Anne Finch, Countess of Winchilsea

by Sir Richard Acland

- Otherwise, omit all such data from statements of responsibility. Do not use the mark of omission.

by Harry Smith  
(*Source of information reads:* by Dr. Harry Smith)

sponsored by the Library Association  
(*Source of information reads:* sponsored by the Library Association (founded 1877))

by T.A. Rennard  
(*Source of information reads:* by the late T.A. Rennard)

#### 2.4.0.8. Clarification of role

---

- Add a word or short phrase to the statement of responsibility if the relationship between the title and the person(s), family (families), or corporate body (bodies) named in the statement is not clear.

[collected by] Chet Williams  
(*Title proper:* Baijun ballads)

[edited by] Elizabeth Salter  
(*Title proper:* Piers Plowman)

[Musik von] Gottfried von Einem  
[Text von] Boris Blacher und Heinz von Cramer  
(*Title proper:* Der Prozess)

*but*

Charles Dickens  
(*Title proper:* Bleak House)

National Gallery of Art  
(*Title proper:* Brief guide)

the Rolling Stones  
(*Title proper:* Beggars banquet)

#### 2.4.0.9. Noun phrases occurring in conjunction with a statement of responsibility

---

- 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:* dramatised adaptations)

- In case of doubt, treat the noun or noun phrase as part of the statement of responsibility.

#### **2.4.0.10. Statement of responsibility transcribed as part of the title proper or other title information**

---

- When a statement of responsibility or a name associated with responsibility for the content of the resource is transcribed, in any form, as part of the title proper (see 2.3.0.4) or other title information (see 2.3.3.3), do not make any further statement relating to that name unless
  - a) such a statement is required for clarity
  - or b) a separate statement of responsibility including or consisting of that name appears on the source of information.

Vivian Gornick

*(Title proper: Feminism and Vivian Gornick. Name of author appears separately on the source of information as well as in the title proper)*

by John Malo

*(Title proper: Malo's complete guide to canoeing and canoe-camping. Name of author appears separately on the source of information as well as in the title proper)*

John Franklin Bardin

*(Title proper: The John Franklin Bardin omnibus. Name of author appears separately on the source of information as well as in the title proper)*

League of St. George

*(Title proper: League review)*

Stephen King-Hall

*(Title proper: The K-H newsletter service)*

#### **2.4.0.11. No person, family, or body named in the statement of responsibility**

---

- Record a statement of responsibility even if no person, family, or corporate body is named in that statement.

by a group of students with a Korean resource person

translated from the Danish

with a spoken commentary by the artist

#### **2.4.0.12. Words included in statements of responsibility that are neither names nor linking words**

---

- A statement of responsibility may include words or phrases that are neither names nor linking words.

written by Jobe Hill in 1812



### 2.4.1. PARALLEL STATEMENT OF RESPONSIBILITY

---

- Record parallel statements of responsibility in the same order as the parallel titles to which they correspond.
- If there are no parallel titles and a statement of responsibility appears on the source of information in more than one language or script, record the statement in the language or script of the title proper. If this criterion does not apply, record the statement that appears first.

International Tin Council  
(*Title proper: Tin statistics*)

- ◇ *Optionally*, record the other parallel statements of responsibility in the order indicated by the sequence or layout of the statements on the source(s) of information.

International Tin Council  
Conseil international de l'étain  
Consejo Internacional del Estaño

### 2.4.2. CHANGE IN STATEMENT OF RESPONSIBILITY

---

- Record a change in a statement of responsibility as follows.

#### a) Multipart monographs

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

#### b) Serials

If the name of a person, family, or corporate body is added to or deleted from a statement of responsibility on a subsequent issue or part and this 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). If the 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.

#### c) Integrating resources

If a statement of responsibility is added or changed on a subsequent iteration, revise the statement of responsibility to reflect the current iteration. If the earlier statement of responsibility is considered to be important (either for identification or for access), record it in a note (see 2.4.3.9c).

If a statement of responsibility is deleted on a subsequent iteration, delete the statement of responsibility to reflect the current iteration. Record the deletion in a note if it is considered to be important (see 2.4.3.9c).

### 2.4.3. NOTES ON STATEMENTS OF RESPONSIBILITY

---

#### *Contents*

##### 2.4.3.1 Definition

- 2.4.3.2 Sources of information
- 2.4.3.3 Editors of serials
- 2.4.3.4 Performers of music
- 2.4.3.5 Featured players, performers, narrators, and/or presenters
- 2.4.3.6 Artistic and/or technical credits
- 2.4.3.7 Other persons, families, and corporate bodies associated with the resource
- 2.4.3.8 Variant forms of names
- 2.4.3.9 Change in statement of responsibility

---

#### 2.4.3.1. Definition

---

- 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 of the intellectual or artistic content of the resource, or to those who have another association with the resource.
- A note on a statement of responsibility may also provide information on variant forms of names appearing in the resource and on changes in statements of responsibility.

#### 2.4.3.2. Sources of information

---

- Take information for use in a note on a statement of responsibility from any source either within the resource itself or outside the resource.

#### 2.4.3.3. Editors of serials

---

- For *serials*, make a note on the name of any editor considered to be an important means of identifying the serial (e.g., if a particular person edited the serial for all or most of its existence; if the person's name is likely to be better known than the title of the serial).

Editor: Wyndham Lewis.

Founded, edited, and published by Jean-Paul Sartre.

Compiled and edited by Richard L. Coulton with the assistance of voluntary aid.

#### 2.4.3.4. Performers of music

---

- Make notes on the names of performers not recorded in the statement of responsibility, if they are considered to be important. Note the medium in which each performs.

Genevieve Warner, Lois Hunt, Genevieve Rowe, sopranos;  
Elizabeth Brown, Virginia Paris, contraltos; Frank Rogier,  
baritone; Columbia Chamber Orchestra, Leon Engel,  
conductor.

Backing by Coral Reefer Band.

Recordings by Willie Nelson (side 1), Bob Wills and His Texas Playboys (side 2), Asleep at the Wheel (side 3), and Freddy Fender (side 4).

Piano: Joshua Rifkin.

Budapest String Quartet (J. Roisman and A. Schneider, violins; B. Kroyt, viola; M. Schneider, cello).

- Incorporate the names of performers into a contents list if appropriate (see 4.7).

#### **2.4.3.5. Featured players, performers, narrators, and/or presenters**

---

- Make notes relating to players, performers, etc., and other persons who have contributed to the artistic and/or technical production of a motion picture or videorecording.

Presenter: Jackie Glanville.

Cast: Laurence Harvey, Mia Farrow, Lionel Stander, Harry Andrews.

Cast: Gilles Behat (Charles IV), Jean Deschamps (Charles de Valois), H el ene Duc (Mahaut d'Artois).

- Incorporate names of the cast into a contents list if appropriate (see 4.7).

#### **2.4.3.6. Artistic and/or technical credits**

---

- List persons (other than the cast) who have contributed to the artistic and/or technical production of a motion picture or videorecording and who are not named in the statement of responsibility. Do not include the names of assistants, associates, etc., or any other persons making only a minor contribution. Preface each name or group of names with a statement of function.

Credits: Screenplay, Harold Pinter; music, John Dankworth; camera, Gerry Fisher; editor, Reginald Beck.

Credits: Script, John Taylor; calligraphy and design, Alan Haigh; commentator, Derek G. Holroyde.

#### **2.4.3.7. Other persons, families, and corporate bodies associated with the resource**

---

- Make notes on the names of other persons, families, or corporate bodies associated with the resource, or with previous editions, if they are considered to be important.

Dictated to Clare Wheeler.

Collection made by P.M. Townshend.

Attributed to Thomas Dekker.

Original, signed by John Hancock.

Marginalia by Robert Graves.

#### 2.4.3.8. Variant forms of names

---

- Make notes on forms of names of persons, families, or corporate bodies appearing in the resource that differ from those recorded in the statement of responsibility if considered to be necessary for identification.
- Provide a fuller form of name of a person, family, or corporate body that appears only in abbreviated form in the statement of responsibility if the fuller form is considered to be necessary for identification.

Full name of the institute: Professional Institute of  
the Public Service of Canada.

*(Title proper: Journal of the Professional Institute)*

Issued by: Abortion Law Reform Association.

*(Statement of responsibility: Alra)*

#### 2.4.3.9. Change in statement of responsibility

---

- Make notes on changes in a statement of responsibility as follows.

##### a) Multipart monographs

Make notes on changes in statements of responsibility that occur on a subsequent part if they are considered to be important (either for identification or for access).

##### b) Serials

Make notes on changes in statements of responsibility that occur after the first/earliest issue or part if they are considered to be important (either for identification or for access). If the changes have been numerous, a general statement may be made.

Issued by: Dept. of Health and Welfare, Bureau of  
Vital Statistics, 1964-1977; by: Dept. of Health and  
Human Services, Bureau of Vital Records, 1978- .

Editors: 1975-1984, Howard Johnson; 1985- , G.L.  
Jones.

##### c) Integrating resources

Make notes on statements of responsibility no longer present on the current iteration, or that appeared in a different form on earlier iterations, if they are considered to be important (either for identification or for access). If the changes have been numerous, a general statement may be made.

Compiled and edited by: Dan Hill and Malcolm Evans,  
1977-July 1980.

Editor varies.

## 2.5. EDITION

---

### *Contents*

- 2.5.0 Basic instructions on recording edition information
  - 2.5.1 Edition statement
  - 2.5.2 Statement of responsibility relating to the edition
  - 2.5.3 Statement relating to a named revision of an edition
  - 2.5.4 Statement of responsibility relating to a named revision of an edition
  - 2.5.5 Notes on edition information
- 

### 2.5.0. BASIC INSTRUCTIONS ON RECORDING EDITION INFORMATION

---

#### *Contents*

- 2.5.0.1 Definition
  - 2.5.0.2 Sources of information
  - 2.5.0.3 Transcription
  - 2.5.0.4 Facsimiles and reproductions
  - 2.5.0.5 Edition information relating to issues or parts
  - 2.5.0.6 Change in edition information
- 

#### 2.5.0.1. Definition

---

- **Edition information** is information identifying the edition to which a resource belongs and/or any persons, families, or corporate bodies responsible for the edition.
- For resources in an unpublished form (e.g., manuscript drafts, videorecordings that have not been commercially released or broadcast), statements relating to the version of the work contained in the resource are treated as edition information.

#### 2.5.0.2. Sources of information

---

- Take edition information from the same source as the title proper (see 2.3.1.2).
- 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.

#### 2.5.0.3. Transcription

---

- Transcribe edition information as it appears on the source of information, following the general guidelines on transcription given under 1.6.

Draft

Interactive version

Household ed.

Facsim. ed.

Neue Aufl.

Rev. et corr.

World's classics ed., New ed. rev.

1st standard ed.

Wyd. 2-gie

6. Aufl.

2<sup>e</sup> éd. du recueil noté

#### **2.5.0.4. Facsimiles and reproductions**

---

- When describing a facsimile or reproduction that has edition information relating to the original manifestation as well as to the facsimile or reproduction, record the edition statement, etc., relating to the facsimile or reproduction. Record the edition information relating to the original manifestation in a note (see 4.10.2).

#### **2.5.0.5. Edition information relating to issues or parts**

---

- If the resource consists of multiple issues or parts, including accompanying material, and there is edition information relating to the whole as well as to parts, record only the edition information relating to the whole resource. Edition information relating to issues or parts may be recorded in a note (see 2.5.5.4).

#### **2.5.0.6. Change in edition information**

---

- Record a change in edition information as follows.
  - a) **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).
  - b) **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).
  - c) **Integrating resources**

If edition information is added, deleted, or changed on a subsequent iteration and this change does not require a new description, change the edition information to reflect the current iteration. If the earlier edition information is

considered to be important (either for identification or for access), record it in a note (see 2.5.5.5c).

## 2.5.1. EDITION STATEMENT

---

### *Contents*

- 2.5.1.1 Definition
  - 2.5.1.2 Sources of information
  - 2.5.1.3 Recording edition statements
  - 2.5.1.4 Terms indicating edition
  - 2.5.1.5 Terms indicating regular revision or numbering
  - 2.5.1.6 Edition statement integral to title proper, etc.
  - 2.5.1.7 Parallel edition statement
- 

### 2.5.1.1. Definition

---

- An **edition statement** is a word or phrase, or group of characters, identifying the edition to which a resource belongs.
- Note that “edition” statements in different languages may reflect printing information rather than edition information. A statement detailing the number of copies printed is not an edition statement.

### 2.5.1.2. Sources of information

---

- Take an edition statement from the same source as the title proper (see 2.3.1.2).
- If an edition statement 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 statement within the resource itself, take it from one of the other sources of information specified in 2.2.3.

### 2.5.1.3. Recording edition statements

---

- Record the edition statement following the basic instructions on recording edition information (see 2.5.0).

Ny udg.

*(Source of information reads: Ny udgave)*

2nd ed.

*(Source of information reads: Second edition)*

1st ed.

New ed., rev. and enl.

1st American ed.

Urtextausg.

NORC test ed.

Rev. ed. 10/2/82

\*\*\* ed.

- If an edition statement consists of a letter or letters and/or a number or numbers without accompanying words, add an appropriate word or abbreviation.

3<sup>e</sup> [éd.]

[State] B

[Version] 1.1

#### 2.5.1.4. Terms indicating edition

---

- 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*, or *update* (or its equivalent in another language), or a statement indicating
  - i) a difference in content
  - ii) a difference in version
  - iii) a difference in geographic coverage
  - iv) a difference in language
  - v) a difference in audience
  - vi) a special format or physical presentation
  - vii) a different date associated with the content

as evidence that such a statement is an edition statement, and record it as such.

Somerset ed.

World Cup ed.

Abridged

Corr. 2nd print.

Household ed.

Draft

Draft, May 2000

Rev. et corr.

Re-edited version

Version 5.20

Northern ed.

Éd. pour le médecin



### 2.5.1.5. Terms indicating regular revision or numbering

---

- For *resources issued in successive parts* and *integrating resources*, record statements indicating regular revision (e.g., *Rev. ed. issued every 6 months*, *Frequently updated*) in a frequency note (see 2.5.11).
- For *serials*, record statements indicating numbering (e.g., *1<sup>st</sup> ed.*, *1916 ed.*) as numbering (see 2.5.6).

### 2.5.1.6. Edition statement integral to title proper, etc.

---

- If the edition statement is an integral part of the title proper, other title information, or statement of responsibility, or if it is grammatically linked to any of these, record it as such and do not make a further edition statement.

### 2.5.1.7. Parallel edition statement

---

- If an edition statement appears on the source of information in more than one language or script, record the statement in the language or script of the title proper. If this criterion does not apply, record the statement that appears first.

3<sup>e</sup> éd.

(*Title proper*: Carte géologique internationale de l'Europe)

- ◇ *Optionally*, record the other parallel edition statement(s) in the order indicated by the sequence or layout of the statements on the source(s) of information.

Rev. 1980

Révision 1980

2<sup>e</sup> éd.

2<sup>a</sup> ed.

2. Aufl.

2de herziene en verb. uitg.

2<sup>e</sup> éd., rev. et corr.

Canadian ed.

Éd. canadienne

## 2.5.2. STATEMENT OF RESPONSIBILITY RELATING TO THE EDITION

---

### *Contents*

- 2.5.2.1 Definition
  - 2.5.2.2 Sources of information
  - 2.5.2.3 Recording statements of responsibility relating to the edition
  - 2.5.2.4 Parallel statement of responsibility relating to the edition
-

### 2.5.2.1. Definition

---

- A **statement of responsibility relating to the edition** is a statement of responsibility (see 2.4.0.1) relating to the edition being described but not to all editions.

### 2.5.2.2. Sources of information

---

- Take a statement of responsibility relating to the edition from the same source as the edition statement (see 2.5.1.2).
- If a statement of responsibility relating to the edition does not appear on the source from which the edition statement is taken, take it from another source within the resource itself.
- If there is no statement of responsibility relating to the edition within the resource itself, take it from one of the other sources of information specified in 2.2.3.

### 2.5.2.3. Recording statements of responsibility relating to the edition

---

- Record a statement of responsibility relating to the edition following the basic instructions on recording statements of responsibility (see 2.4.0).

revised collectively by the Peking Opera Troupe of  
Peking  
(*Edition statement:* May 1970 script)

introduction by J. Hillis Miller ; notes by Edward  
Mendelson  
(*Edition statement:* New Wessex ed.)

with cards re-drawn in colour  
(*Edition statement:* 2nd ed.)

- In case of doubt about whether a statement of responsibility applies to all editions or only to some, or if there is no edition statement, record such a statement as a statement of responsibility (see 2.4).
- When describing the first edition, record all statements of responsibility as statements of responsibility (see 2.4).

### 2.5.2.4. Parallel statement of responsibility relating to the edition

---

- If a statement of responsibility relating to the edition appears on the source of information in more than one language or script, record the statement in the language or script of the title proper. If this criterion does not apply, record the statement that appears first.

reviderade og udvidet af David Hohnen

- ◇ *Optionally*, record the other parallel statements of responsibility relating to the edition in the order indicated by the sequence or layout of the statements on the source(s) of information.

edited by Larry C. Lewis  
rédigé par Larry C. Lewis

reviderade og udvidet af David Hohnen  
revised and enlarged by David Hohnen

### 2.5.3. STATEMENT RELATING TO A NAMED REVISION OF AN EDITION

---

#### *Contents*

- 2.5.3.1 Definition
- 2.5.3.2 Sources of information
- 2.5.3.3 Recording statements relating to a named revision of an edition
- 2.5.3.4 Parallel statement relating to a named revision of an edition

---

#### 2.5.3.1. Definition

- A **statement relating to a named revision of an edition** is an edition statement (see 2.5.1.1) relating to a particular revision of a named edition.

---

#### 2.5.3.2. Sources of information

- Take a statement relating to a named revision of an edition from the same source as the edition statement (see 2.5.1.2).
- If a statement relating to a named revision of an edition does not appear on the source from which the edition statement is taken, take it from another source within the resource itself.
- If there is no statement relating to a named revision of an edition within the resource itself, take it from one of the other sources of information specified in 2.2.3.

---

#### 2.5.3.3. Recording statements relating to a named revision of an edition

- If the source of information has a statement indicating a revision (e.g., a named reissue of a particular edition containing changes from that edition), record the statement relating to that revision following the instructions on recording edition statements (see 2.5.1.3).

Reprinted with corrections  
(*Edition statement:* 4th ed.)

New ed., rev., reset, and illustrated  
(*Edition statement:* World's classics ed.)

2nd (corr.) impression  
(*Edition statement:* 3rd ed.)

Roads rev.  
(*Edition statement:* 4th ed.)

OSIRIS IV version

*(Edition statement: ICPSR ed.)*

- Do not record statements relating to a reissue of an edition that contains no changes unless the resource is considered to be of particular importance to the agency preparing the description.

#### **2.5.3.4. Parallel statement relating to a named revision of an edition**

---

- If a statement relating to the revision appears on the source of information in more than one language or script, follow the instructions in 2.5.1.7.

3rd corr. impression

*or*

3rd corr. impression  
3<sup>e</sup> réimpr. corr.

#### **2.5.4. STATEMENT OF RESPONSIBILITY RELATING TO A NAMED REVISION OF AN EDITION**

---

##### *Contents*

- 2.5.4.1 Definition
- 2.5.4.2 Sources of information
- 2.5.4.3 Recording statements of responsibility relating to a named revision of an edition
- 2.5.4.4 Parallel statement of responsibility relating to a named revision of an edition

---

##### **2.5.4.1. Definition**

---

- A **statement of responsibility relating to a named revision of an edition** is a statement of responsibility (see 2.4.0.1) relating to the named revision of the edition being described but not to all named revisions of the edition.

##### **2.5.4.2. Sources of information**

---

- Take a statement of responsibility relating to a named revision of an edition from the same source as the edition statement (see 2.5.1.2).
- If a statement of responsibility relating to a named revision of an edition does not appear on the source from which the edition statement is taken, take it from another source within the resource itself.
- If there is no statement of responsibility relating to a named revision of an edition within the resource itself, take it from one of the other sources of information specified in 2.2.3.

### 2.5.4.3. Recording statements of responsibility relating to a named revision of an edition

---

- Record a statement of responsibility relating to one or more named revisions of an edition (but not to all such revisions) following the basic instructions on recording statements of responsibility (see 2.4.0).

with the assistance of Eleanor Gould Packard  
*(Edition statement: Rev. ed. Statement of responsibility relating to the edition: with revisions, an introduction, and a chapter on writing by E.B. White. Statement relating to a named revision of an edition: 2nd ed.)*

programmed by W.G. Toepfer  
*(Edition statement: 3rd ed. Statement relating to a named revision of an edition: Version 1.2)*

### 2.5.4.4. Parallel statement of responsibility relating to a named revision of an edition

---

- If a statement of responsibility relating to a named revision of an edition appears on the source of information in more than one language or script, record the statement in the language or script of the title proper. If this criterion does not apply, record the statement that appears first.

G.A. Phelan

- ◇ *Optionally*, record the other parallel statements of responsibility relating to a named revision of an edition in the order indicated by the sequence or layout of the statements on the source(s) of information.

by N. Schmidt  
 af N. Schmidt

## 2.5.5. NOTES ON EDITION INFORMATION

---

### *Contents*

- 2.5.5.1 Definition
- 2.5.5.2 Sources of information
- 2.5.5.3 Source of the edition information
- 2.5.5.4 Edition information relating to issues, parts, etc.
- 2.5.5.5 Changes in edition information

---

#### 2.5.5.1. Definition

---

- A **note on edition information** is a note providing information on the source of edition information, on edition information relating to issues, parts, etc., or on changes in edition information.

#### 2.5.5.2. Sources of information

---

- Take information for use in a note on edition information from any source either within the resource itself or outside the resource.

### 2.5.5.3. Source of the edition information

---

- **Digital resources.** Record the source of the edition information in a note if it is different from the source of the title proper.

### 2.5.5.4. Edition information relating to issues, parts, etc.

---

- Make notes on edition information relating to issues, parts, etc. that differ from the edition information relating to the resource as a whole (see 2.5.0.5).

### 2.5.5.5. Changes in edition information

---

- Make notes on changes in edition information as follows.

#### a) Resources issued in two or more parts simultaneously

Make notes on differences in edition information from one part to another if they are considered to be important (see 2.5.0.6a). If the changes have been numerous, a general statement may be made.

#### b) Resources issued in successive parts

Make notes on changes in edition information that occur after the first/earliest issue or part if they are considered to be important (see 2.5.0.6b). If the changes have been numerous, a general statement may be made.

Ed. statement varies: International ed., 1998- .  
(Edition statement prior to 1998: International ed. in English)

#### c) Integrating resources

Make notes on edition information no longer present on the current iteration, or that appeared in a different form on earlier iterations, if they are considered to be important (see 2.5.0.6c). If the changes have been numerous, a general statement may be made.

Replacement title pages carry successive edition statements, e.g., replacement title page received with June 1985 supplementation carries the statement "1985 edition".

## 2.6. NUMBERING

---

### *Contents*

- 2.6.0 Basic instructions on recording numbering
  - 2.6.1 Numeric and/or alphabetic designation
  - 2.6.2 Chronological designation
  - 2.6.3 No designation on first issue or part
  - 2.6.4 Completed serials
  - 2.6.5 New sequence of numbering
  - 2.6.6 Alternative numbering systems
  - 2.6.7 Notes on numbering
-

## 2.6.0. BASIC INSTRUCTIONS ON RECORDING NUMBERING

---

### *Contents*

- 2.6.0.1 Definition
  - 2.6.0.2 Sources of information
  - 2.6.0.3 Transcription
  - 2.6.0.4 Facsimiles and reproductions
- 

### **2.6.0.1. Definition**

---

- **Numbering** is the identification of each of the issues or parts of a serial.
- Numbering can include a numeral, a letter, any other character, or the combination of these with or without an accompanying caption (volume, number, etc.) and/or a chronological designation.

### **2.6.0.2. Sources of information**

---

- Take numbering information from the same source as the title proper.
- If numbering 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 numbering information within the resource itself, take it from one of the other sources of information specified in 2.2.3.
- Take numbering identifying the last issue or part from the source of information for that issue or part.
- Take numbering identifying the first or last issue or part in a separate sequence of numbering (see 2.6.5) from the source of information for that issue or part.

### **2.6.0.3. Transcription**

---

- Transcribe numbering as it appears on the source of information, following the general guidelines on transcription given under 1.6.

May/June 1981

1

Vol. 1, no. 1

### **2.6.0.4. Facsimiles and reproductions**

---

- When describing a facsimile or reproduction that has numbering relating to the original manifestation as well as to the facsimile or reproduction, record the numbering relating to the facsimile or reproduction. Record the numbering relating to the original manifestation in a note (see 4.10.2).

## 2.6.1. NUMERIC AND/OR ALPHABETIC DESIGNATION

---

### *Contents*

- 2.6.1.1 Definition
  - 2.6.1.2 Sources of information
  - 2.6.1.3 Recording numeric and/or alphabetic designations
  - 2.6.1.4 Numeric and/or alphabetic designations in more than one language or script
- 

### 2.6.1.1. Definition

---

- **Numeric designation** is numbering (see 2.6.0.1) presented in numeric form.
- **Alphabetic designation** is numbering (see 2.6.0.1) presented in alphabetic form.

### 2.6.1.2. Sources of information

---

- Take the numeric and/or alphabetic designation from the same source as the title proper.
- If the numeric and/or alphabetic designation 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 numeric and/or alphabetic designation within the resource itself, take it from one of the other sources of information specified in 2.2.3.

### 2.6.1.3. Recording numeric and/or alphabetic designations

---

- Record the numeric and/or alphabetic designation of the first and/or last issue or part of a serial 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.
- Follow the numeric and/or alphabetic designation of the first issue or part by a hyphen.

No. 1-

Issue no. 1-

Pt. 1-

- Precede the numeric and/or alphabetic designation by a hyphen when only the numbering of the last issue or part of a serial is given.

-no. 10

- If the sequence of numeric and/or alphabetic designation is continued from a previous serial, record the numeric and/or alphabetic designation of the first issue or part of the serial represented by the new description.

Vol. 1, no. 6-



(Designation appears on last issue of previous serial as: vol. 1, no. 5)

#### 2.6.1.4. Numeric and/or alphabetic designations in more than one language or script

---

- If the numeric and/or alphabetic designation appears on the source of information in more than one language or script, record the designation that is in the language or script of the title proper. If this criterion does not apply, record the designation that appears first.

### 2.6.2. CHRONOLOGICAL DESIGNATION

---

#### *Contents*

- 2.6.2.1 Definition
- 2.6.2.2 Sources of information
- 2.6.2.3 Recording chronological designations
- 2.6.2.4 Chronological designations in more than one language or script

---

#### 2.6.2.1. Definition

---

- **Chronological designation** is numbering (see 2.6.0.1) presented in the form of a date (e.g., year and/or month).

#### 2.6.2.2. Sources of information

---

- Take the chronological designation from the same source as the title proper.
- If the chronological designation 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 chronological designation within the resource itself, take it from one of the other sources of information specified in 2.2.3.

#### 2.6.2.3. Recording chronological designations

---

- If the first and/or last issue or part of a serial is identified by a chronological designation, record it 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 chronological designation.
  - ◇ *Optionally*, if the chronological designation includes dates not of the Gregorian or Julian calendar, add the corresponding dates of the Gregorian or Julian calendar in square brackets.
- Follow the chronological designation of the first issue or part by a hyphen.

1975-

Jan./Feb. 1964-

1961/2-

*(Designation appears on issue as: 1961-2)*

1999/2000-

*(Designation appears on issue as: 1999-2000)*

- Precede the chronological designation by a hyphen when only the numbering of the last issue or part of a serial is given.

-Dec. 31, 1999

If the designation consists of a year and a number that is a division of the year, record the year before the number.

97-1-

*(Designation appears on part as: 1-97)*

1998-1-

*(Designation appears on issue as: 1-1998)*

#### **2.6.2.4. Chronological designations in more than one language or script**

---

- If the chronological designation appears on the source of information in more than one language or script, record the designation that is in the language or script of the title proper. If this criterion does not apply, record the designation that appears first.

May 1977-

*(Title proper in English. Chronological designation also appears on the source as: Mai 1977)*

#### **2.6.3. NO DESIGNATION ON FIRST ISSUE OR PART**

---

- If the first issue or part of a serial lacks any numbering, but subsequent issues or parts define a designation pattern, supply numbering for the first issue or part based on that pattern. If information about designations of subsequent issues or parts is not available, record *[No. 1]-* (or its equivalent in the language of the title proper) or a chronological designation for the first issue or part, as appropriate.

[No. 1]-

[Pt. 1]-

*(Subsequent issues numbered: Part 2, Part 3, etc.)*

[1998]-

*(An annual report for which the chronological designation is more appropriate)*

#### **2.6.4. COMPLETED SERIALS**

---

- When describing a serial that has ceased publication, record the designation of the first issue or part followed by the designation of the last issue or part. If information about the first issue or part is not available, record only the designation of the last issue or part.

Vol. 3, no. 6-v. 5, no. 3  
Aug./Sept. 1970-Mar. 1972

-v. 10, no. 12  
-Dec. 1995

### 2.6.5. NEW SEQUENCE OF NUMBERING

---

- If the numbering starts a new sequence with a different system, record both the designation of the first and/or last issues or parts under the old system and the designation of the first issue or part under the new system.

Vol. 1, no. 1-v. 10, no. 12  
(*First sequence of numeric designation*)  
Nov. 1943-June 1953  
(*First sequence of chronological designation*)  
no. 1-  
(*New sequence of numeric designation*)  
July 1974-  
(*Chronological designation for new sequence of numbering*)

Vol. 1, no. 1-v. 4, no. 12  
(*First sequence of numeric designation*)  
Jan. 1995-Dec. 1998  
(*First sequence of chronological designation*)  
Jan. 1999-  
(*New sequence of numbering: chronological designation only*)

- If a new sequence is accompanied by wording to differentiate the sequence, such as *new series*, include this wording.

Vol. 1, no. 1-v. 8, no. 12  
(*First sequence of numeric designation*)  
June 1986-Dec. 1993  
(*First sequence of chronological designation*)  
new ser., v. 1, no. 1-  
(*New sequence of numeric designation*)  
Jan. 1994-  
(*Chronological designation for new sequence of numbering*)

- If a new sequence with the same system as before is not accompanied by wording such as *new series*, supply [*new ser.*] or another appropriate term (or its equivalent in the language of the title proper).

No. 1-no. 6  
(*First sequence of numeric designation*)  
[new ser.], no. 1-  
(*New sequence of numeric designation*)

No. 1-no. 6  
(*First sequence of numeric designation*)  
[new ser.], no. 1-no. 3  
(*Second sequence of numeric designation*)  
[3rd ser.], no. 1-  
(*Third sequence of numeric designation*)

Vol. 1, no. 1-v. 4, no. 3  
(*First sequence of numeric designation*)

- Jan. 1992–Mar. 1995  
*(First sequence of chronological designation)*  
 [new ser.], v. 1, no. 1–  
*(New sequence of numeric designation)*  
 Jan. 1996–  
*(Chronological designation for new sequence of numbering)*
- No. 1–no. 6  
*(First sequence of numeric designation)*  
 [2nd ser.], no. 1–  
*(Second sequence of numeric designation)*  
 3rd ser., no. 104  
*(Third sequence of numeric designation)*  
 4th ser., no. 1–  
*(Fourth sequence of numeric designation)*

- Make a note on other variations in designations that do not constitute a new sequence if the variation is considered to be important (see 2.6.7.4).

### 2.6.6. ALTERNATIVE NUMBERING SYSTEMS

---

- If a serial has more than one separate system of designation, record the systems in the order in which they are presented.

Vol. 3, no. 7–  
 No. 31–

### 2.6.7. NOTES ON NUMBERING

---

#### *Contents*

- 2.6.7.1 Definition
  - 2.6.7.2 Sources of information
  - 2.6.7.3 Beginning and ending numbering not recorded in the numbering element
  - 2.6.7.4 Complex or irregular numbering
  - 2.6.7.5 Period covered
- 

#### 2.6.7.1. Definition

---

- A **note on numbering** is a note providing information on beginning and ending numbering not recorded in the numbering element, complex or irregular numbering, or the period covered by a volume, issue, part, etc.

#### 2.6.7.2. Sources of information

---

- Take information for use in a note on numbering information from any source either within the resource itself or outside the resource.

### 2.6.7.3. Beginning and ending numbering not recorded in the numbering element

---

- If the description is based on an issue or part other than the first and/or last, make notes on beginning and ending numbering.

Ceased with no. 25.

### 2.6.7.4. Complex or irregular numbering

---

- Make notes on complex or irregular numbering of a serial not already specified in the numbering element if they are considered to be important.

Issues for Aug. 1973-Dec. 1974 also called v. 1, no. 7-v. 2, no. 12.

Vol. numbering irregular: Vols. 15-18 omitted, v. 20-21 repeated.

Numbering begins each year with v. 1.

Numbering irregular.

Successive articles are uniquely identified by a manuscript number and date.

Issues for 1996 are only available as individual articles, organized topically.

Articles are continually added to each annual volume.

### 2.6.7.5. Period covered

---

- If the period covered by a volume, issue, part, etc., of a serial issued annually or less frequently is other than a calendar year, make a note on the period covered.

Report year ends June 30.

Report year varies.

Each issue covers: Apr. 1-Mar. 31.

Each issue covers: Every two years since 1961-1962.

## 2.7. PUBLISHER, DISTRIBUTOR, ETC.

---

### *Contents*

- 2.7.0 Basic instructions on recording names of publishers, distributors, etc.
- 2.7.1 Name of publisher
- 2.7.2 Name of distributor
- 2.7.3 Name of manufacturer

## 2.7.4 Notes on publisher, distributor, etc.

## 2.7.0. BASIC INSTRUCTIONS ON RECORDING NAMES OF PUBLISHERS, DISTRIBUTORS, ETC.

---

### *Contents*

- 2.7.0.1 Definition
  - 2.7.0.2 Sources of information
  - 2.7.0.3 Transcription
  - 2.7.0.4 Statement of function
  - 2.7.0.5 More than one publisher, distributor, etc.
  - 2.7.0.6 Name of publisher, distributor, etc., in two or more languages or scripts
  - 2.7.0.7 Change in name of publisher, distributor, etc.
- 

### 2.7.0.1. Definition

---

- A **publisher, distributor, etc.**, is a person, family, or corporate body responsible for issuing, publishing, releasing, distributing, manufacturing, fabricating, or constructing a resource.
- A person, family, or corporate body may be responsible for one or more of the functions identified above, or different persons, families, or corporate bodies may perform the various functions.
- For purposes of resource description, persons, families, or corporate bodies performing the functions of issuing, publishing, or releasing a resource are categorized as publishers (see 2.7.1); those performing the function of distributing a resource are categorized as distributors (see 2.7.2), and those performing the functions of manufacturing a resource are categorized as manufacturers (see 2.7.3).

### 2.7.0.2. Sources of information

---

- Take the name of a publisher, distributor, etc., from the same source as the title proper.
- If the name of the publisher, distributor, etc., does not appear on the source from which the title proper is taken, take it from another source within the resource.
- If the publisher, distributor, etc., is not named within the resource itself, take the name from one of the other sources of information specified in 2.2.3.

### 2.7.0.3. Transcription

---

- Transcribe the name of a publisher, distributor, etc., in the form in which it appears on the source of information, following the general guidelines on transcription given under 1.6.

Educational Productions

Oxford University Press

World Health Organization

University of Leeds, Dept. of Spanish

UDO (Litho)

- If clarification of the name as transcribed is considered to be important, make a note (see 2.7.4) as follows:
  - a) if the name is known to be fictitious, make a note giving the actual name
  - b) if the name is in an unusual form, make a note giving the usual form of the name
  - c) if the name is in a form that is used by another publisher, distributor, etc., with a similar name, make a note giving additional information to differentiate the name.

#### 2.7.0.4. Statement of function

---

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

Distributed by Qualitron Imports

Allen & Unwin

*(Source of information reads: Published by Allen & Unwin)*

- ◇ *Optionally*, if the function of a person, family, or corporate body recorded in the publication, distribution, etc., element is not stated explicitly or is not clear from the context, add a term indicating the function. Enclose the addition in square brackets.

Voluntary Committee on Overseas Aid & Development  
[distributor]

#### 2.7.0.5. More than one publisher, distributor, etc.

---

- If there are two or more persons, families, or corporate bodies performing the same function, record the names associated with that function in the order indicated by the sequence or layout of the names on the source of information.

McClelland and Stewart  
World Crafts Council

Gauthier-Villars  
University of Chicago Press

Dutton  
Clarke, Irwin

Baedeker  
Allen & Unwin

- If there are two or more persons, families, or corporate bodies performing different functions, record the names associated with each function in the order indicated by the sequence or layout of the names on the source of information.

- ◇ *Optionally*, if the names of publishers, distributors, etc., appear on the source of information in the form of a single statement relating to different functions, record the statement as it appears.

Printed by John Baskerville for R. and J. Dodsley

Chez Testu, imprimeur-libraire

Printed for the CLA by the Morriss Print. Co.

#### **2.7.0.6. Name of publisher, distributor, etc., in two or more languages or scripts**

---

- If the name of a publisher, distributor, etc., appears in the source of information in more than one language or script, record the form that is in the language or script of the title proper. If this criterion does not apply, record the name in the language or script that appears first.
- ◇ *Optionally*, record the name in each language or script in which it appears in the order indicated by the sequence or layout of the names on the source of information.

Éditions du peuple  
Commoner's Pub.

#### **2.7.0.7. Change in name of publisher, distributor, etc.**

---

- Record a change in the name of a publisher, distributor, etc., as follows.

##### **a) 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 (see 2.7.4.4a). If the changes have been numerous, a general statement may be made.

##### **b) Resources issued in successive parts**

If the name of a publisher, distributor, etc., changes 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). If the change is only in the presentation of the name, make a note if the change is considered to be important.

##### **c) Integrating resources**

If the name of a publisher, distributor, etc., changes on a subsequent iteration, change the publisher, distributor, etc., element to reflect the current iteration and record the earlier name in a note if considered to be important either for identification or for access (see 2.7.4.4c).

### **2.7.1. NAME OF PUBLISHER**

---

#### *Contents*

- 2.7.1.1 Definition
- 2.7.1.2 Recording names of publishers



2.7.1.3 No publisher identified

---

**2.7.1.1. Definition**

---

- A **publisher** is a person, family, or corporate body responsible for issuing, publishing, or releasing a resource.

**2.7.1.2. Recording names of publishers**

---

- Record the name of a publisher following the basic instructions on recording names of publishers, distributors, etc. (see 2.7.0).

Macmillan

University of Toronto Press

McGraw-Hill

Grolier

H.M.S.O.

John Lane, the Bodley Head

Institut géographique internationale

Schott

**2.7.1.3. No publisher identified**

---

- If no publisher is named within the resource itself, and the publisher cannot be identified from other sources as specified in 2.2.3, record the name of the distributor (see 2.7.2).
- If neither the publisher nor the distributor of a resource that is in a published form can be identified, record *Publisher unknown*, enclosed in square brackets.
- If the resource is in an unpublished form (e.g., a manuscript, a painting, a sculpture), record nothing in the name of publisher element

**2.7.2. NAME OF DISTRIBUTOR**

---

*Contents*

2.7.2.1 Definition

2.7.2.2 Recording names of distributors

---

### 2.7.2.1. Definition

---

- A **distributor** is a person, family, or corporate body (other than the publisher) responsible for distributing a resource.

### 2.7.2.2. Recording names of distributors

---

- Record the name of a distributor following the basic instructions on recording names of publishers, distributors, etc. (see 2.7.0).

Distributed by New York Graphic Society

Sold by Longman

Guild Sound and Vision [distributor]

## 2.7.3. NAME OF MANUFACTURER

---

### *Contents*

- 2.7.3.1 Definition
  - 2.7.3.2 Recording names of manufacturers
- 

### 2.7.3.1. Definition

---

- A **manufacturer** is a person, family, or corporate body responsible for manufacturing (printing, duplicating, casting, etc.) a resource.

### 2.7.3.2. Recording names of manufacturers

---

- Record the name of a manufacturer following the basic instructions on recording names of publishers, distributors, etc. (see 2.7.0).

CTD Printers

Tip. de las Huérfanos

## 2.7.4. NOTES ON PUBLISHER, DISTRIBUTOR, ETC.

---

### *Contents*

- 2.7.4.1 Definition
  - 2.7.4.2 Sources of information
  - 2.7.4.3 Details relating to publisher, distributor, etc.
  - 2.7.4.4 Change in name of publisher, distributor, etc.
-

#### 2.7.4.1. Definition

---

- A **note on publisher, distributor, etc.**, is a note providing details on publishers, distributors, etc., or information on changes in the name of publisher, distributor, etc.

#### 2.7.4.2. Sources of information

---

- Take information for use in a note on publisher, distributor, etc., from any source either within the resource itself or outside the resource.

#### 2.7.4.3. Details relating to publisher, distributor, etc.

---

- Make notes on details relating to publishers, distributors, etc., not recorded in the publisher, distributor, etc., element, if they are considered to be important.

Distributed in the U.K. by: EAV Ltd.

Actually published by Moens.

*(Publisher's name as transcribed from source: Impr. Vincent)*

#### 2.7.4.4. Change in name of publisher, distributor, etc.

---

- Make notes on changes in the name of publisher, distributor, etc., as follows.

##### a) Resources issued in two or more parts simultaneously

Make notes on differences in the name of publisher, distributor, etc., from one part to another if they are considered to be important either for identification or for access (see 2.7.0.7a). If the changes have been numerous, a general statement may be made.

##### b) Resources issued in successive parts

Makes notes on changes in the name of publisher, distributor, etc. that occur after the first/earliest issue or part if considered to be important either for identification or for access (see 2.7.0.7b). If the changes have been numerous, a general statement may be made.

Name of publisher varies.

##### c) Integrating resources

Make notes on names of publishers, distributors, etc. no longer present on the current iteration, or that appeared in a different form on earlier iterations, if considered to be important either for identification or for access (see 2.7.0.7c). If the changes have been numerous, a general statement may be made.

Published by Architext Software, 1994-1997.

*(Name of publisher: Excite, Inc.; Excite, Inc., became publisher in 1998)*

## 2.8. PLACE OF PUBLICATION, DISTRIBUTION, ETC.

---

### *Contents*

- 2.8.0 Basic instructions on recording place of publication, distribution, etc.
- 2.8.1 Place of publication
- 2.8.2 Place of distribution
- 2.8.3 Place of manufacture
- 2.8.4 Place of production
- 2.8.5 Notes on place of publication, distribution, etc.

### **2.8.0. BASIC INSTRUCTIONS ON RECORDING PLACE OF PUBLICATION, DISTRIBUTION, ETC.**

---

#### *Contents*

- 2.8.0.1 Definition
- 2.8.0.2 Sources of information
- 2.8.0.3 Transcription
- 2.8.0.4 More than one place of publication, distribution, etc.
- 2.8.0.5 Place of publication, distribution, etc., in two or more languages or scripts
- 2.8.0.6 Change in place of publication, distribution, etc.

---

#### **2.8.0.1. Definition**

---

- A **place of publication, distribution, etc.**, is a place associated with the issuing, publication, release, distribution, manufacture, or production of a resource.
- For purposes of resource description, a place associated with the issuing, publication, or release of a resource is categorized as a place of publication (see 2.8.1); a place associated with the distribution of a resource is categorized as a place of distribution (see 2.8.2); a place associated with the manufacture of a resource is categorized as a place of manufacture (see 2.8.3); and a place associated with the production of a resource is categorized as a place of production (see 2.8.4).

#### **2.8.0.2. Sources of information**

---

- Take the place of publication, distribution, etc., from the same source as the title proper.
- If the place of publication, distribution, etc., does not appear on the source from which the title proper is taken, take it from another source within the resource.
- If the place of publication, distribution, etc., is not named within the resource itself, take it from one of the other sources of information specified in 2.2.3.

### 2.8.0.3. Transcription

---

- Transcribe the place of publication, distribution, etc., in the form in which it appears on the source of information, following the general guidelines on transcription given under 1.6. Include both the local place name (city, town, etc.) and the name of the larger jurisdiction (country, state, province, etc.) if present on the source of information.

Köln

Lugduni Batavorum

Tolworth, England

Carbondale, Ill.

- If clarification of the place name as transcribed is considered to be important, make a note (see 2.8.5) as follows:
  - a) if the place name is known to be fictitious, make a note giving the actual place name
  - b) if the place name is in an abbreviated or unusual form, make a note giving the usual form of the place name
  - c) if the place as it is identified in the resource is not the only place with that name, make a note giving additional information (e.g., the name of the country, state, province, etc.) to differentiate the name.

### 2.8.0.4. More than one place of publication, distribution, etc.

---

- If two or more places of publication, distribution, etc., are named on the source of information, record them in the order indicated by the sequence or layout of the place names on the source of information.

Ann Arbor, Mich.  
Tylers Green, Buckinghamshire

Toronto  
Buffalo  
London

London  
New York  
Sydney

*(Source of information reads: New York, London, Sydney. London given prominence by typography)*

- If there are two or more publishers, distributors, etc., and two or more places associated with one or more of them, record the place names associated with each publisher, distributor, etc., in the order indicated by the sequence or layout of the place names on the source of information.

### 2.8.0.5. Place of publication, distribution, etc., in two or more languages or scripts

---

- If the place of publication, distribution, etc., appears in the source of information in more than one language or script, record the form that is in the language or

script of the title proper. If this criterion does not apply, record the place name in the language or script that appears first.

- ◇ *Optionally*, record the place name in each language or script in which it appears in the order indicated by the sequence or layout of the names on the source(s) of information.

#### **2.8.0.6. Change in place of publication, distribution, etc.**

---

- Record a change in the place of publication, distribution, etc., as follows.

##### **a) 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 issue or part and this change does not require a new description (see 8.3), record the later 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.

##### **c) 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).

### **2.8.1. PLACE OF PUBLICATION**

---

#### *Contents*

- 2.8.1.1 Definition
- 2.8.1.2 Recording place of publication
- 2.8.1.3 Place of publication not identified in the resource

---

#### **2.8.1.1. Definition**

---

- A **place of publication** is a place associated with the issuing, publication, or release of a resource.

#### **2.8.1.2. Recording place of publication**

---

- Record the place of publication following the basic instructions on recording place of publication, distribution, etc. (see 2.8.0).

Den Haag

Taunton, Somerset

Christiania [Oslo]

Mpls [Minneapolis]

Santiago [Chile]

Paris [i.e. Bruxelles]

Toronto

Montréal

(*Source of information reads: Montreal, Toronto. Toronto given prominence by typography*)

### 2.8.1.3. Place of publication not identified in the resource

---

- If the place of publication is not identified in the resource, supply the place of publication or probable place of publication, enclosed in square brackets, as follows (in order of preference):

**a) Known place of publication**

If the place of publication is known, supply the local place name (city, town, etc.).

[Toronto]

**b) Probable place of publication**

If the place of publication is uncertain, supply the name of the probable local place of publication followed by a question mark.

[Munich?]

**c) Known country, state, province, etc., of publication**

If the country, state, province, etc., of publication is known, supply that name.

[Canada]

**d) Probable country, state, province, etc., of publication**

If the country, state, province, etc., of publication is uncertain, supply the name of the probable country, state, province, etc., of publication followed by a question mark.

[Spain?]

- 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 of publication unknown*, enclosed in square brackets.
- If the resource is in an unpublished form (e.g., a manuscript, a painting, a sculpture), record nothing in the place of publication element. See also 2.8.4.

## 2.8.2. PLACE OF DISTRIBUTION

---

### *Contents*

- 2.8.2.1 Definition
  - 2.8.2.2 Recording place of distribution
- 

### **2.8.2.1. Definition**

---

- A **place of distribution** is a place associated with the distribution of a resource.

### **2.8.2.2. Recording place of distribution**

---

- Record the place of distribution following the basic instructions on recording place of publication, distribution, etc. (see 2.8.0).

London

## 2.8.3. PLACE OF MANUFACTURE

---

### *Contents*

- 2.8.3.1 Definition
  - 2.8.3.2 Recording place of manufacture
- 

### **2.8.3.1. Definition**

---

- A **place of manufacture** is a place associated with the manufacture (printing, duplicating, casting, etc.) of a resource.

### **2.8.3.2. Recording place of manufacturer**

---

- Record the place of manufacture following the basic instructions on recording place of publication, distribution, etc. (see 2.8.0).

Twickenham

## 2.8.4. PLACE OF PRODUCTION

---

### *Contents*

- 2.8.4.1 Definition
  - 2.8.4.2 Recording place of production
-



### 2.8.4.1. Definition

---

- A **place of production** is a place associated with the production, fabrication, construction, etc., a resource.

### 2.8.4.2. Recording place of production

---

- If the resource is in an unpublished form (e.g., a manuscript, a painting, a sculpture), record the place of production, following the basic instructions on recording place of publication, distribution, etc. (see 2.8.0).

Long Beach Island

London-Zagreb-Trieste

## 2.8.5. NOTES ON PLACE OF PUBLICATION, DISTRIBUTION, ETC.

---

### *Contents*

- 2.8.5.1 Definition
- 2.8.5.2 Sources of information
- 2.8.5.3 Details relating to place of publication, distribution, etc.
- 2.8.5.4 Change in place of publication, distribution, etc.

---

### 2.8.5.1. Definition

---

- A **note on place of publication, distribution, etc.**, is a note providing details on places of publication, distribution, etc., or information on changes in place of publication, distribution, etc.

### 2.8.5.2. Sources of information

---

- Take information for use in a note on place of publication, distribution, etc., from any source either within the resource itself or outside the resource.

### 2.8.5.3. Details relating to place of publication, distribution, etc.

---

- Make notes on details relating to places of publication, distributions, etc., not recorded in the place of publication, distribution, etc., element, if they are considered to be important.

Published in London or Manchester.

Actually published in Dublin.  
(*Place of publication as transcribed from source: Belfast*)

Published in Liverpool.  
(*Place of publication as transcribed from source: Lerpwl*)

Published in Rio de Janeiro.  
(*Place of publication as transcribed from source: Rio*)

Published in Trier.

*(Place of publication as transcribed from source: Augustae Treverorum)*

Published in London Ont.

*(Place of publication as transcribed from source: London)*

#### **2.8.5.4. Change in place of publication, distribution, etc.**

---

- Make notes on changes in the place of publication, distribution, etc., as follows.

##### **a) 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 either for identification or for access (see 2.7.0.7a). If the changes have been numerous, a general statement may be made.

##### **b) Resources issued in successive parts**

Makes notes on changes in the place of publication, distribution, etc. that occur after the first/earliest issue or part if considered to be important either for identification or for access (see 2.7.0.7b). If the changes have been numerous, a general statement may be made.

Published: Denver, 1995–1997; Boston, 1998– .

*(Place of publication: Dallas)*

##### **c) Integrating resources**

Make notes on names of publishers, distributors, etc. no longer present on the current iteration, or that appeared in a different form on earlier iterations, if considered to be important either for identification or for access (see 2.7.0.7c). If the changes have been numerous, a general statement may be made.

Published: New York, 1974–1975; South Hackensack,  
N.J., 1976–1978.

*(Place of publication: Colorado Springs, Colo.)*

## **2.9. DATE OF PUBLICATION, DISTRIBUTION, ETC.**

---

### *Contents*

- 2.9.0 Basic instructions on recording date of publication, distribution, etc.
- 2.9.1 Date of publication
- 2.9.2 Date of distribution
- 2.9.3 Copyright date
- 2.9.4 Date of manufacture
- 2.9.5 Date of production
- 2.9.6 Notes on date of publication, distribution, etc.

## 2.9.0. BASIC INSTRUCTIONS ON RECORDING DATE OF PUBLICATION, DISTRIBUTION, ETC.

---

### *Contents*

- 2.9.0.1 Definition
  - 2.9.0.2 Sources of information
  - 2.9.0.3 Transcription
  - 2.9.0.4 Chronograms
  - 2.9.0.5 Resources issued in successive parts and integrating resources
- 

### 2.9.0.1. Definition

---

- A **date of publication, distribution, etc.**, is a date associated with the issuing, publication, release, distribution, copyrighting, manufacture, or production of a resource.
- For purposes of resource description, a date associated with the issuing, publication, or release of a resource is categorized as a date of publication (see 2.9.1); a date associated with the distribution of a resource is categorized as a date of distribution (see 2.9.2); a date associated with the copyrighting of a resource is categorized as a copyright date (see 2.9.3); a date associated with the manufacture of a resource is categorized as a date of manufacture (see 2.9.4); and a date associated with the production of a resource is categorized as a date of production (see 2.9.5).

### 2.9.0.2. Sources of information

---

- Take the date of publication, distribution, etc., from the same source as the title proper.
- If the date of publication, distribution, etc., does not appear on the source from which the title proper is taken, take it from another source within the resource.
- If the date of publication, distribution, etc., is not named within the resource itself, take it from one of the other sources of information specified in 2.2.3.
- Take the ending date of publication, distribution, etc., for a resource issued in successive parts from the last issue or part.
- Take the beginning date of publication, distribution, etc., for an integrating resource from the first iteration.

### 2.9.0.3. Transcription

---

- Transcribe the date of publication, distribution, etc., in the form in which it appears on the source of information, following the general guidelines on transcription given under 1.6.

1975

1733

*(Source of information reads: MDCCXXXIII)*

- ◇ *Optionally*, supply a clarification of the date, enclosed in square brackets, as follows:
  - a) if the date as it appears in the resource is known to be fictitious, follow it with the actual date
 

1798 [i.e. 1883]
  - b) if the date as it appears in the resource is not in Western-style numerals, follow it with the date in Western-style arabic numerals
  - c) if the date as it appears in the resource is not of the Gregorian or Julian calendar, follow it with date(s) of the Gregorian or Julian calendar
 

4308 [1975]

4308 [1975]

5730 [1969 or 1970]

anno 18 [1939]

#### 2.9.0.4. Chronograms

---

- If the date of publication, distribution, etc., as it appears on the source of information is in the form of a chronogram, transcribe the chronogram as it appears and follow it with the date in Western-style arabic numerals in square brackets.

Ipso anno tertio saeculari typographiae DIVINO auxilio  
a germanis Inventae [1740]

- ◇ *Optionally*, omit the chronogram from the date of publication, distribution, etc., element, recording only the supplied date in Western-style arabic numerals in square brackets. Record the chronogram in a note if it is considered to be important for identification (see 2.9.6).

#### 2.9.0.5. Resources issued in successive parts and integrating resources

---

- If the first issue, part, or iteration is available, record the beginning date followed by a hyphen.

1988-

- 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, separated by a hyphen.

1968-1973

- 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, preceded by a hyphen.

-1997

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

1995–1998 [updated 1999]

*(First and last published iterations of an updating loose-leaf available; date of last update known)*

- If the publication date is the same for all issues, parts, or iterations, record only that date as the single date.

1997

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

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

[1998]–

*(Earliest issue available: v. 1, no. 3, July 1998)*

1997–[2000]

*(Last part not available but information about ending date known)*

[1988–1991]

*(First and last issues not available but information about beginning and ending dates known)*

### 2.9.1. DATE OF PUBLICATION

---

#### *Contents*

- 2.9.1.1 Definition
- 2.9.1.2 Recording date of publication
- 2.9.1.3 Date of publication not identified in the resource

---

#### 2.9.1.1. Definition

- A **date of publication** is a date associated with the issuing, publication, or release of a resource.

---

#### 2.9.1.2. Recording date of publication

- Record the date of publication following the basic instructions on recording date of publication, distribution, etc. (see 2.9.0).

---

#### 2.9.1.3. Date of publication not identified in the resource

- If the date of publication is not identified in a resource that is in a published form, record in its absence (in order of preference) the copyright date (see 2.9.3) or the date of manufacture (see 2.9.4).

- If neither a date of publication, a copyright date, nor a date of manufacture is identified in the resource, supply an approximate date of publication, enclosed in square brackets.

[1971 or 1972]  
(*One year or the other*)

[1969?]  
(*Probable date*)

[ca. 1960]  
(*Approximate date*)

[1970s]  
(*Decade certain*)

[1970s?]  
(*Probable decade*)

[1800s]  
(*Century certain*)

[1800s?]  
(*Probable century*)

[not after Aug. 21, 1492]  
(*Latest possible date certain*)

- ◇ *Optionally*, if either a copyright date or a date of manufacture has been recorded in the absence of a date of publication, and that date differs significantly from the probable date of publication, supply the probable date of publication in square brackets.

[1982?]  
(*Copyright date: c1949*)

- 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.

[date unknown]  
(*Resource probably published in the late 1800s or early 1900s*)

- If the resource is in an unpublished form (e.g., a manuscript, a painting, a sculpture), record nothing in the date of publication element. See also 2.9.5.

## 2.9.2. DATE OF DISTRIBUTION

---

### *Contents*

- 2.9.2.1 Definition
  - 2.9.2.2 Recording date of distribution
-

### 2.9.2.1. Definition

---

- A **date of distribution** is a date associated with the distribution of a resource.

### 2.9.2.2. Recording date of distribution

---

- If the date of distribution differs from the date of publication, record the date of distribution, if it is considered to be important, following the basic instructions on recording date of publication, distribution, etc. (see 2.9.0).

1973  
(*Date of publication: 1971*)

## 2.9.3. COPYRIGHT DATE

---

### *Contents*

- 2.9.3.1 Definition
  - 2.9.3.2 Recording copyright date
- 

### 2.9.3.1. Definition

---

- A **copyright date** is a date associated with the copyrighting of a resource.
- Copyright dates include phonogram dates.

### 2.9.3.2. Recording copyright date

---

- If the date of publication is unknown, record the copyright date following the basic instructions on recording date of publication, distribution, etc. (see 2.9.0).

c1967

p1983

- ◇ *Optionally*, if the date of publication appears in the resource, record the latest copyright date in addition to the date of publication, if the two dates differ.

c1965  
(*Date of publication: 1967*)

- If there is no date of publication that applies to the resource as a whole, and the resource has multiple copyright dates that apply to various aspects (e.g., text, sound, graphics), transcribe only the latest copyright date.
- ◇ *Optionally*, transcribe the other copyright dates in a note (see 2.9.6) or in a contents list (see 4.7).

## 2.9.4. DATE OF MANUFACTURE

---

### *Contents*

- 2.9.4.1 Definition
  - 2.9.4.2 Recording date of manufacture
- 

### **2.9.4.1. Definition**

---

- A **date of manufacture** is a date associated with the manufacture (printing, duplicating, casting, etc.) of a resource.

### **2.9.4.2. Recording date of manufacture**

---

- If neither a date of publication nor a copyright date appears in the resource, record the date of manufacture, indicated as such, following the basic instructions on recording date of publication, distribution, etc. (see 2.9.0).

1967 printing

1979 pressing

- ◇ *Optionally*, if the date of publication appears in the resource, record the date of manufacture, in addition to the date of publication, if the two dates differ, and the date of manufacture is considered to be important.

1963 printing  
(*Date of publication: 1949*)

## 2.9.5. DATE OF PRODUCTION

---

### *Contents*

- 2.9.5.1 Definition
  - 2.9.5.2 Recording date of production for a published resource
  - 2.9.5.3 Recording date of production for an archival resource or a collection
- 

### **2.9.5.1. Definition**

---

- A **date of production** is a date associated with the creation, fabrication, construction, etc., of a resource.
- For an archival resource, the date of production is the date the resource was created or the date(s) of record-keeping activity.
- For a collection (i.e., one assembled by a private collector, a dealer, a library, etc.), the date of production is the date of creation or publication of the resources contained in the collection.



### 2.9.5.2. Recording date of production for a published resource

---

- If the date of recording, date of original production, etc., appears in a published resource, record it in a note (see 2.9.6).

### 2.9.5.3. Recording date of production for an archival resource or a collection

---

- If the date of production of an archival resource (i.e., the date of creation of the resource) falls within a single year, record that date or a more specific date therein. For a single resource, record the exact date(s).

1906 March 17

- If the archival resource or collection spans a period of time, record the inclusive dates (i.e., the earliest and latest dates of creation of the resource or of the record-keeping activity).

1849–1851

- ◇ *Optionally*, where the dates pertaining to the majority of the items in the resource being described differ significantly from the inclusive dates, follow the inclusive dates with the predominant or bulk dates, indicated as such.

1785–1960, bulk 1916–1958

- 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.

probably 1867

approximately 1952–1978

before 1867

## 2.9.6. NOTES ON DATE OF PUBLICATION, DISTRIBUTION, ETC.

---

### *Contents*

- 2.9.6.1 Definition
- 2.9.6.2 Sources of information
- 2.9.6.3 Details relating to date of publication, distribution, etc.
- 2.9.6.4 Suspension of publication

### 2.9.6.1. Definition

---

- A **note on date of publication, distribution, etc.**, is a note providing details on dates of publication, distribution, etc., or on the suspension of publication.

### 2.9.6.2. Sources of information

---

- Take information for use in a note on date of publication, distribution, etc., from any source either within the resource itself or outside the resource.

### 2.9.6.3. Details relating to date of publication, distribution, etc.

---

- Make notes on details relating to date of publication, distribution, etc., that are not recorded in the date of publication, distribution, etc., element and are considered to be important.
- If the description is based on an issue or part other than the first and/or last, make notes on beginning and ending date of publication, distribution, etc.

Began in 1996.

*(First published issue not available but information about beginning date is known; resource still being published)*

Began in 1988; ceased in 1991.

*(First and last published issues not available but information about beginning and ending dates known)*

Ceased publication in 1999.

*(Description not based on either first or last issue, part, or iteration; ending publication date known)*

- Make a note on the date of recording, date of original production, etc., if it appears in a published resource.

1961 recording.

*(Date of publication: 1971)*

1934 production.

*(Date of distribution: 1971)*

- Make notes on any other useful dates (e.g., dates of collection of data).

### 2.9.6.4. Suspension of publication

---

- If a resource issued in successive parts or an integrating resource suspends publication with the intention of resuming at a later date, make a note on this fact. If publication is resumed, include the dates or designation of the period of suspension.

Suspended with v. 11.

No updates issued from 1999 to 2001.

## 2.10. SERIES

---

### *Contents*

- 2.10.0 Basic instructions on recording series information
- 2.10.1 Title proper of series
- 2.10.2 Parallel title of series

- 2.10.3 Other title information of series
  - 2.10.4 Statement of responsibility relating to series
  - 2.10.5 ISSN of series
  - 2.10.6 Numbering within series
  - 2.10.7 Subseries
  - 2.10.8 Resource in more than one series
  - 2.10.9 Notes on series information
- 

## 2.10.0. BASIC INSTRUCTIONS ON RECORDING SERIES INFORMATION

---

### *Contents*

- 2.10.0.1 Definition
  - 2.10.0.2 Sources of information
  - 2.10.0.3 Transcription
  - 2.10.0.4 Facsimiles and reproductions
  - 2.10.0.5 Change in series information
- 

### 2.10.0.1. Definition

---

- **Series information** is information identifying one or more series to which a resource belongs and the numbering of the resource within the series.
- Series information may also include information relating to one or more subseries to which the resource belongs.

### 2.10.0.2. Sources of information

---

- For instructions on sources of information for individual elements of series information see 2.10.1.2 (title proper of series), 2.10.2.2 (parallel title of series), 2.10.3.2. (other title information of series, 2.10.4.2 (statement of responsibility relating to series), 2.10.5.2 (ISSN of series), 2.10.6.2 (numbering within series), and 2.10.7.2 (subseries).

### 2.10.0.3. Transcription

---

- Transcribe series information as it appears on the source of information, following the general guidelines on transcription given under 1.6.
- For additional instructions on transcribing numbering within series see 2.10.6.

### 2.10.0.4. Facsimiles and reproductions

---

- When describing a facsimile or reproduction that has series information relating to the original manifestation as well as to the facsimile or reproduction, record the series information relating to the facsimile or reproduction. Record the series information relating to the original manifestation in a note (see 4.10.2).

### 2.10.0.5. Change in series information

---

- Record a change in series information as follows.
  - a) **Resource issued in successive parts**

If series information is added, deleted, or changed on a subsequent issue or part and this change cannot be stated clearly in the series information elements, make a note if the change is considered to be important (see 2.10.9.4a).
  - b) **Integrating resource**

If series information is added, deleted, or changed on a subsequent iteration, change the series information elements to reflect the current iteration and make a note if the change is considered to be important (see 2.10.9.4b).
- For changes indicating that the resource belongs to more than one series, follow the instructions in 2.10.8.

### 2.10.1. TITLE PROPER OF SERIES

---

#### *Contents*

- 2.10.1.1 Definition
  - 2.10.1.2 Sources of information
  - 2.10.1.3 Recording the title proper of the series
  - 2.10.1.4 Title of series in more than one form
- 

#### 2.10.1.1. Definition

---

- The **title proper of a series** is the chief title of a series to which the resource belongs (i.e., the title normally used when citing the series).

#### 2.10.1.2. Sources of information

---

- Take the title proper of the series from the series title page.
- If there is no series title page, take the title proper of the series from the preferred source of information as specified in 2.2.1.
- If there is no title proper of the series on the preferred source of information, take it from another source within the resource itself.
- If there is no title proper of the series within the resource itself, take it from one of the other sources of information specified in 2.2.3.

#### 2.10.1.3. Recording the title proper of the series

---

- If the resource is issued in a series, record the title proper of the series following the basic instructions on recording titles (see 2.3.0).

A1 street atlas series

Bartholomew world travel series

Master choruses for Lent and Easter

Allstate simulation film library

Fant anthology of literature in Ameslan

Listening, looking, and feeling

Practicorp no-nonsense software

PCMI collection

H.C.

- If the title of the series includes numbering as an integral part of the title, transcribe the numbering as part of the title proper of the series.

Publication #122 of the Social Science Education Consortium

The twenty-sixth L. Ray Buckendale lecture

Cuaderno número G del instituto

***Exception:***

If the resource being described comprises two or more issues or parts, and numbering that is an integral part of the title proper of the series differs from issue to issue or part to part, omit the numbering from the title proper of the series, replacing it by the mark of omission. Record the numbering as numbering within the series (see 2.10.6).

#### **2.10.1.4. Title of series in more than one form**

---

- If different forms of the title of the series (other than parallel titles) appear, record, if applicable, the title appearing on the series title page as the title proper of the series, following the instructions in 2.3.1.4. Otherwise, record the most prominent form of the series title. Record the other form(s) in a note if they are considered to be important for identifying the resource.

### **2.10.2. PARALLEL TITLE OF SERIES**

---

*Contents*

- 2.10.2.1 Definition
  - 2.10.2.2 Sources of information
  - 2.10.2.3 Recording parallel titles of series
- 

#### **2.10.2.1. Definition**

---

- A **parallel title of a series** is the title proper of a series to which the resource belongs in another language or script.

### 2.10.2.2. Sources of information

---

- Take parallel titles of series from the series title page.
- If there is no series title page, take parallel titles of series from the preferred source of information as specified in 2.2.1.
- If there is no parallel title of the series on the preferred source of information, take it from any source within the resource.

### 2.10.2.3. Recording parallel titles of series

---

- Record parallel titles of series following the basic instructions on recording parallel titles in 2.3.2.3.

Visual games  
(*Title proper of series: Jeux visuels*)

Statistiques de la Suisse  
(*Title proper of series: Quellenwerke der Schweiz*)

## 2.10.3. OTHER TITLE INFORMATION OF SERIES

---

### *Contents*

- 2.10.3.1 Definition
- 2.10.3.2 Sources of information
- 2.10.3.3 Recording other title information of series

---

### 2.10.3.1. Definition

---

- **Other title information of a series** is information that appears in conjunction with, and is subordinate to, the title proper of a series to which the resource belongs.

### 2.10.3.2. Sources of information

---

- Take other title information of series from the same source as the title proper of the series.

### 2.10.3.3. Recording other title information of series

---

- Record other title information of a series only if it provides valuable information identifying the series. When recording other title information of a series, follow the basic instructions on recording other title information in 2.3.3.3.

a collection of facsimile reprints  
(*Title proper of series: English linguistics, 1500-1750*)

their origin, use, and spelling  
(*Title proper of series: Words*)

## 2.10.4. STATEMENT OF RESPONSIBILITY RELATING TO SERIES

---

### *Contents*

- 2.10.4.1 Definition
  - 2.10.4.2 Sources of information
  - 2.10.4.3 Recording statements of responsibility relating to series
- 

### **2.10.4.1. Definition**

---

- A **statement of responsibility relating to series** is a statement relating to the identification of any persons, families, or corporate bodies responsible for a series to which the resource belongs.

### **2.10.4.2. Sources of information**

---

- Take statements of responsibility relating to a series from the same source as the title proper of the series.

### **2.10.4.3. Recording statements of responsibility relating to series**

---

- Record statements of responsibility appearing in conjunction with the series title only if they are considered to be necessary for identification of the series. When recording a statement of responsibility relating to a series, follow the basic instructions on recording statements of responsibility in 2.4.0.

Association of American Geographers  
(*Title proper of series*: Map supplement)

Beach Erosion Board  
(*Title proper of series*: Technical memorandum)

Thomas Mann  
(*Title proper of series*: Sämtliche Werke)

Maurice Le Lannou  
(*Title proper of series*: Nouvelle collection)

## 2.10.5. ISSN OF SERIES

---

### *Contents*

- 2.10.5.1 Definition
  - 2.10.5.2 Sources of information
  - 2.10.5.3 Recording the ISSN of a series
-

### 2.10.5.1. Definition

---

- An **ISSN (International Standard Serial Number) of a series** is the alphanumeric identifier assigned to a series by an authorized ISSN agency.

### 2.10.5.2. Sources of information

---

- Take the ISSN of a series from any source within the resource.

### 2.10.5.3. Recording the ISSN of a series

---

- If the ISSN (International Standard Serial Number) of a series appears within the resource, record it following the instructions in 2.12.1.1, even if it is known to be incorrect.

ISSN 0317-3127

- If the ISSN of a subseries appears in the resource (see 2.10.7.9), omit the ISSN of the main series.

## 2.10.6. NUMBERING WITHIN SERIES

---

### *Contents*

- 2.10.6.1 Definition
- 2.10.6.2 Sources of information
- 2.10.6.3 Recording numbering within series
- 2.10.6.4 Chronological designation
- 2.10.6.5 New sequence of numbering
- 2.10.6.6 Alternative numbering systems
- 2.10.6.7 Separately numbered issues or parts

### 2.10.6.1. Definition

---

- **Numbering within series** is the identification of each of the successive parts of a series.
- Numbering within series may include a number, a letter, any other character or the combination of these, with or without an accompanying word (volume, number, etc.) and/or a chronological designation.

### 2.10.6.2. Sources of information

---

- Take the numbering within a series from any source within the resource.

### 2.10.6.3. Recording numbering within series

---

- Record the numbering of the resource within the series as it appears on the source of information, following the general guidelines on transcription given under 1.6.

no. 8



v. 12

4

63-2

- Do not capitalize a term such as *v.*, *no.*, *reel*, *t.*, that is part of the series numbering unless the instructions in appendix A appropriate to the language involved require capitalization (e.g., noun capitalization in German). Capitalize other words and alphabetic devices used as part of a numbering system according to the usage in the resource.

set 1

reel A-4

imleabhar 11

Bd. 8

May 1996

A

*(Parts in this series are numbered A, B, C, D, etc.)*

NSRDS-NBS 5

MCE 329

1245A

L-510

- If the numbering consists of a year and a number that is a division of the year, record the year before the number (see 2.6.2.3).

2000, no. 3

*(Numbering appears on the source of information as: no. 3, 2000; numbering restarts each year)*

- When the numbering is grammatically integrated with the series title, follow the instructions in 2.10.1.3.
- If the numbering that appears on the source of information is known to be incorrect, transcribe it as it appears. Make a note giving the correct numbering.

Bd. 24

*Note:* Numbering on first issue should read: Bd. 25.

#### **2.10.6.4. Chronological designation**

---

- If the resource has both a numeric and/or alphabetic designation and a chronological designation, record both the numeric and/or alphabetic designation and the chronological designation. A date of publication, distribution, etc., is not a chronological designation.

v. 3, no. 2  
Sept. 1981

#### 2.10.6.5. New sequence of numbering

---

- If a new sequence of numbering is accompanied by wording to differentiate the sequence, such as *new series*, include this wording. If a new sequence of numbering with the same system as before is not accompanied by wording such as *new series*, supply [*new ser.*] or another appropriate term (or its equivalent in the language of the title proper of the series). See also 2.6.5.

new ser., v. 3

4th ser., 30

[new ser.], no. 1

[n.F.], Heft 1

#### 2.10.6.6. Alternative numbering systems

---

- Record designations from alternative systems of numbering (see 2.6.6).

1

235

*(When series changed title, publisher began a new system with 1 and continued the system from the earlier title with 235)*

#### 2.10.6.7. Separately numbered issues or parts

---

- When describing a resource comprising two or more issues or parts, record numbering within series as follows.

##### a) Multipart monographs

If simultaneously issued parts of a multipart resource are separately numbered within a series, record the first and the last numbers, separated by a hyphen, if the numbering is continuous. Otherwise, record all the numbers.

v. 11-15

v. 131, 145, 152

##### b) Serials

When describing a serial, record the numbering within a series only if all issues or parts of the serial carry the same series number.

no. 1124

*(Each issue of the serial carries the same series number)*

## 2.10.7. SUBSERIES

---

### *Contents*

- 2.10.7.1 Definition
  - 2.10.7.2 Sources of information
  - 2.10.7.3 Title proper of subseries
  - 2.10.7.4 Title of series and subseries in more than one language
  - 2.10.7.5 "New series," "second series," etc.
  - 2.10.7.6 Subseries or second series
  - 2.10.7.7 Numeric and/or alphabetic designation of subseries
  - 2.10.7.8 Parallel title, other title information, and statement of responsibility relating to a subseries
  - 2.10.7.9 ISSN of subseries
  - 2.10.7.10 Numbering within subseries
- 

### 2.10.7.1. Definition

---

- A **subseries** is a series within a series (i.e., a series that always appears in conjunction with another, usually more comprehensive, series of which it forms a section).

### 2.10.7.2. Sources of information

---

- Take subseries information from any source within the resource.

### 2.10.7.3. Title proper of subseries

---

- If the resource is part of a subseries and both the series and the subseries are named in the resource, record both the title proper of the main series (see 2.10.1) and the title proper of the subseries.

Department of State publication  
(*Title proper of main series*)

East Asian and Pacific series  
(*Title proper of subseries*)

Acta Universitatis Stockholmiensis  
(*Title proper of main series*)  
Stockholm studies in the history of literature  
(*Title proper of subseries*)

Standard radio super sound effects  
(*Title proper of main series*)  
Trains  
(*Title proper of subseries*)

Three centuries of drama  
(*Title proper of main series*)  
English, 1642-1700  
(*Title proper of subseries*)

#### 2.10.7.4. Title of series and subseries in more than one language

---

- If the main series and subseries titles appear in more than one language or script, record as the title proper for the main series and subseries the titles in the language (or the clearly predominant language) of the particular resource being catalogued. If this criterion is not applicable, record the first main series and subseries titles that are in the same language as each other.

#### 2.10.7.5. "New series," "second series," etc.

---

- If a phrase such as "new series," "second series," etc., appears with an unnumbered series on the source of information, record such a phrase as a subseries title. If it appears with a numbered series, record the phrase as part of the numbering of the series as instructed in 2.10.6.5.

New series

*(Title proper of subseries)*

*(Title proper of main series: Cambridge studies in international and comparative law)*

new ser., v. 12

*(Numbering within series)*

*(Title proper of main series: Marian Library studies)*

#### 2.10.7.6. Subseries or second series

---

- In case of doubt about whether one of the titles is a subseries or a second series, treat it as a second series (see 2.10.8).

#### 2.10.7.7. Numeric and/or alphabetic designation of subseries

---

- If the subseries has a numeric and/or alphabetic designation and no title, record the designation as the subseries title. If the subseries has a title as well as a designation, record the title following the designation.

Series 2

4, Physics

Series D, Geophysical bulletin

#### 2.10.7.8. Parallel title, other title information, and statement of responsibility relating to a subseries

---

- Record parallel titles, other title information, and statements of responsibility relating to subseries as instructed in 2.10.2, 2.10.3, and 2.10.4.

France today

La France d'aujourd'hui

*(Title proper of main series: World films)*

Series C, Bibliographies

Série C, Bibliographies

*(Title proper of main series: Papers and documents of the I.C.I.)*

*(Parallel title of main series: Travaux et documents de l'I.C.I.)*

### 2.10.7.9. ISSN of subseries

---

- If the ISSN (International Standard Serial Number) of a subseries appears in the resource, record it following the instructions in 2.12.1.1, even if it is known to be incorrect. When recording the ISSN of a subseries, omit the ISSN of the main series.

ISSN 0083-8640

ISSN 0075-3114

not ISSN 0446-4796  
(*ISSN of main series*)

ISSN 0075-3114  
(*ISSN of subseries*)

### 2.10.7.10. Numbering within subseries

---

- Record the numbering within a subseries as instructed in 2.10.6.

TSP 1

1  
(*Numbering within main series: 8*)

## 2.10.8. RESOURCE IN MORE THAN ONE SERIES

---

- The information relating to one series, or series and subseries, constitutes one set of series information. If the resource belongs to two or more series and/or two or more series and subseries, record each set of series information separately following the instructions in 2.10.1–2.10.7.

Video marvels  
(*Title proper of first series*)  
no. 33  
(*Numbering within first series*)

Educational progress series  
(*Title proper of second series*)  
no. 3  
(*Numbering within second series*)

- If parts of the resource belong to different series and this relationship cannot be stated clearly in the series element, record details of the series in a note (see 2.10.9.4).

## 2.10.9. NOTES ON SERIES INFORMATION

---

### *Contents*

- 2.10.9.1 Definition
- 2.10.9.2 Sources of information
- 2.10.9.3 Complex series information
- 2.10.9.4 Change in series information

### 2.10.9.1. Definition

---

- A **note on series information** is a note providing information on complex series information, or changes in series information.

### 2.10.9.2. Sources of information

---

- Take information for a note on series from any source either within the resource or from outside the resource.

### 2.10.9.3. Complex series information

---

- Make notes on information relating to series that is too complex to be recorded as structured series information.

Pts. 1 and 2 in series: African perspective. Pts. 3 and 4 in series: Third World series. Pt. 5 in both series.

### 2.10.9.4. Change in series information

---

- Make notes on changes in series information as follows.

#### a) Resource issued in successive parts

Make notes on changes in series information that occur after the first/earliest issue or part not already recorded as part of the series information elements (see 2.10.0.5a) if considered to be important. If the changes have been numerous, a general statement may be made.

Subtitle of series varies.

#### b) Integrating resource

Make notes on series information no longer present on the current iteration if considered to be important (see 2.10.0.5b). If an iteration has a series not present earlier, make a note about the publication date of that iteration. If the changes have been numerous, a general statement may be made.

Series title, 1991-1996: Client representation workbooks.

*(Current iteration has series title: Special tax topics workbooks)*

Series title began 1997.

*(Resource began in 1995 without a series title)*

## 2.11. FREQUENCY

---

### 2.11.0. BASIC INSTRUCTIONS ON RECORDING FREQUENCY

---

#### *Contents*

- 2.11.0.1 Definition
- 2.11.0.2 Sources of information

2.11.0.3 Recording frequency

---

**2.11.0.1. Definition**

---

- **Frequency** is the frequency of release of issues or parts of a resource issued in successive parts or the frequency of updates to an integrating resource

**2.11.0.2. Sources of information**

---

- Take information on frequency from any source.

**2.11.0.3. Recording frequency**

---

- Make notes on the frequency of release of issues or parts of a resource issued in successive parts or the frequency of updates to an integrating resource, if known.

Annual.

Monthly (except Aug.).

Monthly (during school year).

Several times a week.

Issued twice a month.

Six issues yearly.

Irregular.

Rev. ed. issued every 4 months.

Updated quarterly.

Continually updated.

- Make notes on changes in frequency, stating the frequencies and their respective dates in chronological order. If changes in frequency have been numerous, make a note *Frequency varies* or *Frequency of updates varies*.

Bimonthly, Nov./Dec. 1980-Mar./Apr. 1992; monthly, May 1992- .

Frequency varies.

Frequency of updates varies.

## 2.12. RESOURCE IDENTIFIER

---

### *Contents*

- 2.12.0 Basic instructions on recording resource identifiers
  - 2.12.1 Standard number
  - 2.12.2 Other resource identifiers
- 

### 2.12.0. BASIC INSTRUCTIONS ON RECORDING RESOURCE IDENTIFIERS

---

#### *Contents*

- 2.12.0.1 Definition
  - 2.12.0.2 Sources of information
  - 2.12.0.4 Facsimiles and reproductions
- 

#### 2.12.0.1. Definition

---

- A **resource identifier** is number or code uniquely associated with the resource that serves to differentiate that resource from other resources.
- For purposes of resource description, a distinction is made between standard numbers (see 2.12.1) and other resource identifiers (see 2.12.2).
- A **standard number** is one that is assigned by an agency authorized as registration agency for a numbering scheme approved by the International Organization for Standardization (ISO).
- Other resource identifiers include all types of identifying numbers, etc., other than standard numbers (e.g., numbers assigned by a publisher or distributor, by a government publications agency, or by a document clearinghouse, reference codes used to identify archival resources, etc.).

#### 2.12.0.2. Sources of information

---

- Take resource identifiers from any source.

#### 2.12.0.4. Facsimiles and reproductions

---

- When describing a facsimile or reproduction record any identifier associated with the facsimile or reproduction as a resource identifier. Record any identifier associated with the original manifestation in a note on details of the original manifestation (see 4.10.2).

### 2.12.1. STANDARD NUMBER

---

#### *Contents*

- 2.12.1.1 Recording standard numbers



- 2.12.1.2 Two or more standard numbers
- 2.12.1.3 Incorrect standard numbers
- 2.12.1.4 Qualification

---

### 2.12.1.1. Recording standard numbers

---

- Record an International Standard Book Number (ISBN), an International Standard Serial Number (ISSN), or any other international standard number for the resource being described. Record standard numbers in the format prescribed by the relevant standard. For other resource identifiers, see 2.12.2.

ISBN 0-552-67587-3

ISBN 0-79132-699-3

ISSN 0002-9769

ISSN 0046-225X

### 2.12.1.2. Two or more standard numbers

---

- When describing a resource consisting of two or more parts bearing a standard number for the resource as a whole as well as standard numbers for the individual parts, record the standard number for the resource as a whole. When describing only a single part, record the standard number for that part.
- ◇ *Optionally*, record both the standard number for the resource as a whole and the standard number(s) for the individual part(s), adding a qualification to each number as instructed in 2.12.1.4.

ISBN 0-379-00550-6 (set)

ISBN 0-379-00551-4 (v. 1)

### 2.12.1.3. Incorrect standard numbers

---

- 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, as appropriate.

ISBN 0-87068-430-2 (invalid)

ISSN 0018-5811 (incorrect)

- If the correct number can be readily ascertained, record it and add (*corrected*) to it.

ISBN 0-340-16427-1 (corrected)

ISSN 0027-7495 (corrected)

#### 2.12.1.4. Qualification

---

- Record, after the standard number, a brief qualification when the resource bears two or more standard numbers. Capitalize words and abbreviations used as qualifiers following the instructions in appendices A and D.

ISBN 0-435-91660-2 (cased)  
ISBN 0-435-91661-0 (pbk.)

ISBN 0-387-08266-2 (U.S.)  
ISBN 3-540-08266-2 (Germany)

ISBN 0-684-14258-9 (bound)  
ISBN 0-684-14257-0 (pbk.)

- If the resource has only one standard number, add the type of binding if considered to be important.

ISBN 0-7225-0344-X (pbk.)

- For **updating loose-leaves**, add the qualification (*loose-leaf*) to the standard number.

ISBN 0-86325-016-5 (loose-leaf)

- If standard numbers for parts of the resource are recorded (see 2.12.1.2), follow each number with the designation of the part to which it applies.

ISBN 0-08-019856-2 (v. 1)

ISBN 0-901212-04-0 (v. 38)

#### 2.12.2. OTHER RESOURCE IDENTIFIERS

---

##### *Contents*

- 2.12.2.1 Recording other resource identifiers
- 2.12.2.2 Two or more resource identifiers
- 2.12.2.3 Music publishers' numbers and plate numbers

##### 2.12.2.1. Recording other resource identifiers

---

- Record resource identifiers other than standard numbers (e.g., publishers' numbers, identifiers assigned by an agency other than an ISO registration agency, etc.) if they are considered to be important. Precede the identifier with the name of the agency, etc., responsible for assigning the identifier, if readily ascertainable, using abbreviations as instructed in appendix D.

Supt. of Docs. no.: I 19.16:818

Warner Bros.: K56151

Tamla Motown: STMA 8007

Island: ILPS 9281

### 2.12.2.2. Two or more resource identifiers

---

- When describing a resource consisting of two or more parts, each with a separate resource identifier, record both the identifier for the resource as a whole, if applicable, and the identifiers for the individual parts.
  - ◇ *Optionally*, if there are more than three resource identifiers for individual parts, record only the first number and the last number, separated by a hyphen if the numbers are consecutive, or by a diagonal slash if they are not.

### 2.12.2.3. Music publishers' numbers and plate numbers

---

- Record music publishers' numbers and/or plate numbers that appear on the resource. Precede the numbers by *Publisher's no.:* or *Plate no.:* as appropriate. If a number is preceded by an abbreviation, word, or phrase designating a publisher, include that abbreviation, word, or phrase as part of the number.

Plate no.: S. & B. 4081

Publisher's no.: 6139

Plate no.: B. & H. 8797-B. & H. 8806

Plate no.: 9674 H. L.-9676 H.L.

Plate no.: R.10150E.-R.10155E.

- If the resource consists of two or more parts, each with a separate identifier, record the identifiers as instructed in 2.12.2.2.

Publisher's no.: 6201/9935

*(The complete set of numbers is 6201, 6654, 7006, 7212, 7635, 7788, 8847, 9158, 9664, 9935)*

- When describing a facsimile or reproduction, record the original plate or publisher's number(s). Make a note indicating that the resource is a facsimile or reproduction (see 4.10.2).

## 2.13. PUBLISHED DESCRIPTION

---

### 2.13.0. REFERENCES TO PUBLISHED DESCRIPTIONS

---

#### *Contents*

- 2.13.0.1 Definition
  - 2.13.0.2 Sources of information
  - 2.13.0.3 Recording references to published descriptions
-

### 2.13.0.1. Definition

---

- A **published description** is a description of a resource published in a catalogue, bibliography, discography, thematic index, etc.

### 2.13.0.2. Sources of information

---

- Take information on published descriptions of the resource from any source.

### 2.13.0.3. Recording references to published descriptions

---

- Record brief citations for descriptions of the resource published in standard lists that provide more detailed description or more precise identification of editions, issues, impressions, etc. If there is a common form of citation for the list, use that form.<sup>2</sup>

HR6471  
 GW9101  
 Goff D-403

HR 6471  
 or Hain-Reichling 6471

BMC (XV cent.) II, p. 346 (IB.5874)  
 Schramm, v. 4, p. 10, 50, and ill.

## 2.14. ISSUE, PART, OR ITERATION USED AS THE BASIS FOR THE DESCRIPTION

---

### *Contents*

- 2.14.1 Issue or part used as the basis for the description of a serial or multipart monograph
- 2.14.2 Iteration used as the basis for the description of an integrating resource
- 2.14.3 Date of viewing of a remote access resource

### 2.14.1. ISSUE OR PART USED AS THE BASIS FOR THE DESCRIPTION OF A SERIAL OR MULTIPART MONOGRAPH

---

- For serials and multipart monographs, if the description is not based on the first issue or part, identify the issue or part used as the basis of the description (see 2.1.1). Follow the additional instructions below, as applicable.

Description based on: Pt. 2, published 1998.

Description based on: Vol. 1, no. 3 (Aug. 1999).

---

<sup>2</sup> See *Standard citation forms for rare book cataloging* (2<sup>nd</sup> ed., Library of Congress, 1996).

Latest issue consulted: 1999/10.

**a) Numbered serials**

If more than one issue or part has been consulted, make a note of the latest issue or part consulted in making the description. Combine information about earliest and latest issues or parts consulted in a single note if both are appropriate. Do not make a note of earliest and/or latest issues or parts recorded in the numbering element.

Description based on: Vol. 1, no. 3 (Aug. 1999);  
title from cover.

*(Resource described note combined with source of title proper note)*

Description based on: No. 8 (Jan./June 1997); latest  
issue consulted: no. 12 (Jan./June 1999).

Latest issue consulted: 2001/3.

*(Description based on 1991/1, the first issue)*

**b) Unnumbered serials**

Make a note of the earliest issue or part consulted and its date of publication. If other issues or parts have also been consulted, also record the latest issue or part consulted and its date.

Description based on: Labor and economic reforms in  
Latin America and the Caribbean, 1995.

Description based on: The wood demon / by Anton  
Pavlovich Chekhov; translated by Nicholas Saunders and  
Frank Dwyer, 1993; latest issue consulted: Ibsen : four  
major plays / translated by Rick Davis and Brian  
Johnson, 1995.

**c) Multipart monographs**

Cite the part on which the description is based and/or its number or publication date, as appropriate. If more than one part has been consulted, also make a note of the latest part consulted in making the description. Combine information about earliest and latest issues or parts consulted in a single note if both are appropriate. Do not make a note of earliest and/or latest parts recorded in the numbering element.

## **2.14.2. ITERATION USED AS THE BASIS FOR THE DESCRIPTION OF AN INTEGRATING RESOURCE**

---

- Make a note of the latest iteration consulted in making the description.

Description based on: 1994 ed. through update 10.

Description based on version consulted: Oct. 26, 2000.

**2.14.3. DATE OF VIEWING OF A REMOTE ACCESS RESOURCE**

---

- For remote access resources, always record the date on which the resource was viewed for description.

Description based on contents viewed on Oct. 21, 1999.

Title from title bar (viewed on Jan. 13, 2000).

*(Note on issue, iteration, or part described note combined with note on source of title proper)*

## CHAPTER 4

---

CONTENT DESCRIPTION*Contents*

---

4.0 Purpose and scope

---

4.1 Sources of information

---

4.2 Type and form of content

[To be added]

---

4.3 Nature and scope of the content

- 4.3.0 Basic instructions on describing the nature and scope of the content

---

4.4 Language, script, etc., of the content

- 4.4.0 Basic instructions on recording language, script, etc.
- 4.4.1 Programming language

---

4.5 Intended audience

- 4.5.0 Basic instructions on describing the intended audience

---

4.6 Summarization of the content

- 4.6.0 Basic instructions on summarizing the content

---

4.7 Contents list

- 4.7.0 Basic instructions on listing contents

---

4.8 System of arrangement

- 4.8.0 Basic instructions on noting system of arrangement

---

4.9 Indexes and finding aids

- 4.9.0 Basic instructions on noting indexes and finding aids
- 4.9.1 Cumulative indexes to serials

#### 4.10 Related content

---

- 4.10.0 Basic instructions on describing related content
- 4.10.1 Preceding, succeeding, and simultaneously issued resources
- 4.10.2 Original of a facsimile or reproduction
- 4.10.3 Facsimile or reproduction of an original

#### 4.11 Format of notated music

---

- 4.11.0 Basic instructions on recording the format of notated music

#### 4.12 Medium of performance of musical content

---

- 4.12.0 Basic instructions on recording medium of performance

#### 4.13 Scale of cartographic content

---

- 4.13.0 Basic instructions on recording scale of cartographic content
- 4.13.1 Additional scale information
- 4.13.2 Variations in scale
- 4.13.3 Cartographic content not drawn to scale
- 4.13.4 Nonlinear scale
- 4.13.5 Vertical and horizontal scales

#### 4.14 Projection of cartographic content

---

- 4.14.0 Basic instructions on recording projection of cartographic content

#### 4.15 Coordinates of cartographic content

---

- 4.15.0 Basic instructions on recording coordinates of cartographic content

#### 4.16 Magnitude of cartographic content

---

- 4.16.0 Basic instructions on recording magnitude of cartographic content

#### 4.17 Other details of cartographic content

---

- 4.17.0 Basic instructions on noting other details of cartographic content

#### 4.18 Dissertations

---

- 4.18.0 Basic instructions on recording dissertation information

#### 4.19 Awards

---

- 4.19.0 Basic instructions on recording information on awards



---

## 4.0. PURPOSE AND SCOPE

---

The elements covered in this chapter are those that describe the content of the resource.

The elements convey information that users typically rely on when selecting a resource to meet their “intellectual” requirements (form of work, audience, language, etc.).

This chapter also includes elements that reflect content-oriented relationships (e.g., sources on which the content of the resource is based).

For the description of a particular resource, not all of the elements covered in this chapter may be applicable.

---

## 4.1. SOURCES OF INFORMATION

---

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 under specific elements in this chapter.

---

## 4.2. TYPE AND FORM OF CONTENT

---

[To be added]

---

## 4.3. NATURE AND SCOPE OF THE CONTENT

---

### 4.3.0. BASIC INSTRUCTIONS ON DESCRIBING THE NATURE AND SCOPE OF THE CONTENT

---

#### *Contents*

- 4.3.0.1 Definition
- 4.3.0.2 Sources of information
- 4.3.0.3 Describing the nature and scope of the content

---

#### 4.3.0.1. Definition

---

- The **nature of the content** is the specific character of the content of a resource (e.g., interim report).
- The **scope of the content** is the general scope of coverage of the content of a resource (e.g., geographic or chronological coverage).

#### 4.3.0.2. Sources of information

---

- Take information to be used in describing the nature and scope of the content from any source.

#### 4.3.0.3. Describing the nature and scope of the content

---

- Make a note describing the nature and/or scope of the content of the resource unless that information is given elsewhere in the description.

Field recording of birdsong.

Cross-cultural survey.

Combined time series analysis and graph plotting system.

Spreadsheet, with word processing and graphic capabilities.

Principally in choirbook format.

Parts in score format.

Shows all of western Europe and some of eastern Europe.  
(Resource entitled: Germany)

Shows the routes of Amundsen, Byrd, and Gould.

Shows southernmost extent of the midnight sun.

Shows the main battles of 1944-1945.  
(Resource entitled: The Asian struggle)

Shows dioceses.

Based on 1981 statistics.

## 4.4. LANGUAGE, SCRIPT, ETC., OF THE CONTENT

---

### *Contents*

- 4.4.0 Basic instructions on recording language, script, etc.
- 4.4.1 Programming language

---

### 4.4.0. BASIC INSTRUCTIONS ON RECORDING LANGUAGE, SCRIPT, ETC.

---

#### *Contents*

- 4.4.0.1 Definition
- 4.4.0.2 Sources of information

## 4.4.0.3 Recording language, script, etc., of the content

---

**4.4.0.1. Definition**

---

- **Language** is the language in which the content of a resource is expressed.
- **Script** is the script in which the content of a resource is conveyed.
- **Symbol system** is the non-alphanumeric system of symbols in which the content of a resource is conveyed.

---

**4.4.0.2. Sources of information**

---

- Take information to be used in recording the language, script, etc., of the content from any source.

---

**4.4.0.3. Recording language, script, etc., of the content**

---

- Make a note on the language(s), script(s), and/or symbol system(s) used to convey the content of the resource unless this is apparent from the rest of the description.

Commentary in English.

Spanish version of: Brushing away tooth decay.

Latin text; parallel English translation.

Place names in Italian.

Legend in English and Afrikaans.

Some items in English; some in French.

English with typewritten French translation.

Latin with English marginalia.

English words; includes principal melodies.

Latin words; words also printed as text at the end of each motet.

Text of songs printed on folded sheet in container.

French words; English translations on p. v-xxii.

Sung in French.

French dialogue; English subtitles.

Dubbed into English.

Captions in Spanish.

Sound tape in Spanish and English.

Closed captioning in German.

Collection is predominantly in Vietnamese; materials in English are indicated at the file level.

Lute tablature and staff notation on opposite pages.

Plainsong notation.

Modern staff notation.

*(Use to describe a work that would normally be in plainsong notation)*

Tonic sol-fa notation.

Graphic notation.

Melody in both staff and tonic sol-fa notation.

#### 4.4.1. PROGRAMMING LANGUAGE

---

- Record the programming language as part of the system requirements note (see 3.10).

## 4.5. INTENDED AUDIENCE

---

### 4.5.0. BASIC INSTRUCTIONS ON DESCRIBING THE INTENDED AUDIENCE

---

#### *Contents*

- 4.5.0.1 Definition
  - 4.5.0.2 Sources of information
  - 4.5.0.3 Describing the intended audience
- 

#### 4.5.0.1. Definition

---

- **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.), or other categorization.

#### 4.5.0.2. Sources of information

---

- Take information to be used in describing the intended audience for the content from any source.

#### 4.5.0.3. Describing the intended audience

---

- Make a brief note of the intended audience for, or intellectual level of, the resource if this information is stated on the resource or is readily available from another source and is considered to be important.

Intended audience: Elementary grades.

For children aged 7-9.

Intended audience: Clinical students and postgraduate house officers.

## 4.6. SUMMARIZATION OF THE CONTENT

---

### 4.6.0. BASIC INSTRUCTIONS ON SUMMARIZING THE CONTENT

---

#### *Contents*

- 4.6.0.1 Definition
  - 4.6.0.2 Sources of information
  - 4.6.0.3 Summarizing the content
- 

#### 4.6.0.1. Definition

---

- A **summarization of the content** is an abstract, summary, synopsis, etc., of the content of a resource.

#### 4.6.0.2. Sources of information

---

- Take information to be used in summarizing the content from any source.

#### 4.6.0.3. Summarizing the content

---

- Provide a brief objective summary of the content of the resource unless another part of the description provides enough information.

Summary: Pictures the highlights of the play Julius Caesar using photographs of an actual production.

Summary: Episodes from the novel, read by Ed Begley.

Summary: A brief historical account up to the introduction of wave mechanics.

Summary: Minutes, membership and dues records, journals, daybooks, forms, circulars, and correspondence from a carpenters' union local in St. Paul, Minnesota. Correspondence and minutes contain data on the union's formation, internal affairs, assessments and benefits,

social functions, organizing activities, relations with other local and national unions, and political participation. There is also information on St. Paul labor issues, hiring practices, boycotts, strikes, and employers' attitudes toward unions. Present also are minutes (1914-1923) of Millmen's Local Number 1868, which affiliated with the carpenters in 1923.

Summary: Letter presented by 21 Oneida Indians, signed with their marks, requesting that Jasper Parrish pay them the amount they are owed for serving in the War of 1812. They state that they are aware that he received the money three months previously and they are anxious to settle the account.

- Provide a summary for all resources designed for use by persons with disabilities.

## 4.7. CONTENTS LIST

---

### 4.7.0. BASIC INSTRUCTIONS ON LISTING CONTENTS

---

#### *Contents*

- 4.7.0.1 Definition
  - 4.7.0.2 Sources of information
  - 4.7.0.3 Listing contents
- 

#### **4.7.0.1. Definition**

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- A **contents list** is a listing, either selective or full, of the contents of a resource.

#### **4.7.0.2. Sources of information**

---

- Take information to be used in a contents list from any source.

#### **4.7.0.3. Listing contents**

---

- List the contents of the resource, either selectively or fully, if they are considered to be important.

Partial contents: Introduction / Howard H. Brinton – William I. Hull : a biographical sketch / Janet Whitney – George Fox as a man / Frank Aydelotte.  
(*Example follows ISBD specifications for presentation*)

Contents: v. 1. Plain tales from the hills – v. 2-3. Soldiers three and military tales – v. 4. In black and white – v. 5. The phantom 'rickshaw and other stories – v. 6. Under the deodars. The story of the Gadsbys. Wee Willie Winkie.

Bibliography: p. 859-910.

With musical extracts from the works of the composer.

Includes petition to the King from the citizens of London, 1783, in scroll form.

Also contains two short prose pieces dated 1937.

Contains letters to Mrs. Wells and Gabrielle Gissing.

Contents: Surrey - Kent - Middlesex - Essex.

Includes: Bibliography of Northwest materials.

Issues for 1922-1931 include: The woman voter : official organ of the League of Women Voters.

- ◇ *Optionally*, include statements of responsibility not recorded in the statement of responsibility element, extent, playing time, or other descriptive data for the contents listed if such information is considered to be important.

Contents: v. 1. No. 1 (op. 1, no. 1b) E minor. No. 2 (op. 1, no. 2) G minor. No. 3 (op. 1, no. 5) G major. No. 4 (op. 1, no. 7) C major - v. 2. No. 5 (op. 1, no. 11) F major. No. 6 (op. 1, no. 9) B minor. No. 7 (op. 1, no. 4) A minor. No. 8, A minor.

Contents: The fourth millennium / Henry Brant (9 min.) - Music for brass quintet (14 min.).

*(Example follows ISBD specifications for presentation)*

Insets: Connaught Place - Chanakyapuri - Delhi & New Delhi City. Scale [ca. 1:23,000].

Contents: Getting ahead of the game (81 fr.) - Decisions, decisions (55 fr.) - Your money (72 fr.) - How to be a loser (65 fr.) - The law and your pocketbook (70 fr.) - The all-American consumer (63 fr.).

Shots: LS through heat haze of jet landing towards camera (20 ft.). CU front view of jet as it taxis towards camera (40 ft.). CU fuselage turning right to left through picture (30 ft.). CU braking parachute as it is discarded (52 ft.). CU nose and engines (57 ft.).

- When using a comprehensive description to describe a resource comprising two or more parts, etc., issued successively, make notes on the state of the resource at the time of description and indicate the composition of the complete resource if possible. Record variations between parts, etc., of the resource. Complete this note when the resource is complete.

Complete in 174 sheets. Set includes various editions of some sheets including some reissued by the U.S. Army Map Service. Some sheets, prepared under the direction of

the Chief of Engineers, U.S. Army, have series designation "Provisional G.S.G.S. 4145".

## 4.8 SYSTEM OF ARRANGEMENT

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### 4.8.0. BASIC INSTRUCTIONS ON NOTING SYSTEM OF ARRANGEMENT

---

#### *Contents*

- 4.8.0.1 Definition
- 4.8.0.2 Sources of information
- 4.8.0.3 Noting system of arrangement

---

#### 4.8.0.1. Definition

- A **system of arrangement** is a system of organizing materials with respect to their provenance and original order, to protect their context and to achieve physical and intellectual control over the materials.

---

#### 4.8.0.2. Sources of information

- Take information to be used in noting system of arrangement from any source.

---

#### 4.8.0.3. Noting system of arrangement

- ◇ *Optionally*, give information about the arrangement of component files or items in an archival resource.

Organized in 5 series: 1. Subject files concerning refugee issues, 1978-1997. 2. Project Ngoc organizational files, 1987-1997. 3. Visual and audiovisual materials, 1985-1997. 4. Artwork, 1987-1997. 5. Newspaper clippings, 1980-1998.

This subseries is arranged alphabetically by the geographic location of the photograph and then by the item number assigned by the photographer.

## 4.9. INDEXES AND FINDING AIDS

---

#### *Contents*

- 4.9.0 Basic instructions on noting indexes and finding aids
- 4.9.1 Cumulative indexes to serials



## 4.9.0. BASIC INSTRUCTIONS ON NOTING INDEXES AND FINDING AIDS

---

### *Contents*

- 4.9.0.1 Definition
  - 4.9.0.2 Sources of information
  - 4.9.0.3 Noting indexes and finding aids
- 

### 4.9.0.1. Definition

---

- An **index** is a systematic guide to the contents of a 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.
- A **finding aid** is a 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.

### 4.9.0.2. Sources of information

---

- Take information to be used in noting indexes and finding aids from any source.

### 4.9.0.3. Noting indexes and finding aids

---

- Make notes on indexes and finding aids (whether accompanying the resource or available separately), if they are considered to be important.

Includes indexes.

Each third volume is an index to all preceding volumes.

Includes unnumbered chronology volume.

Published finding aid available.

Finding aid available in the Manuscript Reading Room and on the Internet.

Correspondence index to 1880.

- ◇ *Optionally*, give details of the level of control of the index or finding aid.

Finding aid listing subdivisions is available in the Reading Room.

Finding aid: detailed list.

Finding aid: provisional summary description.

### 4.9.1. CUMULATIVE INDEXES TO SERIALS

---

- Make notes on the availability of a cumulative index to a serial. If possible, include the type of index, the volumes, etc., of the resource indexed, the dates of the resource indexed, and the location of the index in the set or the numbering of the index if it is issued separately.

Indexes: Vols. 1 (1927)-25 (1951) in v. 26, no. 1.

Indexes: Vols. 10-17 issued as v. 18, no. 3.

Index published separately every Dec.

Indexes: Subject index, v. 1-11 in v. 13. Author-title index, v. 1-11 in v. 14.

Indexes covering every 5 v. (beginning with v. 71 and excluding financial volumes) issued with title:  
Consolidated index-digest of reports of the Interstate Commerce Commission involving motor carrier operating rights.

## 4.10. RELATED CONTENT

---

### *Contents*

- 4.10.0 Basic instructions on describing related content
- 4.10.1 Preceding, succeeding, and simultaneously issued resources
- 4.10.2 Original of a facsimile or reproduction
- 4.10.3 Facsimile or reproduction of an original

### 4.10.0. BASIC INSTRUCTIONS ON DESCRIBING RELATED CONTENT

---

#### *Contents*

- 4.10.0.1 Definition
- 4.10.0.2 Sources of information
- 4.10.0.3 Describing related content

#### 4.10.0.1. Definition

---

- Related content** is content related to the content in the resource being described.

#### 4.10.0.2. Sources of information

---

- Take information to be used in describing related content from any source.

### 4.10.0.3. Describing related content

---

- Make notes on the bibliographic history of the resource being described and/or its relationships to the content of other resources.

Rev. ed. of: The portable Dorothy Parker.

Revised edition of Lectures chantées, originally published in 1968.

Formerly available as: CAS 675.

First released in 1969.

Second draft.

Ed. recorded: New York : Farrar, 1937.

Recast in bronze from artist's plaster original of 1903.

Based on the novel by Thomas Hardy.

Inspired by themes from the music of George Butterworth.

Author's adaptation of his Russian text.

Adaptation of: The taming of the shrew / William Shakespeare.

*(Example follows ISBD specifications for presentation)*

Based on: Historiae / Thucydides ; edited by H.S. Jones and J.E. Powell. Oxford : Clarendon Press, 1967-1970.

*(Example follows ISBD specifications for presentation)*

Game based on: Lateral thinking / by M. Freedman.

*(Example follows ISBD specifications for presentation)*

Recording of speech given at the University of Kentucky Academic Library Institute, Lexington, Ky., May 24, 1984.

Original letters in the collection of the Watkinson Library, Trinity College, Hartford, CT.

Related materials providing visual documentation of racially segregated facilities may be found in the following collections in this repository: Birmingham Project Photographs and Common Bonds Project Photographs.

Harold C. Conklin's map manuscripts, personal papers, and field notes are held at Yale University Library.

Motion picture films and sound and video recordings transferred to Library of Congress Motion Picture, Broadcasting and Recorded Sound Division.

## 4.10.1. PRECEDING, SUCCEEDING, AND SIMULTANEOUSLY ISSUED RESOURCES

---

### *Contents*

- 4.10.1.0 Notes on preceding, succeeding, and simultaneously issued resources
  - 4.10.1.1 Continuation, sequel, prequel, etc.
  - 4.10.1.2 Merger
  - 4.10.1.3 Split
  - 4.10.1.4 Absorption
  - 4.10.1.5 Translation
  - 4.10.1.6 Simultaneous edition
  - 4.10.1.7 Supplement
  - 4.10.1.8 Issued with
- 

### 4.10.1.0. Notes on preceding, succeeding, and simultaneously issued resources

---

- Make notes on important relationships, if readily known, between the resource being described and the immediately preceding, immediately succeeding, or simultaneously issued resources as instructed in 4.10.1.1–4.10.1.8.

### 4.10.1.1. Continuation, sequel, prequel, etc.

---

- If a resource is a continuation, sequel, prequel, etc., to a previously published resource, make a note citing the preceding resource. (See also XX.XX, XX.XX, and XX.XX.)

Continues: Monthly Scottish news bulletin.

Continues the monograph: Total baseball.

- If a resource is continued by a subsequently published resource, make a note citing the succeeding resource. (See also XX.XX, XX.XX, and XX.XX.)

Continued by: Regina.

Continued by a section in: Canadian Association of Geographers' newsletter.

- ◇ *Optionally*, add the date of the change.

### 4.10.1.2. Merger

---

- If a resource is the result of the merger of two or more other resources, make a note citing the resources that were merged.

Merger of: British abstracts. B1, Chemical engineering, fuels metallurgy, applied electrochemistry, and industrial inorganic chemistry; and: British abstracts. B2, Industrial organic chemistry.

Rev. ed. of: USMARC format for bibliographic data. 1994 ed. c1994; and: Canadian MARC communication format for bibliographic data. 1994.

- If a resource is merged with one or more other resources to form a resource with a new title, make a note citing the resource(s) with which it has merged and the new resource.

Merged with: Journal / British Ceramic Society, to become: Transactions and journal of the British Ceramic Society.

*(Example follows ISBD specifications for presentation)*

#### 4.10.1.3. Split

---

- If a resource is the result of the split of a previous resource into two or more resources, make a note citing the resource that has been split.

Continues in part: Proceedings / the Institution of Mechanical Engineers.

*(Example follows ISBD specifications for presentation)*

- ◇ *Optionally*, make a note citing the other resource(s) resulting from the split.

- If a resource splits into two or more separate resources, make a note citing the resources resulting from the split.

Split into: Report on research and development / Department of Energy; and: Report on research and development / Department of Industry.

*(Example follows ISBD specifications for presentation)*

Split into: Journal of environmental science and health. Part A, Environmental science & engineering; and: Journal of environmental science and health. Part B, Pesticides, food contaminants, and agricultural wastes; and: Journal of environmental science and health. Part C, Environmental health sciences.

- If a resource has separated from another resource, make a note citing the resource of which it was once a part.

Separated from: Farm journal and country gentleman.

#### 4.10.1.4. Absorption

---

- If a resource absorbs another resource, make a note citing the resource absorbed.

Absorbed: The morning post.

Absorbed: The worker's friend, 1936.

Absorbed: Metals technology; and, in part: Mining and metallurgy.

- ◇ *Optionally*, add the date of absorption.

- If a resource is absorbed by another resource, make a note citing the absorbing resource.

Absorbed by: Quarterly review of marketing.

#### 4.10.1.5. Translation

---

- If a resource is a translation of a previously published resource (as opposed to a different language edition of a resource (see 4.10.1.6), make a note citing the original.

Translation of: Blé dans le monde.

Translation of: La muerte de Artemio Cruz.

- If a resource is translated, make a note citing the translation.

Translated as: Plant physiology.  
(Resource is in Russian)

- If unable to cite the resource, make a general note.

Translation of the German edition.

#### 4.10.1.6. Simultaneous edition

---

- If a resource is one of two or more editions differing in partial content and/or in language, make a note citing the other edition(s).

English ed. of: Bulletin critique du livre français.

- If unable to cite the other edition, make a general note.

Issued also in Sanskrit.

- If a resource is published in more editions than can be cited conveniently, make a general note.

Numerous other editions published.

#### 4.10.1.7. Supplement

---

- If a resource is a supplement to another resource, make a note citing the main resource.

Supplement to: Philosophical magazine.

- If a resource has a supplement that is described separately, make a note citing the supplement.

Has supplement: Journal of the Royal Numismatic Society.

- For minor supplements included with the resource as accompanying material see 3.7.

- Make brief general notes on irregular, informal, numerous, or unimportant supplements that are not described separately or as accompanying material.

Numerous supplements.

#### 4.10.1.8. Issued with

---

- If the description is of a resource issued with one or more other resources, make a note beginning *Issued with:* and listing the other resource(s).

Issued with: Journal of environmental science and health. Part B, Pesticides, food contaminants, and agricultural wastes; and: Journal of environmental science and health. Part C, Environmental health sciences.

Issued with: Who's where in Manitoba.

- When preparing an analytical description for a part contained in a resource that lacks a collective title, make a note beginning *Issued with:* and listing the other parts in the order in which they appear in the resource.

Issued with: Candles at night / Alexandra Napier.  
(*Example follows ISBD specifications for presentation*)

Issued with: Sonata in G, op. 1, no. 5 / Carlo Francesco Chabran – Sonata no. 1 in B flat / Pietro Nardini.  
(*Example follows ISBD specifications for presentation*)

#### 4.10.2. ORIGINAL OF A FACSIMILE OR REPRODUCTION

---

- When describing a facsimile or reproduction, record relevant details of the original manifestation in a note.

Contents: Complete facsimile of the British Museum manuscript of Alice's adventures under ground – Front matter of the Macmillan 1886 edition – Back matter of the Macmillan 1886 edition.

Reproductions of 251 drawings from Birmingham City Museums.

Facsim. of: A classification and subject index for cataloguing and arranging the books and pamphlets of a library. Amherst, Mass., 1876 (Hartford, Conn. : Case, Lockwood & Brainard). 44 p. ; 25 cm.  
(*Example follows ISBD specifications for presentation*)

Originals are in the Minnesota Historical Society.

Original letters in the collection of the Watkinson Library, Trinity College, Hartford, CT.

### 4.10.3. FACSIMILE OR REPRODUCTION OF AN ORIGINAL

---

- When describing an original manifestation for which there is a facsimile or reproduction, record relevant details of the facsimile or reproduction in a note.

Digital reproductions of the Christie family Civil War correspondence are available electronically at:  
<http://www.mnhs.org/collections/christie.html>.

## 4.11. FORMAT OF NOTATED MUSIC

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### 4.11.0. BASIC INSTRUCTIONS ON RECORDING THE FORMAT OF NOTATED MUSIC

---

#### *Contents*

- 4.11.0.1 Definition
- 4.11.0.2 Sources of information
- 4.11.0.3 Recording the format of notated music

---

#### 4.11.0.1. Definition

- The **format of notated music** is the musical or physical layout of the content of a resource that is presented in the form of musical notation.

---

#### 4.11.0.2. Sources of information

- Take information to be used in recording the format of notated music from any source within the resource.

---

#### 4.11.0.3. Recording the format of notated music

- Transcribe a statement indicating the format of notated music as it appears on the source of information, following the general guidelines for transcription given under 1.6.

Orchester-Partitur

Score and set of parts

Miniature score

Playing score

- If the statement appears on the source of information in two or more languages or scripts, transcribe the one that is in the language or script of the title proper. If this criterion does not apply, transcribe the one that appears first.

- ◇ *Optionally*, transcribe the parallel statements.



Partitura  
Partition

Játszópartitúra  
Playing score

- If a statement indicating the format of notated music appears on the source of information as an integral part of a statement of responsibility, record it as part of the statement of responsibility (see 2.4).

## 4.12. MEDIUM OF PERFORMANCE OF MUSICAL CONTENT

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### 4.12.0. BASIC INSTRUCTIONS ON RECORDING MEDIUM OF PERFORMANCE

---

#### *Contents*

- 4.12.0.1 Definition
  - 4.12.0.2 Sources of information
  - 4.12.0.3 Recording medium of performance
- 

#### 4.12.0.1. Definition

---

- **Medium of performance** comprises the voices, instruments, other sound sources, other participants, etc., used for performance of musical content.

#### 4.12.0.2. Sources of information

---

- Take information to be used in recording medium of performance from any source within the resource.

#### 4.12.0.3. Recording medium of performance

---

- When describing a resource with musical content, make a note on the medium of performance unless it is named in the rest of the description in English or in foreign language terms that can be readily understood.
- Name voices before instruments, each in the order in which they are listed in the resource being described.

For soprano and piano.

For soprano and electronic tape.

For voice and piano.

For voice and sitar.

For voice, 2 violins, and violoncello.

Singer, bass, 2 electric guitars, drums.

- Name a voice or instrument in English unless there is no satisfactory English equivalent. Abbreviate terms in accordance with the instructions in appendix B appropriate to the language involved.

For superius, contratenor, tenor, and bassus.

For unacc. child's voice.

- If the musical content is for solo instruments, name them all if no more than eleven would be named. If the work is for an orchestra, band, etc., do not list the instruments involved.

For organ.

Arr. for guitar.

For piano, 4 hands.

For alto saxophone and piano.

Reduction for clarinet and piano.

For 2 treble recorders, 2 oboes, 2 violins, and basso continuo.

- When describing vocal music for an ensemble, add to the appropriate term a parenthetical statement of the voice parts, using *S* (soprano), *Mz* (mezzo-soprano), *A* (alto), *T* (tenor), *Bar* (baritone), and *B* (bass). Repeat an abbreviation, if necessary, to indicate the number of parts.

For solo voices (SATB), chorus (SSATB), and orchestra.

- If the information relating to the medium of performance recorded in the rest of the description is ambiguous or insufficient, provide supplementary information.

Part for piano only.

Score for violoncello and piano, part for clarinet.  
(*Title page reads:* For violoncello or clarinet or viola, and piano)

## 4.13. SCALE OF CARTOGRAPHIC CONTENT

---

### *Contents*

- 4.13.0 Basic instructions on recording scale of cartographic content
  - 4.13.1 Additional scale information
  - 4.13.2 Variations in scale
  - 4.13.3 Cartographic content not drawn to scale
  - 4.13.4 Nonlinear scale
  - 4.13.5 Vertical and horizontal scales
-

## 4.13.0. BASIC INSTRUCTIONS ON RECORDING SCALE OF CARTOGRAPHIC CONTENT

---

### *Contents*

- 4.13.0.1 Definition
  - 4.13.0.2 Sources of information
  - 4.13.0.3 Recording scale
- 

### 4.13.0.1. Definition

---

- **Scale** is the ratio of distances in a cartographic resource to the actual distances they represent. Scale may apply to horizontal, vertical, angular, and/or other distances represented in the resource.

### 4.13.0.2. Sources of information

---

- Take information to be used in recording the scale of cartographic content from any source within the resource.

### 4.13.0.3. Recording scale

---

- Record the scale of the resource (except as noted below) as a representative fraction expressed as a ratio (1: ). Precede the ratio by *Scale*. Record the scale even if it is already recorded as part of the title proper or other title information.

Scale ca. 1:36,000,000  
(*Scale as it appears on the source of information*)

Scale 1:63,360  
(*Title proper recorded as: Bartholomew one inch map of the Lake District*)

- If a scale statement as it appears in the resource is not expressed as a representative fraction, record it as a representative fraction in square brackets.

Scale [1:253,440]  
(*Scale statement reads: 1 inch to 4 miles*)

- If a representative fraction or other scale statement is found outside the resource, record the scale as a representative fraction in square brackets.

Scale [1:63,360]

- If no scale statement is found in the resource or in another source, estimate a representative fraction from a bar scale or a grid. Record in square brackets the representative fraction preceded by *ca.*

Scale [ca. 1:63,360]

- If no scale can be determined by any of the above means, record *Scale not given*.

- ◇ *Optionally*, estimate a scale by comparison with a resource of known scale and record in square brackets the estimated scale preceded by *ca.* If no scale can be determined by comparison, record the statement *Scale not given*.
- For **digital resources**, record the scale if the resource has a scale statement or if the scale is already recorded as part of the title proper or other title information. Otherwise, record *Scale not given*.

Scale 1:3,000,000  
(Scale appears in title: ArcWorld 1:3M)

#### 4.13.1. ADDITIONAL SCALE INFORMATION

---

- Record additional scale information that appears on the resource (such as a statement of comparative measures or limitation of the scale to particular parts of the resource. Capitalize words following the instructions in appendix A appropriate to the language involved. Use standard abbreviations and numerals in place of words. Precede such additional information by a full stop.

Scale 1:250,000. 1 in. to 3.95 miles. 1 cm to 2.5 km

- Quote the additional scale information if:
  - a) the statement presents unusual information that cannot be verified by the cataloguer
  - or b) a direct quotation is more precise than a statement in conventional form
  - or c) the statement on the resource is in error or contains errors.

Scale 1:59,403,960. "Along meridians only, 1 inch = 936 statute miles"

Scale [ca. 1:90,000] not "1 inch to the mile"

#### 4.13.2. VARIATIONS IN SCALE

---

- If the scale within one map, etc., varies and the outside values are known, record both scales connected by a hyphen.

Scale 1:15,000-1:25,000

- If the values are not known, record *Scale varies*.
- In describing a resource in which the main maps, etc., are of more than one scale, record *Scales differ*.

- ◇ *Optionally*, record each scale separately.

Scale 1:50,000  
Scale 1:250,000

Scale 1:7,819,000  
Scale [ca. 1:15,000,000]

### 4.13.3. CARTOGRAPHIC CONTENT NOT DRAWN TO SCALE

---

- If the cartographic content is not drawn to scale, record *Not drawn to scale*. Do not estimate a scale.

### 4.13.4. NONLINEAR SCALE

---

- Record a statement of scale for cartographic content with a nonlinear scale (e.g., celestial charts; some maps of imaginary places) only if the information appears on the resource. If no scale statement appears on the resource, record *Scale not given*. Do not estimate a scale.

Scale 1' per 2 cm

### 4.13.5. VERTICAL AND HORIZONTAL SCALES

---

- When describing a relief model, other three-dimensional resource, or a two-dimensional representation of a three-dimensional resource (e.g., block diagram, profile), record the vertical scale (specified as such) after the horizontal scale if the vertical scale can be ascertained.

Scale 1:1,744,080. 1 in. to ca. 28 miles. Vertical scale ca. 1:96,000

Scale 1:250,000. Vertical exaggeration 1:5

## 4.14. PROJECTION OF CARTOGRAPHIC CONTENT

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### 4.14.0. BASIC INSTRUCTIONS ON RECORDING PROJECTION OF CARTOGRAPHIC CONTENT

---

#### *Contents*

- 4.14.0.1 Definition
- 4.14.0.2 Sources of information
- 4.14.0.3 Recording projection

---

#### 4.14.0.1. Definition

---

- **Projection** is the method or system used to represent the surface of the Earth or of a celestial sphere on a plane.

#### 4.14.0.2. Sources of information

---

- Take information to be used in recording the projection of cartographic content from any source within the resource.

### 4.14.0.3. Recording projection

---

- Record the statement of projection if it appears on the resource, its container or case, or ancillary material. Use abbreviations as instructed in appendix B and record numerals as instructed in 1.6.2.

conic equidistant proj.

- ◇ *Optionally*, record phrases associated with the projection statement that concern meridians and/or parallels. Information about ellipsoids may be recorded in a note (see 4.17).

transverse Mercator proj., central meridian 35°13'30"E

azimuthal equidistant proj. centered on Nicosia, N  
35°10', E 33°22'

## 4.15. COORDINATES OF CARTOGRAPHIC CONTENT

---

### 4.15.0. BASIC INSTRUCTIONS ON RECORDING COORDINATES OF CARTOGRAPHIC CONTENT

---

#### *Contents*

- 4.15.0.1 Definition
  - 4.15.0.2 Sources of information
  - 4.15.0.3 Recording longitude and latitude
  - 4.15.0.4 Recording strings of coordinate pairs
  - 4.15.0.5 Recording ascension and declination
- 

#### 4.15.0.1. Definition

---

- **Coordinates** are the degrees, minutes, and seconds of longitude and latitude, or the angle of ascension and declination that form the outer boundaries for the area represented in cartographic content.

#### 4.15.0.2. Sources of information

---

- Take information to be used in recording the coordinates of cartographic content from any source within the resource.

#### 4.15.0.3. Recording longitude and latitude

---

- For terrestrial maps, etc., record the coordinates in the following order:
  - westernmost extent of area covered (longitude)
  - easternmost extent of area covered (longitude)
  - northernmost extent of area covered (latitude)
  - southernmost extent of area covered (latitude).

Express the coordinates in degrees ( $^{\circ}$ ), minutes ( $'$ ), and seconds ( $''$ ) of the sexagesimal system ( $360^{\circ}$  circle) taken from the Greenwich prime meridian. Precede each coordinate by W, E, N, or S, as appropriate. Separate the two sets of longitude and latitude by a diagonal slash, neither preceded nor followed by a space. Separate each longitude or latitude from its counterpart by a dash, neither preceded nor followed by a space.

E 79 $^{\circ}$ -E 86 $^{\circ}$ /N 20 $^{\circ}$ -N 12 $^{\circ}$

E 15 $^{\circ}$ 00'00''-E 17 $^{\circ}$ 30'45''/N 1 $^{\circ}$ 30'12''-S 2 $^{\circ}$ 30'35''

W 74 $^{\circ}$ 50'-W 74 $^{\circ}$ 40'/N 45 $^{\circ}$ 5'-N 45 $^{\circ}$ 00'

- ◇ *Optionally*, record coordinates as decimal degrees. Coordinates given in decimal degrees for locations east of Greenwich and north of the equator are expressed as positive numbers and may be preceded by a plus sign. Locations west of Greenwich and south of the equator are expressed as negative numbers and are preceded by a minus sign. Do not include the plus or minus sign, but precede each coordinate by W, E, N, or S, as appropriate.

(W 95.15 $^{\circ}$ -W 74.35 $^{\circ}$ /N 56.85 $^{\circ}$ -N 41.73 $^{\circ}$ )

#### 4.15.0.4 Recording strings of coordinate pairs

---

- In situations where a more precise indication of geographic coverage is desired, describe each closed polygon using a string of coordinate pairs, in which each pair represents a vertex of the polygon.
- List coordinate pairs in clockwise order, starting with the southeasternmost vertex of the polygon. In each coordinate pair, record longitude, followed by latitude, and express each in degrees, minutes, and seconds as appropriate to the size of the area being described.
- Separate longitude from latitude in any one pair with a diagonal slash, and separate coordinate pairs within a string with space, semicolon, space.
- Polygons have non-intersecting boundaries. The first and last coordinate pairs are the same.

W 114 $^{\circ}$ /N 32 $^{\circ}$  ; W 117 $^{\circ}$ /N 33 $^{\circ}$  ; W 121 $^{\circ}$ /N 35 $^{\circ}$  ; W 125 $^{\circ}$ /N 43 $^{\circ}$  ; W 120 $^{\circ}$ /N 42 $^{\circ}$  ; W 120 $^{\circ}$ /N 39 $^{\circ}$  ; W 115 $^{\circ}$ /N 34 $^{\circ}$  ; W 114 $^{\circ}$ /N 32 $^{\circ}$

- For situations in which an area or areas within a given polygon are excluded, list the coordinate pairs for any excluded area as given above, but in counterclockwise order.

W 115 $^{\circ}$ 40'/N 33 $^{\circ}$ 15' ; W 115 $^{\circ}$ 35'/N 33 $^{\circ}$ 20' ; W 115 $^{\circ}$ 55'/N 33 $^{\circ}$ 32' ; W 116 $^{\circ}$ 5'/N 33 $^{\circ}$ 32' ; W 116 $^{\circ}$ 10'/N 33 $^{\circ}$ 30' ; W 115 $^{\circ}$ 50'/N 33 $^{\circ}$ 20' ; W 115 $^{\circ}$ 40'/N 33 $^{\circ}$ 15'

- ◇ *Optionally*, record other meridians appearing on the resource in a note (see 4.17).

#### 4.15.0.5 Recording ascension and declination

---

- For celestial charts, record as coordinates the right ascension of the chart, or the right ascensions of the western and eastern limits of its collective coverage, and the declination of the centre of the chart, or the northern and southern limits of its collective coverage.
- Designate the right ascension by *RA*, followed by the hours and, when necessary, minutes and seconds of the twenty-four-hour clock.
- Designate the declination by *Decl.*, followed by the degrees (°) and, when necessary, minutes (′) and seconds (″) of the sexagesimal system (360° circle), using a plus sign (+) for the northern celestial hemisphere and a minus sign (–) for the southern celestial hemisphere.
- Separate right ascensions and declinations from each other by a diagonal slash, neither preceded nor followed by a space. When two right ascensions are found, record both separated by *to*. When two declinations are found, record both separated by *to*.
- When coordinates are recorded, record also the statement of equinox. Express the equinox as a year preceded by *eq.* Record also a statement of the epoch when it is known to differ from the equinox. Precede a statement of the epoch by *epoch*.

RA 16 hr. 30 min. to 19 hr. 30 min./Decl. –16° to –49°  
*Statement of equinox:* eq. 1950  
*Statement of epoch:* epoch 1948.5

RA 16 hr./Decl. –23°  
*Statement of equinox:* eq. 1950

RA 2 hr./Decl. +30°  
*Statement of equinox:* eq. 1950

RA 2 hr. 00 min. to 2 hr. 30 min./Decl. –30° to –45°  
*Statement of equinox:* eq. 1950

- For a chart centered on a pole, record the declination limit.

Centered at South Pole/Decl. limit –60°

- For an atlas or collection of charts arranged in declination zones, record the declination limits of each zone, but omit the statement of right ascension. If the zones are numerous, record the declination limits of the first few zones followed by the mark of omission and the declination limit of the last zone.

Zones +90° to +81°, +81° to +63°, +63° to +45°  
*Statement of equinox:* eq. 1950

Zones +90° to +81°, +81° to +63°, ... –81° to –90°  
*Statement of equinox:* eq. 1950



## 4.16. MAGNITUDE OF CARTOGRAPHIC CONTENT

---

---

### 4.16.0. BASIC INSTRUCTIONS ON RECORDING MAGNITUDE OF CARTOGRAPHIC CONTENT

---

#### *Contents*

- 4.16.0.1 Definition
  - 4.16.0.2 Sources of information
  - 4.16.0.3 Recording magnitude
- 

#### **4.16.0.1. Definition**

---

- **Magnitude** is the relative brightness of a celestial body.

#### **4.16.0.2. Sources of information**

---

- Take information to be used in recording the magnitude of cartographic content from any source within the resource.

#### **4.16.0.3. Recording magnitude**

---

- For celestial charts, record the magnitude of the cartographic content.

Limiting magnitude 3.5

## 4.17. OTHER DETAILS OF CARTOGRAPHIC CONTENT

---

---

### 4.17.0. BASIC INSTRUCTIONS ON NOTING OTHER DETAILS OF CARTOGRAPHIC CONTENT

---

#### *Contents*

- 4.17.0.1 Definition
  - 4.17.0.2 Sources of information
  - 4.17.0.3 Noting other mathematical data
  - 4.17.0.4 Noting other features of cartographic content
- 

#### **4.17.0.1. Definition**

---

- **Other details of cartographic content** include mathematical data and other features of the cartographic content of a resource not recorded in statements of scale, projection, coordinates, and magnitude.

#### 4.17.0.2. Sources of information

---

- Take information to be used in noting other details of cartographic content from any source.

#### 4.17.0.3. Noting other mathematical data

---

- Make notes providing mathematical data additional to, or elaborating on, that recorded in statements of scale, projection, coordinates, and magnitude. For instructions on recording technical details of the representation of cartographic content in digital form, see 3.9.

Scale of original: ca. 1:1,300.

Oriented with north to right.

Prime meridians: Ferro and Paris.

Scale departure graph: "Statute miles, Mercator projection".

Military grid.

Clarke 1886 ellipsoid.

- If the information is readily available, record the horizontal coordinate system (geographic system or map projection or grid coordinate system) and the name of the geodetic datum, and, if applicable, the vertical coordinate system (e.g., for digital elevation models). Enclose each set of projection or ellipsoid parameters in parentheses; separate the multiple parameters by a space, semicolon, space; and precede the secondary/related reference method by a colon, space.

Altitude datum name: National Geodetic Vertical Datum of 1929 ; altitude resolution: not given ; units of measurement: feet ; vertical encoding method: explicit elevation coordinate included with horizontal coordinates.

Geographic system: coordinates ; longitude resolution: 0.0004 ; latitude resolution: 0.0004 ; unit of measure: decimal degrees.

Projection: Lambert conformal conic (standard parallels: 38.3 ; 39.4 ; longitude of central meridian: - 77 ; latitude of projection origin: 37.8333 ; false easting: 800000 ; false northing 0).

Horizontal datum name: North American datum of 1927 ; ellipsoid name: Clarke 1866 (semi-major axis: 6378206.4 ; flattening ratio: 294.98).

- If the scales differ (see 4.13.2.) and if one or more of the scales is readily discernible and can be expressed concisely, record the scale(s).

Scale of third and fourth maps: 1:540,000.

Scales: 1:250,000, 1:200,000, 1:150,000.

Predominant scale: 1:250,000.

- Provide mathematical data not already recorded for remote-sensing images.

"f5.944, alt. 12,000 ft."

#### 4.17.0.4. Noting other features of cartographic content

---

- Make notes on features of the cartographic content of the resource not recorded elsewhere in the description, if they are considered to be important.

Maps dissected and pasted onto the sides of 42 wooden blocks to form an educational game.

Free ball globe in transparent plastic cradle with graduated horizon circle and "geometer".

"Contour interval 20 feet".

Relief shown by contours, hachures, and spot heights.

## 4.18. DISSERTATIONS

---

### 4.18.0. BASIC INSTRUCTIONS ON RECORDING DISSERTATION INFORMATION

---

#### *Contents*

- 4.18.0.1 Definition
- 4.18.0.2 Sources of information
- 4.18.0.3 Recording dissertation information

---

#### 4.18.0.1. Definition

- A **dissertation** (or thesis) is a work presented as part of the formal requirements for an academic degree.

---

#### 4.18.0.2. Sources of information

- Take dissertation information from any source.

---

#### 4.18.0.3. Recording dissertation information

- If the resource being described is a dissertation or thesis presented as part of the requirements for an academic degree and contains a statement declaring it is a dissertation or thesis, make a note beginning *Thesis* followed by
  - a) a brief statement of the degree for which the author was a candidate (e.g., *(M.A.)* or *(Ph.D.)*), or, for theses to which conventional abbreviations do not apply, *(doctoral)* or *(master's)* or an approximate equivalent),

- b) the name of the institution or faculty to which the thesis was presented
- and c) the year in which the degree was granted.

Enclose the statement of the degree in parentheses. Precede the name of the institution by a dash and precede the year in which the degree was granted by a comma.

Thesis (Ph.D.)—University of Toronto, 1974.

Thesis (M.A.)—University College, London, 1969.

Thesis (doctoral)—Freie Universität, Berlin, 1973.

- If the resource lacks a statement declaring it is a dissertation or thesis, or if it is a revision or abridgement of a thesis, provide this information followed by a brief statement of the degree, the name of the institution, and the year in which the degree was granted.

Abstract of thesis (Ph.D.)—University of Illinois at Urbana-Champaign, 1974.

Originally presented as the author's thesis (doctoral)—Universität Regensburg, 2001.

Revision of the author's thesis (Magisterarbeit)—Universität Frankfurt am Main, 2004.

- If the dissertation or thesis is a text by someone else edited by the candidate, include the candidate's name in the note.

Karl Schmidt's thesis (doctoral)—München, 1965.

Based on Paul Edward Smith's thesis (Ph.D.)—Catholic University of America, 1942.

- If the resource was presented under a different title than that on the resource being described, make a note on its bibliographic history (see 4.10.0.3).

Originally presented as the author's thesis (doctoral—Heidelberg) under the title: ....

## 4.19. AWARDS

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### 4.19.0. BASIC INSTRUCTIONS ON RECORDING INFORMATION ON AWARDS

---

#### *Contents*

- 4.19.0.1 Definition
  - 4.19.0.2 Sources of information
  - 4.19.0.3 Recording information on awards
-

#### 4.19.0.1. Definition

---

- An **award** is a formal recognition of excellence, etc. given to the content of a resource by an award- or prize-granting body.

#### 4.19.0.2. Sources of information

---

- Take information on awards from any source.

#### 4.19.0.3. Recording information on awards

---

- Make notes on awards or prizes given for the content of a resource if the information is stated on the resource or is readily available from another source and is considered to be important.

[Blank]

## CHAPTER 5

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# INFORMATION ON TERMS OF AVAILABILITY, ETC.

### *Contents*

#### 5.0 Purpose and scope

---

#### 5.1 Sources of information

---

#### 5.2 Terms of availability

---

##### 5.2.0 Basic instructions on recording terms of availability

#### 5.3 Contact information

---

##### 5.3.0 Basic instructions on providing contact information

---

## **5.0. PURPOSE AND SCOPE**

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This chapter focuses on information 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 acquisition, etc.).

## **5.1. SOURCES OF INFORMATION**

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---

Information on terms of availability, etc., may be taken either from the resource itself or from other sources.

## **5.2. TERMS OF AVAILABILITY**

---

---

### **5.2.0 BASIC INSTRUCTIONS ON RECORDING TERMS OF AVAILABILITY**

---

#### *Contents*

##### 5.2.0.1 Definition

##### 5.2.0.2 Sources of information

##### 5.2.0.3 Recording information on terms of availability

---

### 5.2.0.1. Definition

---

- **Terms of availability** are the terms under which the publisher, distributor, etc., will normally make the resource available or the price for which the resource sells.

### 5.2.0.2. Sources of information

---

- Take information on terms of availability from any source.

### 5.2.0.3. Recording information on terms of availability

---

- Record the terms on which the resource is available. These terms consist of the price (recorded in numerals with standard symbols) if the resource is for sale, or a brief statement of other terms if the resource is not for sale.

£2.50

Free to students of the college

For hire

£0.50 per issue

\$6.45 per year

- ◇ *Optionally*, when the terms of availability need qualification, record one briefly.

£1.00 (£0.50 to members)

\$12.00 (\$6.00 to students)

\$30.00 per year (\$25.00 to association members)

£3.00 to individuals (£8.40 to libraries)

## 5.3. CONTACT INFORMATION

---

### 5.3.0 BASIC INSTRUCTIONS ON PROVIDING CONTACT INFORMATION

---

#### *Contents*

- 5.3.0.1 Definition
  - 5.3.0.2 Sources of information
  - 5.3.0.3 Providing contact information for published resources
  - 5.3.0.4 Providing contact information for archival resources
- 

### 5.3.0.1. Definition

---

- **Contact information** is information relating to the organization(s), etc., from which the resource may be obtained.



- For published resources, contact information typically includes the name, address, etc., of the publisher, distributor, etc., of the resource.
- For archival resources, contact information typically includes the name, address, etc., of the archival repository that holds the resource.

#### **5.3.0.2. Sources of information**

---

- Take contact information from any source.

#### **5.3.0.3. Providing contact information for published resources**

---

- Provide the full address of a publisher, distributor, etc., (other than a major trade publisher or distributor).

108 Gloucester Ave., London, NW1 8HX, UK

#### **5.3.0.4. Providing contact information for archival resources**

---

- For archival resources, provide the name and location of the repository that holds the resource. Record the name of the repository, including any parent bodies. Include the mailing address and other contact information if desired.

Alabama Department of Archives and History. 624  
Washington Avenue, Montgomery, AL 36130-0100

[Blank]

## CHAPTER 6

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# ITEM-SPECIFIC INFORMATION

### *Contents*

#### 6.0 Purpose and scope

---

#### 6.1 Sources of information

---

#### 6.2 Details of the item being described

---

- 6.2.0 Basic instructions on recording details of the item being described
- 6.2.1 Recording item-specific details of early printed resources
- 6.2.2 Recording item-specific details of digital resources

#### 6.3 Provenance

---

- 6.3.0 Basic instructions on recording provenance
- 6.3.1 Immediate source of acquisition or transfer of archival resources

#### 6.4 Restrictions on access

---

- 6.4.0 Basic instructions on recording restrictions on access

#### 6.5 Restrictions on use

---

- 6.5.0 Basic instructions on recording restrictions on use

#### 6.6 Appraisal and accrual

---

- 6.6.0 Basic instructions on recording appraisal and accrual
- 

## **6.0. PURPOSE AND SCOPE**

---

---

This chapter focuses on item-specific information. The elements covered include marks/inscriptions, condition, provenance, access restrictions, etc. — information that pertains specifically to the copy or copies of the resource held by the institution describing the resource.

## 6.1. SOURCES OF INFORMATION

---

Item-specific information may be taken either from the resource itself or from other sources.

## 6.2. DETAILS OF THE ITEM BEING DESCRIBED

---

### *Contents*

- 6.2.0 Basic instructions on recording details of the item being described
  - 6.2.1 Recording item-specific details of early printed resources
  - 6.2.2 Recording item-specific details of digital resources
- 

### 6.2.0 BASIC INSTRUCTIONS ON RECORDING DETAILS OF THE ITEM BEING DESCRIBED

---

#### *Contents*

- 6.2.0.1 Definition
  - 6.2.0.2 Sources of information
  - 6.2.0.3 Recording details of the item being described
- 

#### 6.2.0.1. Definition

---

- **Details of the item being described** are details pertaining specifically to the copy or copies of the resource held by the institution describing the resource (e.g., marks and inscriptions, physical condition).

#### 6.2.0.2. Sources of information

---

- Take information on details of the item being described from any source.

#### 6.2.0.3. Recording details of the item being described

---

- Make notes on important descriptive and technical details of the particular resource being described.

Ms. notes by author on endpapers.

Lacks last 15 min. of recording.

Library's copy lacks appendices, p. 245-260.

- Make notes on details of the library's holdings of a serial, integrating resource, or multipart monograph if those holdings are incomplete.

Library set lacks slides 7-9.

- 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).

### 6.2.1 RECORDING ITEM-SPECIFIC DETAILS OF EARLY PRINTED RESOURCES

---

- For early printed resources, make notes on special features of the copy in hand. These include rubrication, illumination and other hand colouring, manuscript additions, binding (if noteworthy), and imperfections.

Leaves I5-6 incorrectly bound between h3 and h4.

Imperfect: wanting leaves 12 and 13 (b6 and c1); also the blank last leaf (S8).

On vellum. Illustrations and part of borders hand coloured. With illuminated initials. Rubricated in red and blue.

Contemporary doeskin over boards; clasp. Stamp: Château de La Roche Guyon, Bibliothèque.

Blind stamped pigskin binding (1644) with initials C.S.A.C.

Inscription on inside of front cover: Theodorinis ab Engelsberg.

Signed: Alex. Pope.

### 6.2.2. RECORDING ITEM-SPECIFIC DETAILS OF DIGITAL RESOURCES

---

- If desired, make a note on a locally assigned file or data set name. If desired, add the date when the content of the resource was copied from, or transferred to, another source.

Local data set name: RBBIT.1.

Copied June 1983.

Resource copied Apr. 1999 from local area network.

## 6.3. PROVENANCE

---

### *Contents*

- 6.3.0 Basic instructions on recording provenance
  - 6.3.1 Immediate source of acquisition or transfer of archival resources
-

## 6.3.0 BASIC INSTRUCTIONS ON RECORDING PROVENANCE

---

### *Contents*

- 6.3.0.1 Definition
  - 6.3.0.2 Sources of information
  - 6.3.0.3 Recording provenance
- 

### **6.3.0.1. Definition**

---

- **Provenance** is a record of previous ownership or custodianship of an item.

### **6.3.0.2. Sources of information**

---

- Take information on provenance from any source.

### **6.3.0.3. Recording provenance**

---

- 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.

Gift of Worthington C. Ford, 1907.

Purchase, 1951-1968.

Purchased from the Del Monte collection, 1901.

Gift of Mr. Wright, 1938-1954.

Previously owned by L. McGarry, 1951-1963.

## **6.3.1 IMMEDIATE SOURCE OF ACQUISITION OR TRANSFER OF ARCHIVAL RESOURCES**

---

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

Received from Charles Edward Eaton, Chapel Hills, N.C.,  
in a number of installments beginning in 1977.

Gifts, 1962-1963.

## 6.4. RESTRICTIONS ON ACCESS

---

### 6.4.0 BASIC INSTRUCTIONS ON RECORDING RESTRICTIONS ON ACCESS

---

#### *Contents*

- 6.4.0.1 Definition
  - 6.4.0.2 Sources of information
  - 6.4.0.3 Recording restrictions on access
- 

#### 6.4.0.1. Definition

---

- **Restrictions on access** are limitations placed on physical access to a resource.

#### 6.4.0.2. Sources of information

---

- Take information on restrictions on access from any source.

#### 6.4.0.3. Recording restrictions on access

---

- Make notes on all restrictions on access to the resource, including the nature and duration of the restriction, as specifically as possible.

Accessible after 2008.

Open to researchers under library restrictions.

Security classification.

"Embargoed until 1.00 a.m. Wednesday 5 April, 1995".

Access restricted to subscribers via a username and password or IP address authentication.

Restricted to institutions with a subscription.

The collection is open for research use.

Researchers must receive prior written permission to use the collection from the Trustees of the Kenneth Winslow Charitable Remainder Unitrust. The collection is partially processed. Please contact Special Collections for more information.

Access is restricted; consult repository for details.

Restricted access according to signed release form and related notes.

Originals not available; consult repository for details.

## 6.5. RESTRICTIONS ON USE

---

---

### 6.5.0 BASIC INSTRUCTIONS ON RECORDING RESTRICTIONS ON USE

---

#### *Contents*

- 6.5.0.1 Definition
  - 6.5.0.2 Sources of information
  - 6.5.0.3 Recording restrictions on use
- 

#### **6.5.0.1. Definition**

---

- **Restrictions on use** are limitations placed on uses such as reproduction, publication, exhibition, etc.

#### **6.5.0.2. Sources of information**

---

- Take information on restrictions on use from any source.

#### **6.5.0.3. Recording restrictions on use**

---

- Make notes on all restrictions on use of the resource, including the nature and duration of the restriction, as specifically as possible.

Written permission required for both reproduction and public use during the lifetime of the interviewee.

Reproduction and use in any form requires written permission of the donor.

Copyright retained by the donor during her lifetime, at which point it will revert to the Regents of the University of California.

Literary rights of Solon J. Buck have been dedicated to the public.

Donor permission is required for public screening of films in this collection.

Permission of the collector is required to cite, quote, or reproduce.

- If the literary rights in a resource in an unpublished form have been reserved for a specified period or are dedicated to the public and a document stating this is available, make a note *Information on literary rights available*.



## 6.6. APPRAISAL AND ACCRUAL

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---

### 6.6.0 BASIC INSTRUCTIONS ON RECORDING APPRAISAL AND ACCRUAL

---

#### *Contents*

- 6.6.0.1 Definition
  - 6.6.0.2 Sources of information
  - 6.6.0.3 Recording appraisal and accrual
- 

#### **6.6.0.1. Definition**

---

- **Appraisal** is the process of determining the archival value of records (and thus the attendant disposition of unwanted records).
- **Accrual** is the process of adding materials to an existing body of records or papers.

#### **6.6.0.2. Sources of information**

---

- Take information on appraisal and accrual from any source.

#### **6.6.0.3. Recording appraisal and accrual**

---

- If the retention or destruction of archival materials has a bearing on the interpretation and use of the resource, provide information about the materials destroyed or retained and provide the reason(s) for the appraisal decision(s), where known.

Appraisal criteria for file retention included the presence of attorney's handwritten notes, substantiating correspondence, depositions, and transcripts, which are seldom or never present in the Supreme Court's files.

Originals destroyed after microfilming, 1981.

- If known, record whether or not further accruals are expected. When appropriate, indicate frequency and volume.

The repository continues to add materials to this collection on a regular basis.

[Blank]

## APPENDIX D

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# PRESENTATION OF DESCRIPTIVE DATA

### *Contents*

#### D.0 Purpose and scope

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[To be added]

#### D.1 ISBD presentation

---

- D.1.1 Order of elements
- D.1.2 Prescribed punctuation
- D.1.3 "In" Analytics
- D.1.4 Multilevel description

#### D.2 OPAC displays

---

[To be added]

#### D.3 [To be added]

---



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## D.1. ISBD PRESENTATION

---

### *Contents*

- D.1.1 Order of elements
  - D.1.2 Prescribed punctuation
- 

### D.1.1. ORDER OF ELEMENTS

---

The table below sets out the areas of description and order of elements within each area as specified in the current edition of *ISBD(G): General International Standard Bibliographic Description*. The elements listed under area 3 are as specified in the current editions of the ISBDs for Printed Music, Cartographic Materials, and Continuing Resources, respectively.

The corresponding *RDA* elements are identified in the right-hand column.

ISBD AREA / ELEMENT	PRESCRIBED PUNCTUATION	RDA ELEMENT
<b>1. Title and statement of responsibility area</b>		
1.1. Title proper		2.3.1. Title proper
1.2. General material designation	[]	3.2. Media category
1.3. Parallel title	=	4.2. Type and form of content
1.4. Other title information	:	2.3.2. Parallel title
1.5. Statements of responsibility		2.3.3. Other title information
First statement	/	2.4. Statement of responsibility
Subsequent statement	;	2.4. Statement of responsibility
<b>2. Edition area</b>		
2.1. Edition statement		2.5.1. Edition statement
2.2. Parallel edition statement	=	2.5.1.7. Parallel edition statement
2.3. Statements of responsibility relating to the edition		
First statement	/	2.5.2. Statement of responsibility relating to the edition
Subsequent statement	;	2.5.2. Statement of responsibility relating to the edition
2.4. Additional edition statement	,	2.5.3. Statement relating to a named revision of an edition
2.5. Statements of responsibility following an additional edition statement		
First statement	/	2.5.4. Statement of responsibility relating to a named revision of an edition
Subsequent statement	;	2.5.4. Statement of responsibility relating to a named revision of an edition
<b>3. Material (or type of publication) specific area</b>		
<i>Printed music specific area – ISBD(PM)</i>		
3.1. Printed music specific statement		4.11. Type of score
3.2. Parallel printed music specific statement	=	4.11. Type of score
<i>Mathematical data area – ISBD(CM)</i>		
3.1. Statement of scale		4.13. Statement of scale
3.2. Statement of projection	;	4.14. Statement of projection
3.3. Statement of coordinates	(	4.15. Statement of coordinates
3.4. Statement of equinox	;) )	4.15.0.5. Statement of equinox
<i>Numbering – ISBD(CR)</i>		
3.1. Numbering		2.6.1. Numeric and/or alphabetic designation
	()	2.6.2. Chronological designation
	=	2.6.6. Alternative numbering systems

**4. Publication, distribution, etc., area**

4.1. Place of publication, distribution, etc.			
First place			2.8. Place of publication, distribution, etc.
Subsequent place	;		2.8. Place of publication, distribution, etc.
4.2. Name of publisher, distributor, etc.	:		2.7. Publisher, distributor, etc.
4.3. Statement of function of distributor	[]		2.7.0.4. Statement of function of publisher, distributor, etc.
4.4. Date of publication, distribution, etc.	,		2.9. Date of publication, distribution, etc.
4.5. Place of manufacture	(		2.8.3. Place of manufacture
4.6. Name of manufacturer	:		2.7.3. Name of manufacturer
4.7. Date of manufacture	,)		2.9.4. Date of manufacture

**5. Physical description area**

5.1. Specific material designation and extent of resource			3.4. Extent
5.2. Other physical details	:		3.6. Other technical details
5.3. Dimensions	;		3.5. Dimensions
5.4. Accompanying material statement	+		3.7. Accompanying material

**6. Series area**

6.1. Title proper of series or sub-series			2.10.1. Title proper of series
6.2. Parallel title of series or sub-series	=		2.10.2. Parallel titles of series
6.3. Other title information of series or sub-series	:		2.10.3. Other title information of series
6.4. Statements of responsibility relating to the series or sub-series			
First statement	/		2.10.4. Statement of responsibility relating to series
Subsequent statement	;		2.10.4. Statement of responsibility relating to series
6.5. International Standard Serial Number of series or sub-series	,		2.10.5. ISSN of series
6.6. Numbering within series or sub-series	;		2.10.6. Numbering within series

**7. Note area**

		2.13. Published description
		2.11. Frequency
		2.3.4. Variant title
		2.3.8. Notes on titles
		4.3. Nature and scope of the content
		4.4. Language, script, etc., of the content
		2.4.3. Notes on statements of responsibility
		2.5.5. Notes on edition information
		4.10. Related content

3.8. Other formats  
 4.16. Magnitude of cartographic content  
 14.17. Other features of cartographic content  
 2.6.7. Notes on numbering  
 2.8.5. Notes on place of publication, distribution, etc.  
 2.7.4. Notes on publisher, distributor, etc.  
 2.9.6. Notes on date of publication, distribution, etc.  
 3.3.X. Notes on form of carrier  
 3.4.X. Notes on extent  
 3.4.X. Notes on dimensions  
 3.6.13. Notes on other technical details  
 3.7.1. Notes on accompanying material  
 3.9 Digital graphic representation  
 3.10. System requirements  
 3.11. Mode of access  
 2.10.9. Notes on series information  
 4.5. Intended audience  
 4.6 Summarization of content  
 4.7. Contents list  
 4.9. Indexes and finding aids  
 2.12.2. Other resource identifiers  
 6.2. Details of the item being described  
 6.3. Provenance  
 6.4. Restrictions on access  
 6.5. Restrictions on use  
 2.14. Issue, part, or iteration used as the basis for the description

**8. Standard number (or alternative) and terms of availability area**

8.1. Standard number (or alternative)		2.12.1. Standard number
8.2. Key title	=	2.3.6. Key title
8.3. Terms of availability and/or price	:	5.2. Terms of availability
8.4. Qualification (in varying positions)	()	2.12.1.4. Qualification 5.2.0.3. [Qualification of terms of availability]

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**D.1.2. PRESCRIBED PUNCTUATION**

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*Contents*

D.1.2.0 General instructions

- D.1.2.1 Title and statement of responsibility area
- D.1.2.2 Edition area
- D.1.2.3 Material (or type of publication) specific area
- D.1.2.4 Publication, distribution, etc., area
- D.1.2.5 Physical description area
- D.1.2.6 Series area
- D.1.2.7 Note area
- D.1.2.8 Standard number (or alternative) and terms of availability area

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The instructions on prescribed punctuation set out below reflect the specifications in the current edition of *ISBD(G): General International Standard Bibliographic Description*. The instructions on prescribed punctuation for area 3 reflect the specifications in the current editions of the ISBDs for Printed Music, Cartographic Materials, and Continuing Resources, respectively. Additional instructions on prescribed punctuation in other areas of the description reflect specifications in the ISBDs for Monographs, Cartographic Materials, and Continuing Resources.

#### **D.1.2.0. General instructions**

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- Precede each area, other than the first area, or each occurrence of a note or standard number, etc., area, by a full stop, space, dash, space ( . — ) unless the area begins a new paragraph.
- Precede or enclose each occurrence of an element within an area with standard punctuation as prescribed in D.1.2.1–D.1.2.8 below. If the element is the first element present in an area, omit any preceding punctuation prescribed for that element.
- Precede each mark of prescribed punctuation by a space and follow it by a space, except for the comma, full stop, and opening and closing parentheses and square brackets. The comma, full stop, and closing parenthesis and square bracket are not preceded by a space; the opening parenthesis and square bracket are not followed by a space.
- Omit any area or element that does not apply to the resource being described; also omit its prescribed preceding or enclosing punctuation. Do not indicate the omission of an area or element by the mark of omission.
- When adjacent elements within one area are to be enclosed in square brackets, enclose them in one set of square brackets unless one of the elements is a general material designation, which is always enclosed in its own set of square brackets.
 

Skaterdater [GMD] / [produced by] Marshal Backlar  
*but* [London : Phipps, 1870]
- When adjacent elements are in different areas, enclose each area's elements in their own set of square brackets.
 

[2nd ed.]. — [London] : Thomsons, 1973
- When an element ends with an abbreviation followed by a full stop or ends with the mark of omission and the punctuation following that element either is or begins with a full stop, omit the full stop that constitutes or begins the prescribed punctuation.

3rd ed. –  
*not* 3rd ed.. –

- When punctuation occurring within or at the end of an element is retained, give it with normal spacing. Prescribed punctuation is always added, even though double punctuation may result.

Quo vadis? : a narrative from the time of Nero

- When in an area or an element the same information appears in two or more languages and/or scripts, the following provisions apply.
  - a) When one element is recorded in two or more languages and/or scripts, the information in each language and/or script after the first is preceded by an equals sign.
  - b) When, in a single area, two or more elements are recorded in two or more languages and/or scripts, the elements in each language and/or script are given together with the appropriate preceding punctuation for each element. The whole group of elements for the first language and/or script recorded is preceded by punctuation appropriate to the first element and each group after the first is preceded by an equals sign.

#### **D.1.2.1. Title and statement of responsibility area**

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- Precede the title of a section or supplement (see 2.3.0.7) by a full stop, unless the title of the section, etc., is preceded by an enumeration or alphabetic designation, in which case precede the enumeration or alphabetic designation by a full stop and precede the title by a comma.
- Enclose the general material designation in square brackets.
- Precede each parallel title by an equals sign.
- Precede each unit of other title information by a colon.
- Precede the first statement of responsibility by a diagonal slash.
- Precede each subsequent statement of responsibility by a semicolon.
- When using a comprehensive description for a resource that lacks a collective title (see 2.3.1.9), the following provisions apply.
  - a) Separate the titles proper of the parts by semicolons if the parts are all by the same person(s) or emanate from the same body (bodies), even if the titles are linked by a connecting word or phrase. Follow the title proper of each part by its parallel title(s) (preceded by an equals sign) and other title information (preceded by a colon).

Clock symphony [GMD] : no. 101 ; Surprise symphony :  
 no. 94 / Haydn

Lord Macaulay's essays [GMD] ; and, Lays of ancient  
 Rome

- b) If the parts are by different persons or families, or corporate bodies, or in case of doubt, follow the title proper of each part by its parallel title(s) (preceded by an equals sign), other title information (preceded by a colon), and statement(s) of responsibility (preceded by a diagonal slash *or*



by a semicolon, as appropriate). Separate the groups of data with a full stop followed by two spaces.

Saudades do Brasil [GMD] : suite de danses pour orchestre / Darius Milhaud. Symphonie concertante pour trompette et orchestre / Henry Barraud

Le prince [GMD] / Machiavel. Suivi de L'anti-Machiavel de Frédéric II  
(*Title page reads: Machiavel. Le prince, suivi de L'anti-Machiavel de Frédéric II*)

#### D.1.2.2. Edition area

---

- Precede this area by a full stop, space, dash, space.
- Precede a statement relating to a named revision of an edition by a comma.
- Precede the first statement of responsibility following an edition statement by a diagonal slash.
- Precede each subsequent statement of responsibility by a semicolon.

#### D.1.2.3. Material (or type of publication) specific area

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- Precede or enclose each occurrence of an element of an area with standard punctuation as prescribed in a)–c) below.

##### a) Printed music specific area

Precede this area, or each occurrence of this area, by a full stop, space, dash, space.

##### b) Mathematical data area

Precede this area, or each occurrence of this area, by a full stop, space, dash, space.

Precede the projection statement by a semicolon.

Enclose the statement of coordinates and equinox in one pair of parentheses.

If both coordinates and equinox are recorded, precede the statement of equinox by a semicolon.

Precede the statement of epoch by a comma.

##### c) Numbering

Precede this area, or each occurrence of this area, by a full stop, space, dash, space.

Enclose a date following a numeric and/or alphabetic designation in parentheses.

Precede an alternative numbering system by an equals sign when more than one system of designation is used.

Precede a new sequence of numbering by a semicolon.

#### **D.1.2.4. Publication, distribution, etc., area**

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- Precede this area by a full stop, space, dash, space.
- Precede a second or subsequently named place of publication, distribution, etc., by a semicolon.
- Precede the name of a publisher, distributor, etc., by a colon.
- Enclose a supplied statement of function of a publisher, distributor, etc., in square brackets.
- Precede the date of publication, distribution, etc., by a comma.
- Enclose the details of manufacture (place, name, date) in parentheses.
- Precede the name of a manufacturer by a colon.
- Precede the date of manufacture by a comma.

#### **D.1.2.5. Physical description area**

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- Precede this area by a full stop, space, dash, space *or* start a new paragraph.
- Precede dimensions by a semicolon.
- Precede other technical details (i.e., other than extent or dimensions) by a colon.
- Precede each statement of accompanying material by a plus sign.

#### **D.1.2.6. Series area**

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- Precede this area by a full stop, space, dash, space.
- Enclose each set of series information elements (see 2.10.8) in parentheses.
- Precede each parallel title by an equals sign.
- Precede other title information by a colon.
- Precede the first statement of responsibility by a diagonal slash.
- Precede each subsequent statement of responsibility by a semicolon.
- Precede the ISSN of a series or sub-series by a comma.
- Precede the numbering within a series or sub-series by a semicolon.
- Precede the title of a sub-series, or the designation for a sub-series, by a full stop.
- Precede the title of a sub-series following a designation for a sub-series by a comma.

**D.1.2.7. Note area**

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- Precede each note by a full stop, space, dash, space, or start a new paragraph for each.

**D.1.2.8. Standard number (or alternative) and terms of availability area**

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- Precede this area by a full stop, space, dash, space *or* start a new paragraph.
- Precede each repetition of this area by a full stop, space, dash, space.
- Precede a key-title by an equals sign.
- Precede terms of availability by a colon.
- Enclose a qualification to the standard number or terms of availability in parentheses.

**D.1.3. "IN" ANALYTICS**

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*Contents*

- D.1.3.1 Definition
  - D.1.3.2 Presentation of an "In" analytic
  - D.1.3.3 Parts of "In" analytics
- 

**D.1.3.1. Definition**

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- An **"In" analytic** is a form of data presentation in which the description of the part analyzed is followed by a short citation of the larger resource in which the part is contained.

**D.1.3.2. Presentation of an "In" analytic**

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- Present a description of the part analyzed consisting of those of the following elements that apply to the part:
  - title proper
  - other title information
  - statement(s) of responsibility
  - edition
  - material (or type of publication) specific details
  - place of publication, distribution, etc.
  - publisher, distributor, etc.
  - date of publication, distribution, etc.
  - extent (when appropriate, in terms of its physical position within the larger resource)
  - other technical details
  - dimensions
  - notes

- Begin the citation of the larger resource with *In* (italicized, underlined, or otherwise emphasized). Follow *In* by:

primary access point (see 8.1) for the larger resource, if appropriate  
 title proper  
 statement(s) of responsibility when necessary for identification  
 edition statement  
 numbering (of a serial) or publication details (of a monograph)

Miss Mapp [GMD] / E.F. Benson. - 310 p. ; 23 cm.  
*In* [Primary access point]. All about Lucia. - New York  
 : Sun Dial Press, 1940

The moving toyshop [GMD] : a detective story / by Edmund  
 Crispin. - p. 210-450 ; 30 cm.

*In* The Gollancz detective omnibus. - London : Gollancz,  
 1951

The loved one [GMD] / by Evelyn Waugh. - p. 78-159 ; 17  
 cm.

*In* Horizon. - Vol. 17, no. 98 (Feb. 1948)

Index numbers of road traffic and inland goods  
 transport [GMD]. - Feb. 1960-

*In* Monthly digest of statistics / British Central  
 Statistical Office. - No. 170 (Feb. 1960)-

A view of Hampstead from the footway next the Great  
 Road, Pond Street [GMD] = Vue de Hampstead de la chaussée  
 près du Grand Chemin, rue du Bassin. - 1 art reproduction  
 : b&w ; 30 × 35 cm. - Reprint of engraving originally  
 published: London : Robert Sayer, 1745

*In* Twelve views of Camden, 1733-1875. - London : London  
 Borough of Camden, Libraries and Arts Dept., 1971

Bob Wills and his Texas Playboys [GMD]. - side 4 of 2  
 sound discs (ca. 17 min.) : analog, 331/3 rpm, stereo. ;  
 12 in.

*In* Texas country. - Los Angeles : United Artists, p1976

Nonbook materials (NBM) [GMD] / Ronald Hagler. - on side  
 B of tape 2 of 3 sound cassettes : analog, mono.

*In* [Primary access point]. Institute on International  
 Standards as Related to Universal Bibliographic Control. -  
 [Los Angeles] : Development Digest, c1976

### D.1.3.2. Parts of "In" analytics

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- In making an "In" analytic entry for a part of a resource that is itself catalogued by means of an "In" analytic, make an "In" analytic note containing information about the larger resource and about the part containing the part being analyzed. Record information about the smaller part first, and then information about the larger resource in the form of a series statement.

The Tâo teh king, or, The Tâo and its characteristics  
 [GMD]. - p. [45]-124 ; 23 cm.

*In The texts of Taoism / translated by James Legge.  
Part 1. - Oxford : Clarendon Press, 1891. - (The sacred  
books of the East. The sacred books of China ; v. 39)*

#### D.1.4. MULTILEVEL DESCRIPTION

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##### *Contents*

- D.1.4.1 Definition
  - D.1.4.2 Presentation of a multilevel description
- 

##### **D.1.4.1. Definition**

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- A multilevel description is a form of presentation of descriptive data based on the division of descriptive information into two or more levels. The first level contains information common to the whole resource. The second and subsequent levels contain information relating to the individual part.

##### **D.1.4.2. Presentation of a multilevel description**

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- When describing both the larger resource and its parts by means of a multilevel description, divide the descriptive information into two or more levels. Record at the first level only information relating to the resource as a whole. Record at the second level information relating to a group of parts or to the individual part being described. If information at the second level relates to a group of parts, record information relating to the individual part at a third level. Make the levels distinct by layout and/or other means.

*The sacred books of the East [GMD] / translated by various oriental scholars and edited by F. Max Müller. - Oxford : Clarendon Press, 1879-1910. - 50 v. ; 23 cm.*

*Vols. 39-40. : The texts of Taoism / translated by James Legge. - 1891. - (The sacred books of China)*

*Pt. 1 : The Tâo teh king. The writings of Kwang-tsze, books I-XVII. - xxii, 396 p.*

*American folklore [GMD] / co-ordinated for the Voice of America by Tristram Coffin. - Washington : United States Information Agency, 1967. - 28 sound tape reels : analog, 7½ ips, mono. ; 7 in. - (Forum series)*

*8 : The American traditional ballad / G.M. Laws. - 1 sound tape reel (35 min.). - Includes illustrative excerpts*

*Remembrance of things past [GMD] / Marcel Proust ; translated by C.K. Scott Moncrieff. - London : Chatto & Windus, 1957. - 12 v. ; 19 cm. - Translation of: À la recherche du temps perdu*

*Vols. 1-2 : Swann's way / illustrated by Philippe Jullian. - Translation of: Du côté de chez Swann. - This translation originally published in 1922*

*Pt. 1 : 1957 (1973 printing). - 303 p., 4 leaves of plates : ill. - ISBN 0-7011-1048-1*

- When all the parts are received, complete any element left open.

## **D.2 OPAC DISPLAYS**

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[To be added]

## **D.3 [TO BE ADDED]**

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