

**ANGLO-AMERICAN
CATALOGUING RULES**

Second Edition

2002 Revision

2005 Update

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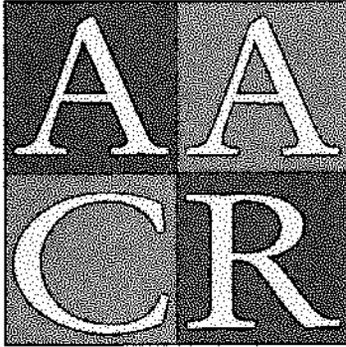
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ANGLO-AMERICAN CATALOGUING RULES

Second Edition

2002 Revision

2005 Update

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The Australian Committee on Cataloguing

The British Library

The Canadian Committee on Cataloguing

The Chartered Institute of Library and Information Professionals

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The following lists, in alphabetical order by country, show committee membership and liaisons as of February 2005.

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COMMITTEES

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Association of Specialized and Cooperative Library Agencies, Elizabeth A. Breedlove (1979–1980)
Library and Information Technology Association, Karen Bendorf (1979–1982); Pamela S. Cenzler (1982–1983); Carol White (1983–1984); Jeff Rehbach (1984–1985); Peter R. Young (1985–1989); V. Louise Saylor (1989–1991); Judith Hopkins (1992–1994); Brad Eden (1995–1998); David Williamson (1998–2001); Shelby E. Harken (2001–)
Public Library Association, Jerome Pennington (1979–1982); Gail Shurgot (1982–1983); Susan Nesbitt (1983–1985); Sheryl Nichin (1985–1988); Donna Cranmer (1988–1990); Judith H. Rossoff (1990–1993); Margaret Shen (1995–2002); Dawn M. Grattino (2002–2003); Robert C.W. Hall (2003–)
Reference and User Services Association (formerly Reference and Adult Services Division), Sandy Whiteley (1979–1982); Joseph R. Matthews (1982–1984); Joan Kuklinski (1984–1988); Sally Wayman Kalin (1988–1989); Noelle Van Pulis (1990–)

Round Tables

American Library History Round Table, Francis L. Miksa, Jr. (1979–1983)
Federal Librarians Round Table, Sue Ellen Stoca (1979–1983); David Brunell (1984); Hollis Landrum (1985); Mary Stewart-Taylor (1986–1987)
Government Documents Round Table, Bernadine Hoduski (1979–1983); Judy Meyers (1985–1986); David J. Hardgrove (1986–1988); Gary Cornwell (1988–1990); Mary A. Martin (1991); Rhonda Marker (1992–1998); Aimée Quinn (1998–2002); Rebecca Culbertson (2002–)
Intellectual Freedom Round Table, Karen Tallman (1984); Beth Rile (1985–1988)
International Relations Round Table, Elizabeth A. Widenmann (1988–1992); Laurel Jizba (1993–)
Map and Geography Round Table, Robert Karrow (1979–1980, 1981–1983); Alice Hudson (1980–1981); Janet Swan Hill (1984–1985); Mary Anne Waltz (1985–1988); Ellen Caplan (1988–1989); Nancy J. Edstrom (1989–1991); Elizabeth Mangan (1991–)
New Members Round Table (formerly Junior Members Round Table), Joseph R. Edelen, Jr. (1979–1981); John B. Graves (1981–1982); Donna Cranmer (1982–1984); Antonia Snee (1984–1986); Josephine Crawford (1986–1988); David Fiste (1988–1989); Mark R. Watson (1989–1991); Kathryn Sorury (1992–1993); Karen Cook (1993–1995); Jimmie Lundgren (1995–1997); Gerald Langford (1997–1998); Lori Barnes (1999); Gene Kinnaly (1999–2001); Kevin A. Furniss (2001–2004); Anna M. Ferris (2004–)
Social Responsibilities Round Table, Joan K. Marshall (1979–1982); Patricia A. Young (1982–1983); Gary L. Strawn (1983–1990); Sherry Kelley (1990–1996); Larry Heiman (1997–2002); Cynthia Whitacre (2002–)

From Organizations outside the American Library Association

African Studies Association, Gail Junion (1981–1983)
American Association of Law Libraries, Phyllis Marion (1979–1985); Lee W. Leighton (1985–1989); Regina Wallen (1990–1993); Ann Sitkin (1993–1999); William Benemann (1999–2002); Kathy Winzer (2002–)
American Theological Library Association, Elvire Hilgert (1983–1984); Joyce L. Farris (1984–1992); Sally B. Berlowitz (1993–1996); Chris Schone (1997); Judy Knop (1998–)
Art Libraries Society of North America, Nancy R. John (1979–1980); Bethany R. Mendenhall (1980–1982); Karen Muller (1982–1985); Sherman Clarke (1985–1991); Karen L. Meizner (1992–1994); Daniel Starr (1995–2000); Anne Champagne (2000–2003); Daniel Starr (2003–)
Association for Asian Studies, Committee on East Asian Libraries, Thomas H. Lee (1981–1983)
Association for Recorded Sound Collections, Charles W. Simpson (1979–1987); Daniel W. Kinney (1987–1997); Laurel Jizba (1998–)
Association of American Library Schools, Martha Mannheimer (1979–1983)
Association of Jewish Libraries, Ellen S. Kovacic (1985–1986); Mischa F. Oppenheim (1986–1988); Rosalie E. Katchen (1988–1990); Yael Herbsman (1991–1992); Rita Lifton (1992–1993); Ruth A. Rin (1993–1995); Rachel Simon (1995–1999); Heidi G. Lerner (1999–)
Association of Research Libraries, Carol Mandel (1979–1982); George Gibbs (1982–1983)
Catholic Library Association, Rev. Thomas Pater (1981–1984); Tina-Karen Forman (1984–1997); Gertrude Koh (1997–)
Chinese American Librarians Association, Roy Ting-Kwo Chang (1979–1981); Sally C. Tseng (1981–1983)
Church and Synagogue Library Association, Ruth Sawyer (1979–1983)
Council of National Library and Information Associations, Donald Seibert (1979–1982); Margaret Maes Axtmann (1982–1983)
International Association for Social Science Information Services and Technology, Sue A. Dodd (1979–1988); Elizabeth Stephenson (1988–1989); Patricia S. Vanderberg (1990–2000)

COMMITTEES

Medical Library Association, James E. Raper, Jr. (1979–1983); Sally Sinn (1984–1988); Laurie L. Thompson (1988–1991); Steve Squires (1991–1997); Valerie St. Pierre Gordon (1997–2000); Robert McDonald (2000–2003); Karleen Darr (2003–)

Middle East Librarians Association, Frances Morton (1979–1982)

Music Library Association, Katherine C. Skrobela (1979–1980); Richard P. Smiraglia (1980–1983); Joan Swanekamp (1983–1988); Jennifer B. Bowen (1988–1991); Philip Schreur (1992–1997); Matthew W. Wise (1997–2001); Nancy E. Lorimer (2001–2004); Kathy Glennan (2004–)

Online Audiovisual Catalogers, Nancy B. Olson (1981–1983); Greta de Groat (2004–)

Program for Cooperative Cataloging, Joan Schuitema (1998–2000); Ann Caldwell (2000–2003); Paul J. Weiss (2003–)

Society of American Archivists, Miriam I. Crawford (1979–1983); John Lancaster (1983–1985); Lauren Brown (1985–1986); Sandra Taylor (1986–1988); Michael Fox (1988–1990); Jackie M. Dooley (1990–1992); Marion Matters (1993–1995); Michael Fox (1996–2000); Susan Hamburger (2000–2004); Mary Lacy (2004–)

Southwestern Library Association, Margaret F. Maxwell (1979–1983)

Special Libraries Association, Marguerite C. Soroka (1979–1981); Mary L. Larsgaard (1982–1983); Claire Tozier (1984–1985); Chris Grabenstatter (1985–1986); Dorothy McGarry (1986–1988); Ronda E. Breitbard (1988–1991); Dorothy L. Malcolm (1992); Dorothy McGarry (1992–1993); Adam L. Schiff (1993–1997); Cynthia M. Whitacre (1997–2001); Sandra McIntyre (2001–)

Consultants

John Attig (2000–2001), John Duke, Ann Fox, Judith Hopkins, Lynne C. Howarth (1998–2000), Thomas Jedele, Sherry Kelley (2000–2001), Julie Nilson, Martha Yee (1998–2000)

Web Site Coordinator

John Attig (1997–)

PREFACE TO THE 2002 REVISION

The printed version of the 2002 revision of the second edition of the *Anglo-American Cataloguing Rules* (AACR) represents a milestone in the publishing history of the code. It is being issued as an integrating resource, in loose-leaf format for updating. Updates to the rules will be released annually. This is in recognition of the fact that changes to the rules are occurring more frequently than in the past and are often substantial.

This revision incorporates the two sets of revisions published as Amendments 1999 and Amendments 2001. It also includes revisions approved through 2001 and finalized in 2002. Substantial changes have been made to three chapters: chapter 3 (Cartographic Materials), chapter 9 (Electronic Resources), and chapter 12 (Continuing Resources). An outline of the changes made within these chapters and in other parts of the rules may be found in the summary following this preface. A revised index has been compiled to reflect the changes and to correct errors in the 1998 revision.

The environment in which the code operates has undergone significant change since the second edition of the rules was published in 1978. The rise of the Internet and the increasing use and exchange of electronic resources have had a profound impact. User needs and expectations are also evolving rapidly. In response to the challenges presented in this new environment, the Joint Steering Committee for Revision of AACR (JSC) has embarked on an ambitious program of investigation and reform, beginning with the International Conference on the Principles and Future Development of AACR, held in Toronto in 1997. JSC has met regularly in order to meet the deadlines of an increasingly demanding program of work. Six meetings have been held since the International Conference in the following locations: Leeds, England (November 1998); Brisbane, Australia (October 1999); San Diego, United States (March 2000); London, England (September 2000); Washington, United States (April 2001); and, Ottawa, Canada (October 2001).

JSC would not be able to meet these increasing demands without the support of the dedicated and hard-working community of the Anglo-American Cataloguing Rules. The consultative nature of the rule revision process ensures that informed decisions are made and that there is a sound mandate for action. In addition to the considerable contribution made by the JSC members and members of the constituent bodies, certain individuals also make outstanding contributions to the development of the code. Since the International Conference, notable contributions have been made by Tom Delsey, in his work on modelling AACR, and Jean Hiron, in her work on accommodating seriality in the rules.

I am confident that JSC, in conjunction with the Committee of Principals for AACR, will continue to take a strategic approach to planning the evolution of the code, and that as a result it will remain a viable standard for bibliographic description and access into the future.

ANN HUTHWAITE, Chair
Joint Steering Committee for Revision
of AACR

SUMMARY OF RULE REVISIONS SINCE AACR SECOND EDITION 1998 REVISION

This summary is not a detailed list of changes, but a list of the most significant changes in the 2002 amendments, the 2001 amendments, and the 1999 amendments incorporated into the current 2002 revision.

AMENDMENTS 2002

Deletion of rule 1.4D4

Rule 1.4D4 has been deleted. This rule instructed that the name of the publisher, distributor, etc., appearing in a recognizable form in the title and statement of responsibility area, should be given in the shortest possible form in the publication, distribution, etc., area. The rule was judged to be unnecessary and inflexible, and to limit the use of the area for search and retrieval purposes by automated systems. Examples throughout AACR have been revised to reflect the deletion of the rule.

Chapter 3 (Cartographic Materials)

The changes to chapter 3 are of three major types:

- additional rules or additions to existing rules for the description of cartographic materials in electronic form;
- miscellaneous changes to existing rules to bring them into line with current practice;
- editorial changes.

The first category is the most substantial, involving changes to the mathematical and other material specific details area (formerly: Mathematical data area). Three new rules were added: rule 3.3E (Type and extent of resource); rule 3.3F (Digital graphic representation); and, rule 3.3G (Numbering related to serials). The overall goal is to enable more accurate description of cartographic materials that are electronic resources and/or continuing resources. Rule 3.3D (Statement of coordinates and equinox) has been changed to allow the recording of coordinates in decimal degrees as well as in degrees, minutes, and seconds. Additional examples have been added to rule 3.7B8 (Mathematical and other material specific details) to reflect the addition of rule 3.3F and the changes to rule 3.3D.

Changes in the second category include: the changing of “map section” to “section,” and “relief model” to “model” in rule 3.5B1; and, the addition of “layout,” “production method,” and “medium” as other physical details in rule 3.5C1.

Editorial changes have been made as necessary to match new terminology and to reflect changes made in other chapters.

Chapter 12 (Continuing Resources) and other related rules

The scope of chapter 12, now called “Continuing Resources” instead of “Serials,” has been expanded to include resources that have either not been covered in the rules or not adequately covered. Chapter 12 now encompasses:

- successively issued resources (i.e., serials);
- ongoing integrating resources (e.g., updating loose-leaves, updating Web sites);
- some categories of finite resources (i.e., reprints of serials, resources with characteristics of serials but whose duration is limited, and finite integrating resources).

Because of the differences in treatment of the various types of continuing resources, the rules have been expanded to include separate provisions for serials and integrating resources or in some cases other subcategories of continuing resources such as printed resources, electronic resources, and updating loose-leaves. Additionally, separate rules addressing changes in specific data elements have been included.

Rules in other chapters affected by the changes in chapter 12 have also been revised. Examples of changes in part I include: the expansion of rule 1.4F8 to cover serials and integrating resources as well as multipart items; and, changes to rules in chapters 2 and 9 to reflect the coverage of integrating resources in chapter 12. Examples of changes in part II include: the revision of rule 21.2A and its division into two subrules to cover major and minor changes in titles proper; the revision of rules 21.2C and 21.3B and their division into subrules to cover serials and integrating resources; and, the revision of rule 21.30J and its division into two subrules to cover added entries for titles proper and for variant titles.

New definitions were added to the glossary for: “bibliographic resource,” “continuing resource,” “integrating resource,” “iteration,” and “updating loose-leaf.” Definitions were revised for: “key-title,” “monograph,” “multipart item,” “section,” and “serial.”

One of the goals of the revision of chapter 12 was the harmonization of AACR with the International Standard Bibliographic Description for Serials (ISBD(S)) (to be published as ISBD(CR)) and ISSN guidelines, both of which were also being revised. A number of changes were made to align the three standards, including: the revision of rule 12.1B2, requiring the choice of the full form as the title proper when both an initialism/acronym appear on the chief source of information; and, the revision of rule 21.2 to reflect the three-way agreement on what constitutes major/minor title changes. In addition, agreement was reached on definitions in the glossary.

AMENDMENTS 2001

Rule 0.24

Rule 0.24 was reworded to stress the importance of bringing out all the aspects of the item being described. This revision is considered to be a first step in moving forward on “content vs. carrier” issues.

General material designation for cartographic materials

The general material designations “globe” and “map” in list 2 in rule 1.1C1 have been replaced with the single general material designation “cartographic material.”

Chapter 9 (Electronic Resources) and other related rules

The revisions to chapter 9, now called “Electronic Resources,” fall into two categories:

- changes to align with the International Standard Bibliographic Description for Electronic Resources (ISBD(ER));
- changes to accommodate the particular nature of electronic resources.

Changes falling into the first category include: the clarification of the scope of chapter 9 and the provision of a distinction between direct access and remote access electronic resources; the addition of an instruction at new rule 9.4B2 to consider all remote access electronic resources as published; and, changing the name of the file characteristics area (9.3) to “Type and extent of resource area.”

Changes in the second category include: the changing of the chief source of information from the title screen to the resource itself and the removal of the preference given to internal sources; the addition of an option at rule 9.5B1 to allow for the use of conventional terminology to describe a physical carrier, e.g., “1 CD-ROM” instead of “1 computer optical disc”; and, the addition of rule 9.7B22 (Item described) to instruct the cataloguer to always give the date viewed when describing remote access electronic resources. In addition, more current examples of electronic resources have been included and the glossary has been updated with new and revised definitions.

The general material designation in list 1 and list 2 of rule 1.1C1 has been changed from “computer file” to “electronic resource.”

Works that report the collective activity of a conference, etc.

The provision that a conference, expedition or event must be prominently named has been removed from rule 21.1B2(d). The concept of “prominence” is not used in any other category of rule 21.1B2.

British terms of honour

Rule 22.12B, which prescribed the inclusion of British terms of honour in headings for which surnames are the entry element, has been deleted. The requirement for terms of address to precede the forename had proved to be an obstacle to MARC format alignment and record exchange between the libraries and bibliographic agencies using AACR. In addition, the terms had small value for identification in such headings and even less for filing purposes.

Where required to distinguish between identical names, terms of honour may still be added under the rule at 22.19B1.

Terms of address of married women

Because of filing problems associated with the placement of the term of address of married women (e.g., Mrs.) before the husband’s forename, rule 22.15B1 has been revised so that the term of address follows the husband’s forename.

Subordinate conference headings

Rule 24.7A1 was expanded to make it explicit that information indicating the number, frequency, or year(s) of convocation of a conference should also be omitted from headings for subordinate conferences.

SUMMARY OF RULE REVISIONS

“Work” in music uniform titles

Changes have been made in chapter 25 to clarify the use of the term “work” in the rules for music uniform titles, including moving the definition in the glossary for “musical work” to a footnote to rule 25.25A.

Appendix B.5. Other Parts of the Catalogue Entry

Rule B.5 was changed to allow for the replacement of one form of abbreviation with the prescribed abbreviation in the edition statement and with numbering in the series statement. Previously only full forms of terms could be abbreviated.

Appendix E. Initial Articles

The new appendix contains a list of initial articles from languages most frequently encountered by cataloguers, and is intended to assist in the application of the rules that call for the omission of initial articles.

AMENDMENTS 1999

Numbering grammatically integrated with series title

Rule 1.6B1 was expanded to include instructions for cases where numbering is an integral part of the title proper of the series.

Chronological designation in series numbering

Rule 1.6G3 was changed to indicate that a chronological designation may be given after a numeric and/or alphabetic designation. Rule 1.6A1 and the corresponding rules in other chapters were expanded to include an instruction to enclose a date following a numeric and/or alphabetic designation in parentheses.

Subseries

Additions were made to rule 1.6H to cover more subseries situations. Rule 1.6A1 and the corresponding rules in other chapters were expanded to include instructions for the punctuation preceding the designation for a subseries.

Numbering

A definition for “Numbering” was added to the glossary.

GENERAL INTRODUCTION

0.1. These rules are designed for use in the construction of catalogues and other lists in general libraries of all sizes. They are not specifically intended for specialist and archival libraries, but such libraries are recommended to use the rules as the basis of their cataloguing and to augment their provisions as necessary. The rules cover the description of, and the provision of access points for, all library materials commonly collected at the present time. The integrated structure of the text makes the general rules usable as a basis for cataloguing uncommonly collected materials of all kinds and library materials yet unknown.

0.2. The second edition of the rules is based on a reconciliation of the British and North American texts of the 1967 edition. This extends to style, which is generally in accordance with the *Chicago Manual of Style*,¹ and to spellings, which are those of Webster's *New International Dictionary*.² Where Webster's gives as a permitted alternative a British spelling (e.g., *catalogue*, *centre*), it has been used in the rules; where the American usage is the only one specified (e.g., *capitalize*), it has been used in the rules. Agreement on terminology has similarly resulted sometimes in the use of an American term (e.g., *membership in*) and sometimes in a British term (e.g., *full stop*).

STRUCTURE OF THE RULES

0.3. The rules follow the sequence of cataloguers' operations in most present-day libraries and bibliographic agencies. Part I deals with the provision of information describing the item being catalogued and part II deals with the determination and establishment of headings (access points) under which the descriptive information is to be presented to catalogue users, and with the making of references to those headings. The introductions to parts I and II begin on Part I-1 and Part II-1 respectively.

0.4. In both parts the rules proceed from the general to the specific. In part I the specificity relates to the physical medium of the item being catalogued, to the level of detail required for each element of the description, and to the analysis of an item containing separate parts.

1. *The Chicago Manual of Style : for Authors, Editors, and Copywriters*. — 13th ed., rev. and expanded. — Chicago ; London : University of Chicago Press, 1982.

2. *Webster's Third New International Dictionary of the English Language, Unabridged* / editor in chief, Philip Babcock Gove and the Merriam-Webster editorial staff. — Springfield, Mass. : Merriam-Webster ; Harlow, Essex : Distributed by Longman Group, c1986.

MAIN ENTRY AND ALTERNATIVE HEADINGS

0.5. In part II the rules are based on the proposition that one *main entry* is made for each item described, and that this is supplemented by *added entries*. The question of the use of *alternative heading entries* (i.e., sets of equal entries for each item described) was discussed but not embodied in the rules. It is recognized, however, that many libraries do not distinguish between the main entry and other entries. It is recommended that such libraries use chapter 21 as guidance in determining all the entries required in particular instances. It will be necessary, however, for all libraries to distinguish the main entry from the others when:

- a) making a single entry listing
- or b) making a single citation for a work (as required for entries for related works and for some subject entries).

In addition, the concept of main entry is considered to be useful in assigning uniform titles and in promoting the standardization of bibliographic citation.

STRUCTURE OF ENTRIES

0.6. Distinguish a name heading and/or uniform title assigned to a description from the descriptive data:

- either* a) by giving them on separate lines above the description
- or b) by separating them from the description by a full stop and two spaces.

If an entry begins with a title proper (i.e., the first element of the description):

- either* a) repeat the title proper on a separate line above the description
- or b) give the description alone.

ALTERNATIVES AND OPTIONS

0.7. Some rules are designated as *alternative rules* or as *optional additions*, and some other rules or parts of rules are introduced by *optionally*. These provisions arise from the recognition that different solutions to a problem and differing levels of detail and specificity are appropriate in different contexts. Decide some alternatives and options as a matter of cataloguing policy for a particular catalogue or bibliographic agency and, therefore, exercise them either always or never. Exercise other alternatives and options case by case. All cataloguing agencies should distinguish between these two types of option and keep a record of their policy decisions and of the circumstances in which a particular option may be applied.

0.8. The word *prominently* (used in such phrases as *prominently named* and *stated prominently*) means that a statement to which it applies must be a formal statement found in one of the prescribed sources of information (see 1.0A) for areas 1 and 2 for the class of material to which the item being catalogued belongs.

0.9. These rules recognize the necessity for judgement and interpretation by the cataloguer. Such judgement and interpretation may be based on the requirements of a particular catalogue or upon the use of the items being catalogued. The need for judgement is indicated in these rules by words and phrases such as *if appropriate*, *important*, and *if necessary*. Such words and phrases indicate recognition of the fact that uniform legislation for all types and sizes of

catalogue is neither possible nor desirable, and encourage the application of individual judgement based on specific local knowledge. This statement in no way contradicts the value of standardization. Apply such judgements consistently within a particular context and record the cataloguing agency's policy.

APPENDICES

0.10. Matters of general application (abbreviations, capitalization, the treatment of numerals, and initial articles) are dealt with in appendices. The instructions given in those appendices are rules and must be applied consistently. A glossary is also included.

STYLE

0.11. In matters of style not covered by the rules and appendices (e.g., matters of punctuation other than prescribed punctuation), follow the *Chicago Manual of Style*.

LANGUAGE PREFERENCES

0.12. The rules contain some instances in which a decision is made on the basis of language and in which English is preferred. Users of the rules who do not use English as their working language should replace the specified preference for English by a preference for their working language. Authorized translations will do the same.

0.13. The ALA/LC romanization tables³ are used in examples in which romanization occurs. This usage is based on the recognition that these tables are used by the overwhelming majority of libraries in Australia, Canada, the United Kingdom, and the United States. Authorized translations will, in examples, substitute romanizations derived from the standard romanization tables prevailing in libraries in the countries or areas for which the translation is intended.

EXAMPLES

0.14. The examples used throughout these rules are illustrative and not prescriptive. That is, they illuminate the provisions of the rule to which they are attached, rather than extend those provisions. Do not take the examples or the form in which they are presented as instructions unless specifically told to do so by the accompanying text.

Examples often have explanatory notes in italics added to them. Do not confuse them with notes to be added to the description by the cataloguer (see 1.7). In part I of the rules, a note to be added to the description is indicated in the examples by *Note*. Do not add this word to the actual description.

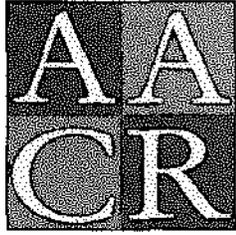
Two marks of omission are used in examples. One indicates that the mark is to form a part of the actual catalogue entry. Its appearance is shown in the next line:

by Thomas Smith ... [et al.]

3. *ALA-LC Romanization Tables : Transliteration Schemes for Non-Roman Scripts*. — 1997 ed. — Washington : Library of Congress, Cataloging Distribution Service, 1997.

The other indicates the incompleteness of the example itself. Where it appears, the required wording (governed by a rule other than the one at which it appears) is to take its place in the actual catalogue entry. Its appearance is shown in the next line:

London : Walt Disney Productions - (Disney story
teller)



PART I

DESCRIPTION

INTRODUCTION

0.21. This part of the rules contains instructions on the formulation of descriptions of library materials. Those descriptions need (in most instances) headings and/or uniform titles added to them before they are usable as catalogue entries. For instructions on the formulation of such access points, see part II.

0.22. The rules for description are based on the general framework for the description of library materials, the General International Standard Bibliographic Description (ISBD(G)¹) agreed between the International Federation of Library Associations and Institutions (IFLA) and the Joint Steering Committee for Revision of AACR. They follow that framework exactly in the order of elements and their prescribed punctuation. It was agreed with IFLA that it is not necessary for codes of rules to follow the terminology of the ISBD(G) exactly.

IFLA has developed, and is developing, specialized ISBDs for specific types of material, also on the basis of the ISBD(G). Close correspondence will therefore exist between chapters in part I and the corresponding ISBD.

STRUCTURE OF PART I

0.23. The basic rules for the description of all library materials are to be found in chapter 1, which sets out all the rules that are of general applicability. Then follow rules for specific types of material (chapters 2–10) and rules of partial generality (chapters 11–13). There are no chapters numbered 14–20; part II begins with chapter 21, the paragraphs of the Introduction to part II being numbered 20.1, 20.2, etc.

Chapter 1 is a general chapter containing those rules that apply to all library materials. For example, rule 1.4C deals with the place of publication, distribution, etc., and subsequent chapters in part I refer the user to that rule for guidance on that topic. Where types of material demand specific treatment of a certain element, the general chapter contains only brief guidance and the user of the rules will find specific guidance in the appropriate specific chapter. For example, rule 1.5 contains an indication of the type of information found in the physical description area; and detailed guidance on the physical description of sound recordings will be found in rule 6.5, on the physical description of motion pictures and videorecordings in rule 7.5, and so on. Use the chapters in part I alone or in combination as the specific problem demands. For example, a difficult problem in describing a serial sound recording might lead the user to consult chapters 1, 6, and 12. The majority of problems, however, can be solved, once the rules have been studied comprehensively, by a single reference to a single rule.

1. *ISBD(G) : General International Standard Bibliographic Description : Annotated Text I* prepared by the Working Group on the General International Standard Bibliographic Description set up by the IFLA Committee on Cataloguing. — London : IFLA International Office for UBC, 1977.

Within the chapters the rule numbering has a mnemonic structure. For example, rule 1.4C is concerned with the place of publication, etc., for all materials, rule 2.4C is concerned with the place of publication, etc., for printed monographs, rule 3.4C is concerned with the place of publication, etc., for cartographic materials, and so on. If a particular rule appearing in chapter 1 is not applicable to the material treated in a subsequent chapter, the rule is omitted from that chapter. For example, there is no rule numbered 5.7B17 because rule 1.7B17 is not applicable to music.

METHODS OF PROCEDURE

0.24. It is important to bring out all aspects of the item being described, including its content, its carrier, its type of publication, its bibliographic relationships, and whether it is published or unpublished. In any given area of the description, all relevant aspects should be described. As a rule of thumb, the cataloguer should follow the more specific rules applying to the item being catalogued, whenever they differ from the general rules.

0.25. The ISBD(G) contains an area for details that are special to a particular class of material or type of publication. This third area is used in these rules for cartographic materials (chapter 3), music (chapter 5), continuing resources (chapter 12), and, in some circumstances, microforms (chapter 11). Do not use this area for any other materials treated in these rules. Where it is applicable and appropriate, repeat this area. For example, in describing a serial cartographic item, give details relating to the cartographic material and those relating to its seriality (in that order).

OPTIONS AND OMISSIONS

0.26. Although the rules for description are based upon a standard (the ISBD(G)), it is recognized that certain materials do not require every element of that standard. For this reason there are differences between the treatment of some materials and some others. For example, the extent of item element is called "number of volumes and/or pagination" in the chapter on books, pamphlets, and printed sheets (chapter 2). Again, the place of publication, etc., and the name of publisher, etc., elements are not used for manuscripts, some art originals, and some three-dimensional objects and artefacts.

0.27. All notes described in the chapters of part I are optional (unless a note is specifically stated to be mandatory) in that their inclusion in the entry depends on the nature of the item described and the purpose of the entry concerned. In addition, the wording of notes in the examples is not prescriptive (i.e., if desired, choose another wording provided that it meets the general requirements of brevity and clarity).

0.28. Not all measurements prescribed in part I for library materials are metric. They are the normal measurements used at this time in libraries in Australia, Canada, the United Kingdom, and the United States. Where no predominant system of measurement exists, metric measurements have been used. Substitute metric measurements for nonmetric measurements when:

- either* a) in the course of time a metric measurement becomes the normal measurement for the materials in question
or b) the rules are being used in a country where only metric measurements are used.

0.29. Rule 1.0D contains a specification of three levels of description. Consider each of these levels as a minimum. When appropriate, add further information to the required set of data. The three levels of description allow libraries flexibility in their cataloguing policy, because they prescribe an entry that is in conformity with bibliographic standards and yet allow some materials to be described in more detail than others. Use the three levels of description:

- either* a) by choosing a level of description for all items catalogued in the library
or b) by drawing up guidelines for the use of all three levels in one catalogue depending on the type of item being described.

This standardization at three levels of description will help in achieving uniformity of cataloguing, and it is recommended that each machine-readable record carry an indication of the level at which the item has been described.

CHAPTER

1

General Rules for Description

Contents

- 1.0 GENERAL RULES
 - 1.0A Sources of information
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 - 1.0A3 Chief source of information
 - 1.0A4 Prescribed sources of information
 - 1.0B Organization of the description
 - 1.0C Punctuation
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 - 1.1B Title proper
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- 1.2 EDITION AREA
 - 1.2A Preliminary rule
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 - 1.2A2 Sources of information
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 - 1.2E Statements of responsibility relating to a named revision of an edition
- 1.3 MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA
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GENERAL RULES FOR DESCRIPTION

- 1.4A1 Punctuation
 - 1.4A2 Sources of information
 - 1.4B General rule
 - 1.4C Place of publication, distribution, etc.
 - 1.4D Name of publisher, distributor, etc.
 - 1.4E Statement of function of publisher, distributor, etc.
 - 1.4F Date of publication, distribution, etc.
 - 1.4G Place of manufacture, name of manufacturer, date of manufacture
- 1.5 PHYSICAL DESCRIPTION AREA
- 1.5A Preliminary rule
 - 1.5A1 Punctuation
 - 1.5A2 Sources of information
 - 1.5B Extent of item (including specific material designation)
 - 1.5C Other physical details
 - 1.5D Dimensions
 - 1.5E Accompanying material
- 1.6 SERIES AREA
- 1.6A Preliminary rule
 - 1.6A1 Punctuation
 - 1.6A2 Sources of information
 - 1.6B Title proper of series
 - 1.6C Parallel titles of series
 - 1.6D Other title information of series
 - 1.6E Statements of responsibility relating to series
 - 1.6F ISSN of series
 - 1.6G Numbering within series
 - 1.6H Subseries
 - 1.6J More than one series statement
- 1.7 NOTE AREA
- 1.7A Preliminary rule
 - 1.7A1 Punctuation
 - 1.7A2 Sources of information
 - 1.7A3 Form of notes
 - 1.7A4 Notes citing other editions and works
 - 1.7B Notes
- 1.8 STANDARD NUMBER AND TERMS OF AVAILABILITY AREA
- 1.8A Preliminary rule
 - 1.8A1 Punctuation
 - 1.8A2 Sources of information
 - 1.8B Standard number
 - 1.8C Key-title
 - 1.8D Terms of availability
 - 1.8E Qualification
- 1.9 SUPPLEMENTARY ITEMS

1.10 ITEMS MADE UP OF SEVERAL TYPES OF MATERIAL

1.11 FACSIMILES, PHOTOCOPIES, AND OTHER REPRODUCTIONS

1.0. GENERAL RULES**1.0A. Sources of information**

1.0A1. The source(s) of information for a bibliographic description of a resource is dependent on the aspect of the resource being described. A bibliographic resource may or may not be part of a larger resource. When it is part of a larger resource, determine what aspect is being described: the larger resource or that part of the larger resource (see chapter 13). A collection of materials not published, distributed, or produced together but assembled by a cataloguing agency, a previous owner, a dealer, etc., may also be considered to be a bibliographic resource to be described as a whole.

1.0A2. Basis of the description

- a) *Single part.* Base the description of a single-part bibliographic resource on the resource as a whole.
- b) *Multiple parts.* When a resource is or will be in more than one part, issue, or iteration, determine the basis of description as follows:
 - i) *Multipart monographs.* Base the description on the first part or, lacking this, on the earliest available part. For numbered multipart monographs, the first part is the lowest numbered part. For unnumbered multipart monographs, the first part is the part with the earliest publication, distribution, etc., date. Generally, give notes for changes on later parts when considered to be important.

AREA	BASIS OF DESCRIPTION
Title and statement of responsibility	First or earliest part
Edition	First or earliest part
Publication, distribution, etc.	
Place and publisher, distributor, etc.	First or earliest part
Place and manufacturer	First or earliest part
Dates	First and/or last parts
Physical description	All parts
Series	All parts
Note	All parts and any other source
Standard number and terms of availability	All parts and any other source

- ii) *Serials.* Base the description on the first issue or part or, lacking this, on the earliest available issue or part. For numbered serials, the first issue or part is the lowest numbered issue or part. For unnumbered serials, the first issue or part is the issue or part with the earliest publication, distribution, etc., date. Generally,

give notes for changes on later issues or parts when considered to be important (see 12.1B8, 12.1D3, 12.1E2, etc.).

AREA	BASIS OF DESCRIPTION
Title and statement of responsibility	First or earliest issue or part
Edition	First or earliest issue or part
Numbering	First and/or last issues or parts for each system or sequence
Publication, distribution, etc.	
Place and publisher, distributor, etc.	First or earliest issue or part
Place and manufacturer	First or earliest issue or part
Dates	First and/or last issues or parts
Physical description	All issues or parts
Series	All issues or parts
Note	All issues or parts and any other source
Standard number and terms of availability	All issues or parts and any other source

- iii) *Integrating resources.* Base the description, except the beginning date of publication, on the current iteration. Update the description and, generally, give notes about changes from earlier iterations when considered to be important (see 12.1B8, 12.1D3, 12.1E2, etc.).

AREA	BASIS OF DESCRIPTION
Title and statement of responsibility	Current iteration
Edition	Current iteration
Publication, distribution, etc.	
Place and publisher, distributor, etc.	Current iteration
Place and manufacturer	Current iteration
Dates	First and/or last iterations
Physical description	Current iteration
Series	Current iteration
Note	All iterations and any other source
Standard number and terms of availability	All iterations and any other source

- iv) *Assembled collections.* Base the description on the collection as a whole. Update the description and, generally, give notes about later additions when considered to be important.

1.0A3. Chief source of information. The chief source of information is the source of bibliographic data to be given preference as the source from which a bibliographic description (or portion thereof) is prepared. Each chapter in part I contains a specification of the chief source of information for the bibliographic resources covered by that chapter. The chief source of information may be unitary in nature (e.g., a title page) or may be collective (e.g., the entire cartographic resource).

For situations other than a single-part bibliographic resource with only one chief source of information, apply the following guidelines when the bibliographic resource is:

- a) ***In one physical part with more than one possible chief source of information.*** Use the first occurring source of information as the chief source of information unless one of the following applies:
- i) If the sources of information present the bibliographic resource in different aspects (e.g., as a single-part monograph and as part of a monographic series), prefer the source that corresponds to the aspect being described (see 1.0A1).
 - ii) If the bibliographic resource contains written, spoken, or sung words for which there are sources of information in more than one language or script, prefer (in this order):
 - (a) the source in the language or script of the written, spoken, or sung words if there is only one such language or script or only one predominant language or script
 - (b) the source in the original language or script of the resource if the words are in more than one language or script, unless translation is known to be the purpose, in which case use the source in the language of the translation
 - (c) 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.
 - iii) If the sources of information bear different dates of publication, distribution, etc., prefer the source with the later date.
 - iv) If the information traditionally given on the title page is not complete on one source (e.g., facing pages or pages on successive leaves), treat the sources as if they were a single source.
 - v) If the bibliographic resource contains different works each with its own chief source of information but does not have a source of information for the resource as a whole, treat the chief sources of information for the different works as if they were a single source.
- b) ***In more than one physical part.*** Use the chief source of information of the first or earliest part as the chief source of information for the bibliographic resource as a whole. When the concept of order of parts is not appropriate (e.g., kits), apply the following guidelines:
- i) If the chief source of information on one of the parts gives more information, prefer that chief source of information.
 - ii) If one part is a unifying element for the bibliographic resource, prefer the chief source of information of that part.
 - iii) If the container is a unifying element for the bibliographic resource, prefer the container as the chief source of information.
 - iv) If one part is the main resource and the other parts are accompanying or related dependent supplements, prefer the chief source of information of the main resource.
- c) ***Lacking a chief source of information.*** If no part of the bibliographic resource has a title, supply a title based on any available source (e.g., a reference work, the content of the resource being described). Give in a note the reason for and/or source of the

supplied title proper. For an assembled collection lacking a comprehensive title for the collection as a whole, supply a title.

1.0A4. Prescribed sources of information. Each chapter in part I contains a listing of prescribed sources for the areas of the description (see 1.0B) for the bibliographic resources covered by that chapter. Enclose in square brackets information taken from outside the prescribed source(s). Generally, prefer information found in the chief source of information to information found elsewhere. When the other sources of information are placed in a ranking order by specific chapters, follow that order.

1.0B. Organization of the description

1.0B1. The description is divided into the following areas:

- Title and statement of responsibility
- Edition
- Material (or type of publication) specific details
- Publication, distribution, etc.
- Physical description
- Series
- Note
- Standard number and terms of availability

Each of these areas is divided into a number of elements as set out in the rules in this and in following chapters.

1.0C. Punctuation

1.0C1. 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 of an area with standard punctuation prescribed at the head of each section of this chapter.

Precede each mark of prescribed punctuation by a space and follow it by a space, except for the comma, full stop, hyphen (see 12.3A2), and opening and closing parentheses and square brackets. The comma, full stop, hyphen, and closing parenthesis and square bracket are not preceded by a space; the hyphen and the opening parenthesis and square bracket are not followed by a space.

Precede the first element of each area, other than the first element of the first area or the first element of an area beginning a new paragraph, by a full stop, space, dash, space. When that element is not present in a description, precede the first element that is present by a full stop, space, dash, space instead of the prescribed preceding punctuation for that element.

Indicate an interpolation (i.e., data taken from outside the prescribed source(s) of information) by enclosing it in square brackets. Indicate a conjectural interpolation by adding a question mark within the square brackets. Indicate the omission of part of an element by the mark of omission (...). Precede and follow the mark of omission by a space. Omit any area or element that does not apply in describing an individual item; 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 element in a 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.

261 p. ; 24 cm. — (Canadian Ethnic Studies Association series ; v. 4)
not 261 p. ; 24 cm. — (Canadian Ethnic Studies Association series ; v. 4)

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

1.0D. Levels of detail in the description

The elements of description provided in the rules in this and in following chapters constitute a maximum set of information. This rule sets out three recommended levels of description each containing those elements that must be given as a minimum by libraries and other cataloguing agencies choosing that level of description. Base the choice of a level of description on the purpose of the catalogue or catalogues for which the entry is constructed. Include this minimum set of elements for all items catalogued at the chosen level when the elements are applicable to the item being described and when, in the case of optional additions, the library has chosen to include an optional element. If the rules in part I specify other pieces of information in place of any of the elements set out below, include those other pieces of information. Consult individual rules in this chapter and in those following for the content of elements to be included. See also 0.29.

1.0D1. First level of description. For the first level of description, include at least the elements set out in this schematic illustration:

Title proper / first statement of responsibility, if different from main entry heading in form or number or if there is no main entry heading. — Edition statement. — Material (or type of publication) specific details. — First publisher, etc., date of publication, etc. — Extent of item. — Note(s). — Standard number

See 1.1B, 1.1F, 1.2B, 1.3, 1.4D, 1.4F, 1.5B, 1.7, and 1.8B.

1.0D2. Second level of description. For the second level of description, include at least the elements set out in this schematic illustration:

Title proper [general material designation] = Parallel title : other title information / first statement of responsibility ; each subsequent statement of responsibility. — Edition statement / first statement of responsibility relating to the edition. — Material (or type of publication) specific details. — First place of publication, etc. : first publisher, etc., date of publication, etc. — Extent of item : other physical details ; dimensions. — (Title proper of series / statement of

responsibility relating to series, ISSN of series ; numbering within the series. Title of subseries, ISSN of subseries ; numbering within subseries). — Note(s). — Standard number

1.0D3. Third level of description. For the third level of description, include all elements set out in the following rules that are applicable to the item being described.

1.0E. Language and script of the description

1.0E1. In the following areas, give information transcribed from the item itself in the language and script (wherever practicable) in which it appears there:

Title and statement of responsibility
Edition
Publication, distribution, etc.
Series

For details given in the material (or type of publication) specific details area, follow the instructions in the relevant rules of the following chapters.

Replace symbols or other matter that cannot be reproduced by the facilities available with a cataloguer's description in square brackets. Make an explanatory note if necessary. (See also 1.1B1, 1.1F9, and 1.2B2.)

In general, give interpolations into these areas in the language and script of the other data in the area. Exceptions to this are:

- a) prescribed interpolations and abbreviations
- b) general material designations (see 1.1C)
- c) supplied forms of the place of publication (see 1.4C2, 1.4C3, and 1.4C6)
- d) statements of function of the publisher, distributor, etc. (see 1.4E).

If the other data are romanized, give interpolations according to the same romanization.

Give all elements in the other areas (other than the key-title (see 1.8C) and titles and quotations in notes) in the language and script of the cataloguing agency.

1.0F. Inaccuracies

1.0F1. In an area where transcription from the item is required, transcribe an inaccuracy or a misspelled word as it appears in the item. Follow such an inaccuracy either by *[sic]* or by *i.e.* and the correction within square brackets. Supply a missing letter or letters in square brackets.

1.0G. Accents and other diacritical marks

1.0G1. Add accents and other diacritical marks that are not present in the data found in the source of information in accordance with the usage of the language used in the context.

1.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 1.1A. Preliminary rule
- 1.1B. Title proper
- 1.1C. General material designation
- 1.1D. Parallel titles

- 1.1E. Other title information
- 1.1F. Statements of responsibility
- 1.1G. Items without a collective title

1.1A. Preliminary rule

1.1A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede the title of a supplement or section (see 1.1B9) by a full stop.

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.

For the punctuation of this area for items without a collective title, see 1.1G3.

For the use of the equals sign to precede parallel statements, see the appropriate rules following.

1.1A2. Sources of information. Take information recorded in this area from the chief source of information for the material to which the item being described belongs. Enclose information supplied from any other source in square brackets.

Give the elements of data in the order of the sequence of the following rules, even if this means transposing data. Transcribe the data as found, however, if case endings are affected, if the grammatical construction of the data would be disturbed, or if one element is inseparably linked to another.

1.1B. Title proper

1.1B1. Transcribe the title proper exactly as to wording, order, and spelling, but not necessarily as to punctuation and capitalization. Give accentuation and other diacritical marks that are present in the chief source of information (see also 1.0G). For inaccuracies in the title proper of a serial or an integrating resource in any area except the series area, see 1.2.1B1. Capitalize according to appendix A.

Speedball technique charts
 Les misérables
(Diacritic supplied)
 The materials of architecture
 Supplement to The conquest of Peru and Mexico
 The 1919/20 Breasted Expedition to the Near East
 λ -calculus and computer theory
 Fourteen hours
 IV informe de gobierno
 The world [sic] of television
 A nev [i.e. new] mechanism for transnational media
 complaints

Do not transcribe words that serve as an introduction and are not intended to be part of the title. Give the title including these words in a note (see 1.7B4).

Sleeping Beauty

Note: Title appears on item as: Disney presents Sleeping Beauty

NASA quest

Note: Title appears on item as: Welcome to NASA quest

An alternative title is part of the title proper (see Glossary, appendix D). Precede and follow the word *or* (or its equivalent in another language) introducing an alternative title by a comma. Capitalize the first word of the alternative title.

Marcel Marceau, ou, L'art du mime

If the title proper as given in the chief source of information includes the punctuation marks . . . or [], replace them by — and (), respectively.

If elected—

(Source of information reads: If elected . . .)

If the title proper as given in the chief source of information includes symbols that cannot be reproduced by the facilities available, replace them with a cataloguer's description in square brackets. Make an explanatory note if necessary.

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

If the title proper is not taken from the chief source of information, give the source of the title in a note (see 1.7B3).

1.1B2. If the title proper includes a statement of responsibility or the name of a publisher, distributor, etc., and the statement or name is an integral part of the title proper (i.e., connected by a case ending or other grammatical construction), transcribe it as part of the title proper.

Marlowe's plays

Eileen Ford's a more beautiful you in 21 days

Ernst Günther läser Balzac

La route Shell

1.1B3. If the title proper consists solely of the name of a person or body responsible for the item, transcribe such a name as the title proper.

Georges Brassens

Conference on Industrial Development in the Arab Countries

1.1B4. Abridge a long title proper only if this can be done without loss of essential information. Never omit any of the first five words of the title proper (excluding the alternative title). Indicate omissions by the mark of omission.

1.1B5. If a letter or word appears only once but the design of the chief source of information makes it clear that it is intended to be read more than once, repeat the letter or word without the use of square brackets.

Canadian bibliographies = Bibliographies canadiennes
(*Source of information reads:* Canadian BIBLIOGRAPHIES canadiennes)

If the first level of description is used (see 1.0D1), the transcription of such a title is:

Canadian bibliographies

1.1B6. If a title proper includes separate letters or initials without full stops between them, transcribe such letters without spaces between them.

ALA rules for filing catalog cards

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

T.U.E.I. occasional papers in industrial relations
The most of S.J. Perelman

1.1B7. Supply a title proper for an item lacking a chief source of information from the rest of the item, or a reference source, or elsewhere. If no title can be found in any source, devise a brief descriptive title. Enclose such a supplied or devised title in square brackets.

[Carte de la lune]

[Photograph of Theodore Roosevelt]

1.1B8. If the chief source of information bears titles in two or more languages or scripts, transcribe as the title proper the one in the language or script of the main written, spoken, or sung content of the item. If this criterion is not applicable, choose the title proper by reference to the order of titles on, or the layout of, the chief source of information. Record the other titles as parallel titles (see 1.1D).

1.1B9. If the title proper for an item that is supplementary to, or a section of, another item appears in two or more parts not grammatically linked, give the title of the main work first, followed by the title(s) of the supplementary item(s) or section(s) in order of their dependence. Separate the parts of the title proper by full stops.

Journal of biosocial science. Supplement
(*Title appears on item as:*
JOURNAL OF BIOSOCIAL SCIENCE
Supplement . . .)

Faust. Part one

1.1B10. If the chief source of information bears both a collective title and the titles of individual works, give the collective title as the title proper and give the titles of the individual works in a contents note (see 1.7B18).

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

Six Renoir drawings

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

1.1C. *Optional addition.* General material designation

1.1C1. Choose one of the lists of general material designations given below and use terms from the chosen list in all descriptions for which general material designations are desired.¹

If general material designations are to be used in cataloguing, British agencies should use terms from list 1 and agencies in Australia, Canada, and the United States should use terms from list 2.²

LIST 1	LIST 2
braille	activity card
cartographic material	art original
electronic resource	art reproduction
graphic	braille
manuscript	cartographic material
microform	chart
motion picture	diorama
multimedia	electronic resource
music	filmstrip
object	flash card
sound recording	game
text	kit
videorecording	manuscript
	microform
	microscope slide
	model
	motion picture
	music
	picture
	realia
	slide
	sound recording
	technical drawing
	text
	toy
	transparency
	videorecording

1. In all subsequent examples, other than those illustrating general material designations directly, the designation is indicated by *[GMD]*. The use of *[GMD]* in examples does not imply that a designation is required.

2. The following rules apply to list 2:

- 1) Use *cartographic material*, not *chart*, for cartographic charts.
- 2) Use *cartographic material*, not *model*, for cartographic models.
- 3) For material treated in chapter 8, use *picture* for any item not subsumed under one of the other terms in list 2.
- 4) Use *technical drawing* for any item fitting the definition of this term in the Glossary, appendix D; for architectural renderings, however, use *art original*, *art reproduction*, or *picture*, not *technical drawing*.
- 5) Use *kit* for any item fitting the definition of this term in the Glossary, appendix D; note that this term may apply to certain categories of textual material.

For materials for the visually impaired, add (*large print*) or (*tactile*), when appropriate, to any term in list 2. Add (*braille*), when appropriate, to any term in list 2 other than *braille* or *text*.

... [cartographic material (tactile)]

... [music (braille)]

... [text (large print)]

1.1C2. If an item consists of material falling within one category in the list chosen, give the appropriate designation immediately following the title proper (or the last part of the title proper (see 1.1B9)).

How the poor view their health [electronic resource]

British masters of the albumen print [microform]

Divina commedia. Inferno [text]

In the case of an item having no collective title, give the appropriate designation immediately following the first title (inclusive of part titles (see 1.1B9) and alternative titles (see 1.1B1), but exclusive of parallel titles (see 1.1D) and other title information (see 1.1E)).

The art of the fugue [sound recording] = Die Kunst der Fuge = L'art de la fugue : BWV 1080 (Contrapunctus 1-9) / Johann Sebastian Bach. Suites for harpsichord = Cembalo = Clavecin / Georg Friedrich Haendel

1.1C3. If the item is a reproduction in one material of a work originally presented in another material (e.g., a text as microform; a map on a slide), give the general material designation appropriate to the material being described (e.g., in the case of a map on a slide, give the designation appropriate to the slide).

1.1C4. If an item contains parts belonging to materials falling into two or more categories in the list chosen and if none of these is the predominant constituent of the item, give *multi-media* or *kit* (see 1.1C1 and 1.10C1).

Changing Africa [multimedia]

or Changing Africa [kit]

1.1D. Parallel titles

1.1D1. Transcribe parallel titles in the order indicated by their sequence on, or by the layout of, the chief source of information.

1.1D2. In preparing a second-level description (see 1.0D2), give the first parallel title. Give any subsequent parallel title that is in English.

Wood Cree [GMD] = Les Cris des forêts

Einführung in die Blutmorphologie [GMD] = Introduction to the morphology of blood

Strassenkarte der Schweiz [GMD] = Carte routière de la Suisse = Road map of Switzerland

If, in preparing a second-level description, all of the following conditions apply:

- a) the title proper is in a nonroman script
- b) the first parallel title recorded in accordance with the instructions in the preceding paragraph is in a nonroman script
- c) no title is in English

give as the second parallel title the one that is (in order of preference) in French, German, Spanish, Latin, any other roman alphabet language.

In preparing a third-level description (see 1.0D3), transcribe all parallel titles appearing in the chief source of information according to the instructions in 1.1B.

Wood Cree [GMD] = Les Cris des forêts

Einführung in die Blutmorphologie [GMD] = Introduction to the morphology of blood = Введение в морфологию крови

Strassenkarte der Schweiz [GMD] = Carte routière de la Suisse = Carta stradale della Svizzera = Road map of Switzerland

1.1D3. Transcribe an original title in a language different from that of the title proper appearing in the chief source of information as a parallel title if the item contains all or some of the text in the original language, or if the original title appears before the title proper in the chief source of information. Transcribe as other title information an original title in the same language as the title proper (see 1.1E). In all other cases give the original title in a note.

Twenty love poems and a song of despair [GMD] = 20 poemas de amor y una canción desesperada
(*Contains parallel Spanish text and English translation*)

1.1D4. Give parallel titles appearing outside the chief source of information in a note (see 1.7B5).

1.1E. Other title information

1.1E1. Transcribe all other title information appearing in the chief source of information according to the instructions in 1.1B.

Edgar Wallace [GMD] : the man who made his name

Winterthur [GMD] : an adventure in the past

SPSS primer [GMD] : statistical package for the social sciences primer

1.1E2. Transcribe other title information in the order indicated by the sequence on, or the layout of, the chief source of information.

Distribution of the principal kinds of soil [GMD] : orders, suborders, and great groups : National Soil Survey classification of 1967

1.1E3. Lengthy other title information. If the other title information is lengthy, either give it in a note (see 1.7B5) or abridge it.

Abridge other title information only if this can be done without loss of essential information. Never omit any of the first five words of the other title information. Indicate omissions by the mark of omission.

1.1E4. If a statement of responsibility or the name of a publisher, distributor, etc., is an integral part of the other title information, transcribe it as such.

The devil's dictionary [GMD] : a selection of the bitter definitions of Ambrose Bierce

Robert Owen's American legacy [GMD] : proceedings of the Robert Owen Bicentennial Conference, Thrall Opera House, New Harmony, Indiana, October 15 and 16, 1971

1.1E5. Transcribe other title information following the whole or part of the title proper or the parallel title to which it pertains.

On tour [GMD] : 10 British jewellers in Germany and Australia = Auf Tournee : zehn britische Goldschmiede in Deutschland und Australien

Recreation information : opportunities for people with intellectual disability. News sheet [GMD]

If there are no parallel titles and if other title information appears in more than one language or script, give the other title information that is in the language or script of the title proper. If this criterion does not apply, give the other title information that appears first. *Optionally*, give the other title information in other languages. Precede each parallel statement by an equals sign.

Variations on a Czech love song [GMD] : for piano solo and woodwind choir = pour piano soliste et ensemble de bois

1.1E6. If the title proper needs explanation, supply a brief addition as other title information, in the language of the title proper.

Longfellow [GMD] : [selections]

Conference on Industrial Development in the Arab Countries [GMD] : [proceedings]

1.1F. Statements of responsibility

1.1F1. Transcribe statements of responsibility appearing prominently in the item in the form in which they appear there. If a statement of responsibility is taken from a source other than the chief source of information, enclose it in square brackets.

What your child really wants to know about sex, and why [GMD] / by Will[i]am A. Block

All that jazz [GMD] / Fats Waller

Stereogram book of fossils [GMD] : photographs of invertebrate fossils in 3 dimensions / by Philip A. Sandberg

Obiter dicta [GMD] / [A. Birrell]
(Statement appears on spine and cover only)

Handley Cross [GMD] : a sporting tale / by the Author of Jorrocks' jaunts and jollities

George Gissing and H.G. Wells [GMD] : their friendship and correspondence / edited, with an introduction, by Royal A. Gettmann

Map catalogue [GMD] / Ordnance Survey

Common service book of the Lutheran church [GMD] / authorized by the United Lutheran Church of America

1.1F2. If no statement of responsibility appears prominently in the item, neither construct one nor extract one from the content of the item. Give the relevant information in a note (see 1.7B6).

Do not include in the title and statement of responsibility area statements of responsibility that do not appear prominently in the item. If such a statement is necessary, give it in a note.

1.1F3. If a statement of responsibility precedes the title proper in the chief source of information, transpose it to its required position unless it is an integral part of the title proper (see 1.1A2 and 1.1B2).

1.1F4. Transcribe a single statement of responsibility as such whether the two or more persons or corporate bodies named in it perform the same function or different functions.

Thinking and reasoning [GMD] : selected readings / edited by P.C. Wason and P.N. Johnson-Laird

Puzzled people [GMD] : a study in popular attitudes to religion, ethics, progress, and politics in a London borough / prepared for the Ethical Union by Mass-Observation

1.1F5. If a single statement of responsibility names more than three persons 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 or bodies. Indicate the omission by the mark of omission (...) and add *et al.* (or its equivalent in a nonroman script) in square brackets.

America's radical right [GMD] / Raymond Wolfinger ... [et al.]

Dickens 1970 [GMD] : centenary essays / by Walter Allen ... [et al.] ; edited by Michael Slater

A short-title catalogue of books printed in England, Scotland & Ireland ... 1475-1640 [GMD] / compiled by A.W. Pollard & G.R. Redgrave with the help of G.F. Barwick ... [et al.]

Proceedings of the Workshop on Solar Collectors for Heating and Cooling of Buildings, New York City, November 21-23, 1974 [GMD] / sponsored by the National Science Foundation, RANN—Research Applied to National Needs ; coordinated by University of Maryland ... [et al.]

1.1F6. If there is more than one statement of responsibility, transcribe them in the order indicated by their sequence on, or the layout of, the chief source of information. If the sequence and layout are ambiguous or insufficient to determine the order, transcribe the statements in the order that makes the most sense. If statements of responsibility appear in sources other than the chief source, transcribe them in the order that makes the most sense.

Bits of paradise [GMD] : twenty-one uncollected stories / by F. Scott and Zelda Fitzgerald ; selected by Scottie Fitzgerald Smith and Matthew J. Bruccoli ; with a foreword by Scottie Fitzgerald Smith

A saint in Philadelphia [GMD] : John Neumann / Raymond C. Kammerer and Carl R. Steinbecker ; made by Creative Sights & Sounds

Exploration of the solar system [GMD] / prepared by members of the AIAA Technical Committees on Space Systems and Space Atmospheric Physics ; edited by Arthur Henderson, Jr., and Jerry Grey

1.1F7. 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)

1.1F8. Add a word or short phrase to the statement of responsibility if the relationship between the title of the item and the person(s) or body (bodies) named in the statement is not clear.

Baijun ballads [GMD] / [collected by] Chet Williams

Piers Plowman [GMD] / [edited by] Elizabeth Salter

but

Bleak House [GMD] / Charles Dickens
 Brief guide [GMD] / National Gallery of Art
 Beggars banquet [GMD] / the Rolling Stones

1.1F9. Replace symbols or other matter that cannot be reproduced by the facilities available with the cataloguer's description in square brackets. Make an explanatory note if necessary.

Over the border [GMD] : Acadia, the home of "Evangeline" /
 by [E.B.C.]

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

1.1F10. If an item has parallel titles but a statement(s) of responsibility in only one language or script, transcribe the statement of responsibility after all the parallel titles or other title information.

Jeux de cartes pour enfants [GMD] = Children's playing
 cards / par Giovanni Belgrado et Bruno Munari

If an item has parallel titles and a statement or statements of responsibility in more than one language or script, transcribe each statement after the title proper, parallel title, or other title information to which it relates.

Familias norte-americanas [GMD] : los De Stefano /
 colaborador de educación, Beryl L. Bailey = American
 families : the De Stefanos / educational collaborator,
 Beryl L. Bailey

If it is not practicable to give the statements of responsibility after the titles to which they relate, transcribe the statement of responsibility in the language or script of the title proper and omit the others.

Concerto in c-Moll für Cembalo (Klavier) und Streicher
 [GMD] = Concerto in C minor for harpsichord (piano) and
 strings / Carl Philipp Emanuel Bach ; herausgegeben von
 György Balla

(Statement about editor appears in German and English)

1.1F11. If there are no parallel titles and a statement of responsibility appears in more than one language or script, transcribe the statement in the language or script of the title proper. If this criterion does not apply, transcribe the statement that appears first.

Tin statistics [GMD] / International Tin Council

Optionally, transcribe the parallel statements, each preceded by an equals sign.

Tin statistics [GMD] / International Tin Council = Conseil
 international de l'étain = Consejo Internacional del Estaño

1.1F12. Treat a noun phrase occurring in conjunction with a statement of responsibility as other title information if it is indicative of the nature of the work.

Characters from Dickens [GMD] : dramatised adaptations / by
 Barry Campbell

If the noun or noun phrase is indicative of the role of the person(s) 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.

Roman Britain [GMD] / research and text by Colin Barham

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

1.1F13. When a name associated with responsibility for the item is transcribed as part of the title proper (see 1.1B2) or other title information (see 1.1E4), do not make any further statement relating to that name unless such a statement is required for clarity, or unless a separate statement of responsibility including or consisting of that name appears in the chief source of information.

Goethes Stücke [GMD]

but

Feminism and Vivian Gornick [GMD] / Vivian Gornick
(*Name of author appears separately in the chief source of information as well as in the title proper*)

Malo's complete guide to canoeing and canoe-camping [GMD] /
by John Malo

The John Franklin Bardin omnibus [GMD] / John Franklin
Bardin
(*Name of author appears separately in the chief source of information as well as in the title proper*)

1.1F14. Transcribe a statement of responsibility even if no person or body is named in that statement.

Korean phrases [GMD] / by a group of students with a Korean
resource person

Call of love [GMD] / translated from the Danish
... / with a spoken commentary by the artist

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

... / written by Jobe Hill in 1812

1.1F15. Omit statements found in the chief source of information that neither constitute other title information nor form part of statements of responsibility.

1.1G. Items without a collective title

1.1G1. If, in an item lacking a collective title, one work is the predominant part, treat the title of that work as the title proper and name the other work(s) in a contents note (see 1.7B18).

1.1G2. If, in an item lacking a collective title, no one work predominates, *either* describe the item as a unit (see 1.1G3) *or* make a separate description for each separately titled work, linking the separate descriptions with notes (see 1.7B21).

1.1G3. If describing the item as a unit, transcribe the titles of the individually titled works in the order in which they appear in the chief source of information or, if there is no single chief source of information, in the order in which they appear in the item, treating multiple sources of information as if they were one source (see 1.0A3).

Separate the titles of the works by semicolons if the works 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 of each work by its parallel title(s) and other title information.

Clock symphony [GMD] : no. 101 ; Surprise symphony : no. 94
/ Haydn

Lord Macaulay's essays [GMD] ; and, Lays of ancient Rome

If the individual works are by different persons or emanate from different bodies, or in case of doubt, follow the title of each work by its parallel title(s), other title information, and statement(s) of responsibility. 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)

1.1G4. If, in an item lacking a collective title, more than one (but not all) of the separately titled works predominate, treat the predominating works as instructed in 1.1G3, and name the other work(s) in contents notes (see 1.7B18).

1.2. EDITION AREA

Contents:

- 1.2A. Preliminary rule
- 1.2B. Edition statement
- 1.2C. Statements of responsibility relating to the edition
- 1.2D. Statement relating to a named revision of an edition
- 1.2E. Statements of responsibility relating to a named revision of an edition

1.2A. Preliminary rule

1.2A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

For the use of the equals sign to precede parallel statements, see the appropriate rules following.

1.2A2. Sources of information. Give in this area information taken from the chief source of information or from any other source prescribed for this area in the following chapters. Enclose information supplied from any other source in square brackets.

1.2B. Edition statement

1.2B1. Transcribe the edition statement as found on the item. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C.

Ny udg.

(*Source of information reads:* Ny udgave)

2nd ed.

(*Source of information reads:* Second edition)

1.2B2. If the edition statement consists solely or chiefly of characters that are neither numeric nor alphabetic, give the statement in words in the language and script of the title proper and enclose them in square brackets.

[Three asterisks] ed.

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

3^e [éd.]

[State] B

1.2B3. In case of doubt about whether a statement is an edition statement, take the presence of such words as *edition*, *issue*, or *version* (or their equivalents in other languages) as evidence that such a statement is an edition statement, and transcribe it as such.

South-west gazette [GMD]. – Somerset ed.

Subbuteo table soccer [GMD]. – World Cup ed.

1.2B4. Optional addition. If an item lacks an edition statement but is known to contain significant changes from other editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

[New ed.]

[3^e éd.]

[2nd ed., partly rev.]

1.2B5. If an edition statement appears in more than one language or script, transcribe the statement in the language or script of the title proper. If this criterion does not apply, transcribe the statement that appears first.

Optionally, transcribe the parallel statement(s), each preceded by an equals sign.

Rev. 1980 = Révision 1980

2^e éd. = 2^a ed. = 2. Aufl.

2de herziene en verb. uitg. = 2^e éd., rev. et corr.

1.2B6. If an item lacking a collective title contains one or more works with an associated edition statement(s), transcribe each edition statement following the title and statement(s) of responsibility to which it relates, separated from them by a full stop.

Le western [GMD] / textes rassemblés et présentés par
Henri Agel. Nouv. éd. Évolution et renouveau du western
(1967-1968) / par Jean A. Gili

1.2C. Statements of responsibility relating to the edition

1.2C1. Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of a given work following the edition statement if there is one. Follow the instructions in 1.1F for the transcription and punctuation of such statements.

The nether world [GMD] : a novel / George Gissing. — [New ed., repr.] / edited, with an introduction, by John Goode

Shachiapang [GMD] : a modern revolutionary Peking opera. —
May 1970 script / revised collectively by the Peking Opera
Troupe of Peking

1.2C2. 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, give such a statement in the title and statement of responsibility area.

The prelude, 1798-1799 [GMD] / by William Wordsworth ;
edited by Stephen Parrish

When describing the first edition, give all statements of responsibility in the title and statement of responsibility area (see 1.1F).

1.2C3. If an item has parallel edition statements that have been recorded (see 1.2B5) and a statement of responsibility relating to the edition in only one language or script, give the statement of responsibility after all the parallel edition statements.

3rd ed. = 3. uppl. / B. Larsen

1.2C4. *Optional addition.* If an item has both an edition statement and a statement of responsibility relating to the edition in more than one language or script, give each statement of responsibility after the edition statement to which it relates.

2nd ed. / edited by Larry C. Lewis = 2^e éd. / rédigé par
Larry C. Lewis

1.2C5. If an item has an edition statement in only one language or script and a statement of responsibility relating to the edition in more than one language or script, give the statement of responsibility in the language or script of the title proper. If this criterion does not apply, give the statement that appears first.

2. opl. / reviderade og udvidet af David Hohnen

Optionally, transcribe the parallel statements of responsibility after the edition statement, each preceded by an equals sign.

2. opl. / reviderade og udvidet af David Hohnen = revised
and enlarged by David Hohnen

1.2D. Statement relating to a named revision of an edition

1.2D1. If an item is a revision of an edition (a named reissue of a particular edition containing changes from that edition), transcribe the statement relating to that revision following the edition statement and its statements of responsibility.

The pocket Oxford dictionary of current English :GMD: / compiled by F.G. Fowler & H.W. Fowler. -- 4th ed. / revised by H.G. Le Mesurier and E. McIntosh, Reprinted with corrections

The natural history of Selborne in the county of Southampton :GMD: / by Gilbert White. -- World's classics ed., New ed., rev., reset, and illustrated

1.2D2. If the statement relating to the revision appears in more than one language or script, follow the instructions in 1.2B5.

2nd ed., 3rd corr. impression

or 2nd ed., 3rd corr. impression = 2^e éd., 3^e réimpr. corr.

1.2D3. Do not record statements relating to a reissue of an edition that contains no changes unless the item is considered to be of particular importance to the cataloguing agency.

1.2E. Statements of responsibility relating to a named revision of an edition

1.2E1. Transcribe a statement of responsibility relating to one or more named revisions of an edition (but not to all such revisions) following the statement relating to the revision(s). Follow the instructions in 1.1F for the transcription and punctuation of such statements of responsibility.

The elements of style :GMD: / by William Strunk, Jr. -- Rev. ed. / with revisions, an introduction, and a chapter on writing by E.B. White, 2nd ed. / with the assistance of Eleanor Gould Packard

1.2E2. If an item has parallel statements relating to the revision of an edition that have been recorded (see 1.2D2) and a statement of responsibility relating to that revision in only one language or script, give the statement of responsibility following all the parallel statements relating to the revision.

4th ed., Corr. = 4^e ed., Corr. / G.A. Phelan

1.2E3. *Optional addition.* If the statement of responsibility referred to in 1.2E1 appears in more than one language or script, give each statement as instructed in 1.2C4 and 1.2C5.

2nd ed., 3rd revision / by N. Schmidt = 2. uppl., 3. utg. / af N. Schmidt

1.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

1.3A. Precede this area by a full stop, space, dash, space.

This area is used in the description of cartographic materials (chapter 3), music (chapter 5), continuing resources (chapter 12), and, in some circumstances, microforms (chapter 11). See those chapters for the contents of this area and its internal prescribed punctuation.

1.4. PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

- 1.4A. Preliminary rule
- 1.4B. General rule
- 1.4C. Place of publication, distribution, etc.
- 1.4D. Name of publisher, distributor, etc.
- 1.4E. Statement of function of publisher, distributor, etc.
- 1.4F. Date of publication, distribution, etc.
- 1.4G. Place of manufacture, name of manufacturer, date of manufacture

1.4A. Preliminary rule**1.4A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

For the use of the equals sign to precede parallel statements, see the appropriate rules following.

1.4A2. Sources of information. Give in this area information taken from the chief source of information or from any other source prescribed for this area in the following chapters.

Enclose in square brackets information supplied from a source other than those prescribed.

1.4B. General rule

1.4B1. In this area, record information about the place, name, and date of all types of publishing, distributing, releasing, and issuing activities. For unpublished materials, see 1.4C8, 1.4D8, and 1.4F9–1.4F10.

1.4B2. Record information relating to the manufacture of the item in this area.

1.4B3. When more than one place, name, or date is recorded in this area, give them in the order that is appropriate to the item being described.

1.4B4. Give names of places, persons, or bodies as they appear, omitting accompanying prepositions unless case endings would be affected. Use abbreviations as instructed in appendix B.

Berolini

... : Im Deutschen Verlag

but

Paris

not À Paris

... : University of Leeds, Dept. of Spanish

not ... : University of Leeds, Department of Spanish

1.4B5. If the original publication details are covered by a label containing publication details relating to a reproduction, reissue, etc., give the publication details of the later publication in this area. Give the publication details of the original in a note (see 1.7B9) if they can be ascertained readily.

1.4B6. If an item is known to have fictitious publication, distribution, etc., details, give them in the conventional order. Supply the real publication, distribution, etc., details as a correction if they are known.

Belfast [i.e. Dublin : s.n.], 1982

Paris : Impr. Vincent, 1798 [i.e. Bruxelles : Moens, 1883]

1.4C. Place of publication, distribution, etc.

1.4C1. Transcribe a place of publication, etc., in the form and the grammatical case in which it appears.

Köln

Lugduni Batavorum

Den Haag

If the name of a place appears in more than one language or script, give the form in the language or script of the title proper. If this criterion does not apply, give the form that appears first.

1.4C2. Supply another form of the name of a place if such an addition is considered desirable as an aid to identifying the place, using the English form of name if there is one.

Lerpwl [Liverpool]

Christiania [Oslo]

1.4C3. If the name of the country, state, province, etc., appears in the source of information, transcribe it after the name of the place if it is considered necessary for identification, or if it is considered necessary to distinguish the place from others of the same name. Supply the name of the country, state, province, etc., if it does not appear in the source of information but is considered necessary for identification or distinction, using the English form of name if there is one. Use abbreviations (see B.14).

City and country, etc., appear in prescribed source of information

Tolworth, England

Carbondale, Ill.

City alone appears in prescribed source of information

Waco [Tex.]

London [Ont.]

Santiago [Chile]

Renens [Switzerland]

1.4C4. If a place name is found only in an abbreviated form in the item, transcribe it as found, and add the full form or complete the name.

Mpls [i.e. Minneapolis]

Rio [de Janeiro]

1.4C5. If two or more places in which a publisher, distributor, etc., has offices are named in the item, give the first named place. Give any subsequently named place that is given prominence by the layout or typography of the source of information. If the first named place and any place given prominence are not in the home country of the cataloguing agency, give also the first of any subsequently named places that is in the home country. Omit all other places.

Toronto

(*Source of information reads: Toronto, Buffalo, London. Cataloguing agency in Canada*)

Montréal ; Toronto

(*Toronto given prominence by typography*)

London ; New York

(*Cataloguing agency in the United States*)

Toronto ; London

(*Source of information reads: Toronto, Buffalo, London. Cataloguing agency in the United Kingdom*)

New York ; London ; Sydney

(*London given prominence by typography. Cataloguing agency in Australia*)

For items with two or more places of publication, distribution, etc., relating to two or more publishers, distributors, etc., see 1.4D4.

1.4C6. If the place of publication, distribution, etc., is uncertain, supply the probable place in the English form of name if there is one, followed by a question mark.

[Munich?]

If no probable place can be given, supply if possible the name of the country, state, province, etc. If, in such a case, the country, state, province, etc., is not certain, follow it by a question mark.

[Canada]

[Spain?]

If no place or probable place can be given, give *s.l.* (*sine loco*), or its equivalent in a non-roman script.

[S.l.]

1.4C7. *Optionally*, give the full address of a publisher, distributor, etc., after the name of the place. Enclose the full address in parentheses. Do not give the full address for major trade publishers.

London (108 Gloucester Ave., London, NW1 8HX)

1.4C8. Do not record a place of publication, distribution, etc., for unpublished items (e.g., manuscripts, art originals, naturally occurring objects that have not been packaged for commercial distribution, unedited or unpublished film or video materials, stock shots, nonprocessed sound recordings, unpublished electronic resources). Do not record a place of publication, distribution, etc., for unpublished collections (including those containing published items but not published as collections). Do not give *s.l.* in either case.

1.4D. Name of publisher, distributor, etc.

1.4D1. Give the name of the publisher, distributor, etc., following the place(s) to which it relates.

London : Macmillan
 Toronto : University of Toronto Press
 New York ; London : McGraw-Hill
 Montréal ; London : Grolier
 London : Sussex Tapes ; Wakefield : Educational
 Productions
 New York ; London ; Sydney : Oxford University Press

1.4D2. Give the name of a publisher, distributor, etc., in the shortest form in which it can be understood and identified internationally.

: Penguin
 (*Source of information reads:* Penguin Books)
 : W.H. Allen *not* : Allen
 (*Avoids confusion with other publishers called Allen*)
 : Da Capo
 (*Source of information reads:* Da Capo Press, Inc., a subsidiary of Plenum
 Publishing Corporation)

If the shortest form of the name of the publisher, distributor, etc., is in more than one language or script, give the form that is in the language or script of the title proper. If this criterion does not apply, give the shortest form in the language or script that appears first.

Optionally, give the shortest form in each language or script. Precede each parallel statement by an equals sign. If the shortest form is the same in all languages or scripts, give it only once.

: Éditions du peuple = Commoner's Pub.
but : Høst
not : Høst & Søns Forlag = Høst & Son Publisher

1.4D3. In giving the name of a publisher, distributor, etc., retain:

a) words or phrases indicating the function (other than solely publishing) performed by the person or body

: Printed for the CLA by the Morriss Print. Co.
 : Distributed by New York Graphic Society

: In Kommission bei O. Harrassowitz
 : Allen & Unwin
 (*Source of information reads: Published by Allen & Unwin*)

- b) parts of the name required to differentiate between publishers, distributors, etc., or to identify subsidiary companies.

: Longmans, Green

but : Longmans Educational *not* : Longmans

1.4D4. If an item has two or more publishers, distributors, etc., describe it in terms of the first named and the corresponding place(s). In the following cases, add subsequently named publishers, distributors, etc., and their corresponding places (if they are different from the place(s) already named):

- a) when the first and subsequently named entities are linked in a single statement

London : Macmillan for the University of York

- b) when the first named entity is a distributor, releasing agency, etc., and a publisher is named subsequently

- c) when a subsequently named entity is clearly distinguished as the principal publisher, distributor, etc., by layout or typography

Toronto : McClelland and Stewart : World Crafts Council
 (*Second publisher given prominence by typography*)

- d) when the subsequently named publisher, distributor, etc., is in the home country of the cataloguing agency and the first named publisher, distributor, etc., is not.

Paris : Gauthier-Villars ; Chicago : University of Chicago Press

(*Cataloguing agency in the United States*)

New York : Dutton ; Toronto : Clarke, Irwin
 (*Cataloguing agency in Canada*)

1.4D5. *Optionally*, give the name and, when appropriate, the place of a distributor when the first named entity is a publisher.

Stockholm : Grammofon AB BIS ; New York : Distributed by Qualiton Imports

1.4D6. If the name of the publisher, distributor, etc., is unknown, give *s.n.* (sine nomine) or its equivalent in a nonroman script.

Paris : [s.n.]

1.4D7. In case of doubt about whether a named agency is a publisher or a manufacturer, treat it as a publisher.

1.4D8. Do not record the name of a publisher, distributor, etc., for unpublished items (e.g., manuscripts, art originals, naturally occurring objects that have not been packaged for commercial distribution, unedited or unpublished film or video materials, stock shots, nonprocessed sound recordings, unpublished electronic resources). Do not record the name of a publisher, distributor, etc., for unpublished collections (including those containing published items but not published as collections). Do not give *s.n.* in either case.

1.4E. Optional addition. Statement of function of publisher, distributor, etc.

1.4E1. Add to the name of a publisher, distributor, etc., a term that clarifies the function of the publisher, distributor, etc., unless:

- a) the phrase naming the publisher, distributor, etc., includes words that indicate the function performed by the person(s) or body (bodies) named
- or b) the function of the publishing, distributing, etc., agency is clear from the context.

Montréal : National Film Board of Canada ; London : Guild
Sound and Vision [distributor]

London : Macmillan : Educational Service [distributor]

but

New York : Released by Beaux Arts

Oliver Twist (GMD) / Charles Dickens. -- London : Chapman
and Hall

1.4F. Date of publication, distribution, etc.

1.4F1. For published items, give the date (i.e., year) of publication, distribution, etc., of the edition, revision, etc., named in the edition area. If there is no edition statement, give the date of the first publication of the edition to which the item belongs. Give dates in Western-style arabic numerals. If the date found in the item is not of the Gregorian or Julian calendar, give the date as found and follow it with the year(s) of the Gregorian or Julian calendar.

, 1975

, 4308 [1975]

, [4308 i.e. 1975]

, 5730 [1969 or 1970]

, anno 18 [1939] *not* , anno XVIII

, 1976 *not* 1979

For unpublished items, see 1.4F9. For unpublished collections, see 1.4F10.

1.4F2. Give the date as found in the item even if it is known to be incorrect. If a date is known to be incorrect, add the correct date.

, 1697 [i.e. 1967]

If necessary, explain any discrepancy in a note.

, 1963 [i.e. 1971]

Note: Originally issued as a sound disc in 1963; issued as
a cassette in 1971

1.4F3. Give the date of a named revision of an edition as the date of publication only if the revision is specified in the edition area (see 1.2D). In this case, give only the date of the named revision.

1.4F4. If the publication date differs from the date of distribution, add the date of distribution if it is considered to be significant by the cataloguing agency. If the publisher and distributor are different, give the date(s) after the name(s) to which they apply.

London : Macmillan, 1971, [distributed 1973]

London : Educational Records, 1973 ; New York : Edcorp
[distributor], 1975

Toronto : Royal Ontario Museum, 1971 ; Beckenham [England]
: Edward Patterson [distributor]
(*Distribution date known to be different but not recorded*)

If the publication and distribution dates are the same, give the date after the last named publisher, distributor, etc.

New York : American Broadcasting Co. [production company]
: Released by Xerox Films, 1973

1.4F5. *Optional addition.* Give the latest date of copyright following the publication, distribution, etc., date if the copyright date is different.

, 1967, c1965

, [1981], p1975

1.4F6. If the dates of publication, distribution, etc., are unknown, give the copyright date or, in its absence, the date of manufacture (indicated as such) in its place.

, c1967

, 1967 printing

, p1983

, 1979 pressing

1.4F7. If no date of publication, distribution, etc., copyright date, or date of manufacture appears in an item, supply an approximate date of publication.

, [1971 or 1972] *one year or the other*

, [1969?] *probable date*

, [between 1906 and 1912] *use only for dates fewer than 20 years
apart*

, [ca. 1960] *approximate date*

, [197-] *decade certain*

, [197-?] *probable decade*

, [18--] *century certain*

, [18--?] *probable century*

Optionally, give an approximate date of publication if it differs significantly from the date(s) specified in 1.4F6.

, [1982?], c1949

1.4F8. Dates for serials, integrating resources, and multipart items. If the first published issue, iteration, or part is available, give the beginning date followed by a hyphen. If the resource has ceased or is complete and the last published issue, iteration, or part is available, give the ending date, preceded by a hyphen. If the first and last published issues, iterations, or parts are available, give the beginning and ending publication dates, separated by a hyphen. If the publication date is the same for all issues, iterations, or parts, give only that date as the single date. For an updating loose-leaf, supply the date of the last update if considered important.

, 1988-
(*First published issue available; resource still being published*)

, -1997
(*First published part not available*)

, 1968-1973
(*First and last published parts available*)

, 1997
(*All issues published in same year*)

, 1995-1998 [updated 1999]
(*First and last published iterations of an updating loose-leaf available; date of last update known*)

If the first and/or last published issue, iteration, or part is not available, do not give the beginning and/or ending date; give information about the beginning and/or ending date in a note if it can be readily ascertained (see 1.7B9, 12.7B11.1).

Washington, D.C. : Smithsonian Institution

Note: Began in 1996

(*First published issue not available but information about beginning date is known; resource still being published*)

, 1996-

Note: Completed publication in 2000

(*Last published part not available but information about ending date known*)

Stockholm : Nordic Association for Research on Latin America

Note: Began in 1988; ceased in 1991

(*First and last published issues not available but information about beginning and ending dates known*)

Optionally, supply the beginning and/or ending publication date in the publication, distribution, etc., area if it can be readily ascertained.

Vancouver : University of British Columbia, [1998]-
(*Earliest issue available: v. 1, no. 3, July 1998*)

, 1997-[2000]

(*Last published part not available but information about ending date known*)

[1988–1991]

(First and last published issues not available but information about beginning and ending dates known)

1.4F9. Do not record a date for naturally occurring objects that have not been packaged for commercial distribution. For other unpublished items (e.g., manuscripts, art originals, unedited or unpublished film or video materials, stock shots, nonprocessed sound recordings, unpublished electronic resources), give the date of production (creation, inscription, manufacture, recording, etc.).

1.4F10. Give the date or inclusive dates of unpublished collections (including those containing published items but not published as collections).

1.4G. Place of manufacture, name of manufacturer, date of manufacture

1.4G1. If the name of the publisher is unknown and the place and name of the manufacturer are found in the item, give the place and name of the manufacturer.

[S.l. : s.n.], 1970 (London : High Fidelity Sound Studios)

1.4G2. In recording the place and name of the manufacturer, follow the instructions in 1.4B–1.4D.

1.4G3. If the date of manufacture is given in place of an unknown date of publication, distribution, etc. (see 1.4F6), do not repeat it here.

1.4G4. *Optional addition.* Give the place, name of manufacturer, and/or date of manufacture if they are found in the item and differ from the place, name of publisher, distributor, etc., and date of publication, distribution, etc., and are considered important by the cataloguing agency.

London : Arts Council of Great Britain, 1976 (Twickenham : CTD Printers, 1974)

Harmondsworth : Penguin, 1949 (1963 printing)

1.5. PHYSICAL DESCRIPTION AREA

Contents:

- 1.5A. Preliminary rule
- 1.5B. Extent of item (including specific material designation)
- 1.5C. Other physical details
- 1.5D. Dimensions
- 1.5E. Accompanying material

1.5A. Preliminary rule

1.5A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

Precede other physical details (i.e., other than extent or dimensions) by a colon.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

1.5A2. Sources of information. Take information for this area from any source. Take explicitly or implicitly stated information from the item itself. Enclose information in square brackets only when specifically instructed by the following chapters.

1.5A3. If an item is available in different formats (e.g., as text and microfilm; as sound disc and sound tape reel), give the physical description of the format in hand. *Optionally*, make a note describing other formats in which it is available (see 1.7B16).

1.5B. Extent of item (including specific material designation)

1.5B1. Record the extent of the item by giving the number of physical units in arabic numerals and the specific material designation as instructed in subrule .5B in the chapter dealing with the type of material to which the item belongs.

3 microscope slides
 1 jigsaw puzzle
 3 v.
 1 hand puppet

If the units of the item are identical, add *identical* before the specific material designation.

25 identical maps
 50 identical sets of 10 slides

1.5B2. Describe a single-part printed text item as instructed in 2.5B.

327 p.
 310 leaves of braille

1.5B3. Specify the number of components as instructed in the following chapters.

1 microfiche (150 fr.)
 3 v. (1397 p.)

1.5B4. If the item being described has a playing time, give that playing time as follows.

a) If the playing time is stated on the item, give the playing time as stated.

1 sound cassette (40 min.)
 1 film loop (3 min., 23 sec.)
 2 sound discs (1 hr., 30 min.)

b) If the playing time is not stated on the item but is readily ascertainable, give it.

1 videoreel (30 min.)

c) *Optionally*, if the playing time is neither stated on the item nor readily ascertainable, give an approximate time.

1 piano roll (ca. 7 min.)
 2 film reels (ca. 90 min.)

- d) *Optionally*, if the parts of a multipart item have a stated uniform playing time or an approximate uniform playing time, give the playing time of each part followed by *each*. Otherwise, give the total duration.

31 sound cassettes (60 min. each)
 11 sound cassettes (ca. 30 min. each)
 2 videoreels (50 min.)

1.5B5. In describing a multipart item that is not yet complete, give the specific material designation alone.

microscope slides
 v.

Optionally, when the item is complete, add the number of physical units.

1.5C. Other physical details

1.5C1. Give physical data (other than extent or dimensions) about an item as instructed in the following chapters.

1 filmstrip (70 fr.) : b&w
 321 p. : ill. (some col.)
 5 microscope slides : stained
 1 sound disc (20 min.) : analog, 33 $\frac{1}{3}$ rpm, mono.
 1 model (4 pieces) : polystyrene

1.5D. Dimensions

1.5D1. Give the dimensions of an item as instructed in the following chapters.

1 wall chart : col. ; 24 × 48 cm.
 321 p. : ill. (some col.) ; 23 cm.
 6 microfilm reels ; 35 mm.
 1 sound disc (56 min.) : digital, stereo. ; 4 $\frac{1}{4}$ in.
 2 sound discs (1 hr., 15 min.) : analog, 33 $\frac{1}{3}$ rpm,
 stereo. ; 10-12 in.

1.5D2. *Optionally*, if the item is in a container, name the container and give its dimensions *either* after the dimensions of the item *or* as the only dimensions. Separate the dimensions by a comma.

12 paperweights : glass ; 12 cm. each in diam., in box 40
 × 50 × 8 cm.
 1 stone : malachite ; in box 12 × 9 × 18 cm.

1.5E. Accompanying material

1.5E1. Give details of accompanying material (see Glossary, appendix D) in one of the following ways:

- a) make a separate entry
- or b) make a multilevel description (see 13.6)
- or c) make a note (see 1.7B11)

Accompanied by: A demographic atlas of north-west Ireland.
39 p. : col. maps ; 36 cm. Previously published separately
in 1956

Teacher's guide / by Robert Garry Shirts. 24 p.

Accompanied by filmstrip entitled: Mexico and Central
America

- or d) give the number of physical units in arabic numerals and the name of the accompanying material (using, when appropriate, a specific material designation) at the end of the physical description.

387 p. : ill. ; 27 cm. + 1 set of teacher's notes

32 p. : col. ill. ; 28 cm. + 7 maps

200 p. : ill. ; 25 cm. + 2 computer disks

271 p. : ill. ; 21 cm. + 1 atlas

1 stereograph reel (12 pairs of fr.) : col. + 1 pamphlet

1 score (32 p.) ; 26 cm. + 3 sound cassettes

1 computer disk ; 5¼ in. + 1 demonstration disk + 1 set
of user's notes

Optional addition. If method d) is used and if more detail is desired, give the physical description of the accompanying material as instructed in the following chapters.

1 stereograph reel (12 pairs of fr.) : col. + 1 v. (12 p.
: ill. ; 18 cm.)

1 filmstrip (70 fr.) : col. ; 35 mm. + 1 v. (39 p. ; 22
cm.)

271 p. : ill. ; 21 cm. + 1 atlas (95 p. : 85 col. maps ;
32 cm.)

1.6. SERIES AREA

Contents:

- 1.6A. Preliminary rule
- 1.6B. Title proper of series
- 1.6C. Parallel titles of series
- 1.6D. Other title information of series
- 1.6E. Statements of responsibility relating to series
- 1.6F. ISSN of series
- 1.6G. Numbering within series

- 1.6H. Subseries
- 1.6J. More than one series statement

1.6A. Preliminary rule

1.6A1. Punctuation

- For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
- Precede this area by a full stop, space, dash, space.
- Enclose each series statement (see 1.6J) 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 subseries by a comma.
- Precede the numbering within a series or subseries by a semicolon.
- Enclose a date following a numeric and/or alphabetic designation in parentheses.
- Precede the title of a subseries, or the designation for a subseries, by a full stop.
- Precede the title of a subseries following a designation for the subseries by a comma.
- For the use of the equals sign to precede parallel statements, see the appropriate rules.

1.6A2. Sources of information. Take information recorded in this area from the chief source of information or from any other source prescribed for this area in the following chapters. Enclose any information supplied from other sources in square brackets, within the parentheses enclosing each series statement.

1.6B. Title proper of series

1.6B1. If an item is issued in a series, transcribe the title proper of the series as instructed in 1.1B.

Virago modern classics
Great newspapers reprinted

If the title proper includes numbering as an integral part of the title proper of the series, transcribe the numbering as part of the title proper (see also 1.6G).

Publication #122 of the Social Science Education
Consortium
The twenty-sixth L. Ray Buckendale lecture
Cuaderno número G del instituto

1.6B2. If different forms of the title of the series (other than parallel titles) appear, choose the title given in the first of the prescribed sources for the series area as the title proper of the series. Give the other form(s) in the note area if of value in identifying the item.

If the title of the series does not appear in the first of the prescribed sources of information and different forms appear elsewhere in the item, choose the title given in the other prescribed sources in the order of preference for the sources (e.g., if different forms appear in the second and third sources, choose the one appearing in the second source).

1.6C. Parallel titles of series

1.6C1. Follow the instructions in 1.1D (second level of description) when transcribing the parallel titles of a series.

Jeux visuels = Visual games

1.6D. Other title information of series

1.6D1. Give other title information of a series only if it provides valuable information identifying the series. Follow the instructions in 1.1E when transcribing other title information of a series.

English linguistics, 1500-1750 : a collection of facsimile reprints

Words : their origin, use, and spelling

1.6E. Statements of responsibility relating to series

1.6E1. Transcribe statements of responsibility appearing in conjunction with the series title only if they are considered to be necessary for identification of the series. Follow the instructions in 1.1F when transcribing a statement of responsibility relating to a series.

Map supplement / Association of American Geographers

Technical memorandum / Beach Erosion Board

Research monographs / Institute of Economic Affairs

Sämtliche Werke / Thomas Mann

1.6F. ISSN of series

1.6F1. Give the International Standard Serial Number (ISSN) of a series if it appears in the item being described (see also 1.6H7). Give the ISSN in the standard manner (i.e., *ISSN* followed by a space and two groups of four digits separated by a hyphen).

Western Canada series report, ISSN 0317-3127

1.6G. Numbering within series

1.6G1. Give the numbering of the item within the series in the terms given in the item. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C.

Historic instruments at the Victoria and Albert Museum ; 4

Beatrix Potter jigsaw puzzles ; no. 1

Environment science research ; v. 6

Russian titles for the specialist, ISSN 0305-3741 ; no. 78

Recent scientific research ; Jan. 1996

Geopolitical statistical data ; CD1

Classic philosophers series ; A

(Items in this series are numbered A, B, C, D, etc.)

When the numbering is grammatically integrated with the series title, see 1.6B1.

If the numbering that appears on the item is known to be incorrect, transcribe it as found and add the correct numbering in square brackets.

Kieler historische Studien ; Bd. 24 [i.e. 25]

Optionally, give designations from alternative systems of numbering (see 12.3E).

Quellen und Forschungen zur Literatur- und
Kulturgeschichte ; 1 = 235

*(When series changed title, publisher began a new system with 1 and continued
the system from the earlier title with 235)*

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 12.3G.

UCLA symposia on molecular and cellular biology ; new
ser., v. 3

Cambridge studies in medieval life and thought ; 4th ser.,
30

Research monographs ; [new ser.], no. 1

Chemie und Fortschritt ; [n.F.], Heft 1

1.6G2. If the parts of a multipart item are separately numbered within a series, give the first and the last numbers if the numbering is continuous. Otherwise, give all the numbers. For numbering of a periodical series, see 12.6B.

; v. 11-15

; v. 131, 145, 152

1.6G3. *Optionally*, if an item has both a numeric and/or alphabetic designation and a chronological designation, give the chronological designation after the numeric and/or alphabetic designation. A date of publication, distribution, etc., is not a chronological designation.

; v. 3, no. 2 (Sept. 1981)

1.6H. Subseries

1.6H1. If an item is one of a subseries (see Glossary, appendix D) and both the series and the subseries are named in the item, give the details of the main series (see 1.6A–1.6G) first and follow them with the name of the subseries and the details of that subseries.

Biblioteca del lavoro. Serie professionale

Geological Survey professional paper ; 683-D.
Contributions to palaeontology

1.6H2. If the main series and subseries titles appear in more than one language or script, choose as the title proper for the series area the main series and subseries titles in the language (or the clearly predominant language) of the particular item being catalogued. If this criterion is not applicable, choose the first main series and subseries titles that are in the same language as each other.

1.6H3. If a phrase such as “new series,” “second series,” etc., appears with an unnumbered series, transcribe such a phrase as a subseries title. If it appears with a numbered series, transcribe the phrase as part of the numbering of the series as instructed in 1.6G1 (see also 1.2.3G).

Cambridge studies in international and comparative law.
New series

Marian Library studies ; new ser., v. 12

1.6H4. In case of doubt about whether one of the titles is a subseries or a second series, treat it as a second series (see 1.6J).

1.6H5. If the subseries has an alphabetic or numeric designation and no title, give the designation. If such a subseries has a title as well as a designation, give the title after the designation.

Music for today. Series 2 ; no. 8

Viewmaster science series. 4, Physics

1.6H6. Give parallel titles, other title information, and statements of responsibility relating to subseries as instructed in 1.6C, 1.6D, and 1.6E.

World films. France today = La France d'aujourd'hui

Papers and documents of the I.C.I. Series C,
Bibliographies = Travaux et documents de l'I.C.I. Série C,
Bibliographies

1.6H7. Give the ISSN of a subseries if it appears in the item being described; in such a case, omit the ISSN of the main series.

Janua linguarum. Series maior, ISSN 0075-3114
not Janua linguarum, ISSN 0446-4796. Series maior, ISSN 0075-
3114

1.6H8. Give the numbering within a subseries as instructed in 1.6G.

Sciences. Physics ; TSP 1

Biblioteca de arte hispánico ; 8. Artes aplicadas ; 1

1.6J. More than one series statement

1.6J1. The information relating to one series, or series and subseries, constitutes one series statement. If an item belongs to two or more series and/or two or more series and subseries, give separate series statements and enclose each statement in parentheses. Follow the instructions in 1.6A–1.6H in recording each series statement.

(Video marvels ; no. 33) (Educational progress series ;
no. 3)

If parts of an item belong to different series and this relationship cannot be stated clearly in the series area, give details of the series in a note (see 1.7B12).

1.7. NOTE AREA

Contents:

- 1.7A. Preliminary rule
- 1.7B. Notes

1.7A. Preliminary rule

1.7A1. Punctuation

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

1.7A2. Sources of information. Take data recorded in notes from any suitable source. Use square brackets only for interpolations within quoted material. See also 1.0E.

1.7A3. Form of notes

Order of information. If data in a note correspond to data found in the title and statement of responsibility, edition, material (or type of publication) specific details, publication, etc., physical description, and series areas, give the elements of the data in the order in which they appear in those areas. In such a case, use prescribed punctuation, except substitute a full stop for a full stop, space, dash, space.

Adaptation of: Germinie Lacerteux / Edmond et Jules de Goncourt

Originally published: London : Gray, 1871

Revision of: 3rd ed. London : Macmillan, 1953

When giving names or titles originally in nonroman scripts, use the original script whenever possible rather than a romanization (see 1.0E).

Based on: Братья Карамазовы / Ф.М. Достоевский

Quotations. Give quotations from the item or from other sources in quotation marks. Follow the quotation by an indication of its source, unless that source is the chief source of information. Do not use prescribed punctuation within quotations.

"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

References. Refer to passages in the item, or in other sources, if these either support the cataloguer's own assertions or save repetition in the catalogue entry 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

Formal notes. Use formal notes employing an invariable introductory word or phrase or a standard form of words when uniformity of presentation assists in the recognition of the type of information being presented or when their use provides economy of space without loss of clarity.

Informal notes. When making informal notes, use statements that present the information as briefly as clarity, understandability, and grammar permit.

1.7A4. Notes citing other editions and works

Other editions. In citing another edition of the same work, give enough information to identify the edition cited.

Revision of: 2nd ed., 1973

Other works and other manifestations of the same work. In citing other works and other manifestations of the same work (other than different editions with the same title), always give the title and (when applicable) the statement(s) of responsibility. Give the citation in the form: main entry heading, title proper; *or* in the form: title proper / statement of responsibility. When necessary, add the edition and/or date of publication of the work 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

Notes relating to items reproduced. In describing an item that is a reproduction of another (e.g., a text reproduced in microform; a manuscript reproduced in book form; a set of maps reproduced as slides), give the notes relating to the reproduction and then the notes relating to the original. Combine the notes relating to the original in one note, giving the details in the order of the areas to which they relate.

1.7A5. Notes contain useful descriptive information that cannot be fitted into other areas of the description. A general outline of notes is given in 1.7B. Specific applications of 1.7B are provided in other chapters in part I. When appropriate, combine two or more notes to make one note.

1.7B. Notes

Give notes in the order in which they are listed here. However, give a particular note first when it has been decided that note is of primary importance.

1.7B1. Nature, scope, or artistic form

Comedy in two acts

Documentary

1.7B2. Language of the item and/or translation or adaptation

Commentary in English

Spanish version of: Brushing away tooth decay

1.7B3. Source of title proper

Title from container

Title from descriptive insert

1.7B4. Variations in title. Make notes on titles by which a bibliographic resource is commonly known or on titles borne by the resource other than the title proper if considered to be important.

Cover title: Giovanni da Firenze

Original title: L'éducation sentimentale

Commonly known as: LCIB

1.7B5. Parallel titles and other title information

Title on container: The four seasons

Subtitle: An enquiry into the present state of medicine including several recommendations as to how it may be improved and a discussion of the merits of the proposals of other persons

1.7B6. Statements of responsibility

Attributed to Thomas Dekker

Based on the novel by Thomas Hardy

Inspired by themes from the music of George Butterworth

1.7B7. Edition and history

Formerly available as: CAS 675

Continues: Monthly Scottish news bulletin

Rev. ed. of: The portable Dorothy Parker

1.7B8. Material (or type of publication) specific details

Scale of original: ca. 1:6,000

Military grid

File size varies

Vol. numbering irregular

Numbering begins each year with no. 1

1.7B9. Publication, distribution, etc.

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

Published in London or Manchester, 1807-1899

Began in 1991

Completed publication with v. 6

Completed publication in 1998

Began publication in 1984; ceased in 1993

1.7B10. Physical description

Printed area measures 30 × 46 cm.

Consists of head and torso made of clear plastic, 1/8 life size

Magnetic sound track

1.7B11. Accompanying material and supplements

Set includes booklet: New mathematics guide. 16 p.

Every 3rd issue includes supplement: EEC facts and statistics

Slides with every 7th issue

1.7B12. Series

Originally issued in the series: Our world of today

Pts. 1 and 2 in series: African perspective. Pts. 3 and 4 in series: Third World series. Pt. 5 in both series

1.7B13. Dissertations. If the item being described is a dissertation or thesis presented as part of the requirements for an academic degree, give *Thesis* followed by 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)*), the name of the institution or faculty to which the thesis was presented, and the year in which the degree was granted.

Thesis (Ph.D.)—University of Toronto, 1974

Thesis (M.A.)—University College, London, 1969

Thesis (doctoral)—Freie Universität, Berlin, 1973

If the publication is a revision or abridgement of a thesis, state this.

Abstract of thesis (Ph.D.)—University of Illinois at Urbana-Champaign, 1974

If the thesis is a text by someone else edited by the candidate, give the candidate's name in the note.

Karl Schmidt's thesis (doctoral)—München, 1965

If the publication lacks a formal thesis statement, give a bibliographic history note.

Originally presented as the author's thesis (doctoral—Heidelberg) under the title: ...

1.7B14. Audience

Intended audience: Elementary grades

For children aged 7-9

Intended audience: Clinical students and postgraduate
house officers

1.7B15. Reference to published descriptions

References: HR6471; GW9101; Goff D-403

1.7B16. Other formats. Give the details of other formats in which the content of the item has been issued.

Issued also on cassette and cartridge tapes

Issued also in 16 mm. format

For details of other formats available in the library, see 1.7B20.

1.7B17. Summary

Summary: Pictures the highlights of the play Julius Caesar using photographs of an actual production

1.7B18. Contents

Partial contents: Introduction / Howard H. Brinton – William I. Hull : a biographical sketch / Janet Whitney – George Fox as a man / Frank Aydelotte

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

1.7B19. Numbers associated with the item (other than those covered in 1.8)

Supt. of Docs. no.: I 19.16:818

Warner Bros.: K56151

1.7B20. Copy being described, library's holdings, and restrictions on use. Give important descriptive details of the particular copy being described.

Ms. notes by author on endpapers

Lacks last 15 min. of recording

Give details of the library's holdings of a multipart item if those holdings are incomplete.

Library set lacks slides 7-9

Library has v. 1, 3-5, and 7

Indicate any restrictions on the use of the item.

Accessible after 2010

For graduate students only

1.7B21. “With” notes. If the title and statement of responsibility area contains a title that applies to only a part of an item lacking a collective title and, therefore, more than one description is made (see 1.1G2), make a note beginning *With:* and listing the other separately titled works in the item in the order in which they appear.

With: Candles at night / Alexandra Napier

With: Sonata in G, op. 1, no. 5 / Carlo Francesco Chabran –
Sonata no. 1 in B flat / Pietro Nardini

1.7B22. Combined notes relating to the original. In making a note relating to an original, combine the data into a single note (see 1.7A4, 1.11F, and 1.7B22).

Facsim. of: A classification and subject index for cataloguing and arranging the books and pamphlets of a library. Amherst, Mass. : [s.n.], 1876 (Hartford, Conn. : Case, Lockwood & Brainard). 44 p. ; 25 cm.

1.7B23. Item described. For serials, integrating resources, and multipart items, if the description is not based on the first issue, part, or iteration, identify the issue, part, or iteration used as the basis of the description (see also 1.2.7B23).

Description based on: Pt. 2, published 1998

Description based on: Vol. 1, no. 3 (Aug. 1999)

Latest issue consulted: 1999/10

For remote access resources, always give the date on which the resource was viewed for description.

1.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

Contents:

- 1.8A. Preliminary rule
- 1.8B. Standard number
- 1.8C. Key-title
- 1.8D. Terms of availability
- 1.8E. Qualification

1.8A. Preliminary rule

1.8A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

1.8A2. Sources of information. Take information included in this area from any source. Do not enclose any information in brackets.

1.8B. Standard number

1.8B1. Give the International Standard Book Number (ISBN), or International Standard Serial Number (ISSN), or any other internationally agreed standard number for the item being described. Give such numbers with the agreed abbreviation and with the standard spacing or hyphenation.

ISBN 0-552-67587-3

ISSN 0002-9769

1.8B2. If an item bears two or more such numbers, give the one that applies to the item being described.

Optionally, give more than one number and add a qualification as prescribed in 1.8E. Give a number for a complete set before the number(s) for the part(s). Give numbers for parts in the order of the parts. Give a number for accompanying material last.

ISBN 0-379-00550-6 (set). — ISBN 0-379-00551-4 (v. 1)

1.8B3. Give any number of an item other than an International Standard Number in a note (see 1.7B19).

1.8B4. If a number is known to be incorrectly printed in the item, give the correct number if it can be readily ascertained and add (*corrected*) to it.

ISBN 0-340-16427-1 (corrected)

1.8C. Key-title

1.8C1. Give the key-title of a resource, if it is found on the item or is otherwise readily available, after the International Standard Serial Number (ISSN). Give the key-title even if it is identical with the title proper. If no ISSN is given, do not record the key-title.

ISSN 0340-0352 = IFLA journal

1.8D. Optional addition. Terms of availability

1.8D1. Give the terms on which the item is available. These terms consist of the price (given in numerals with standard symbols) if the item is for sale, or a brief statement of other terms if the item is not for sale.

£2.50

Free to students of the college

For hire

1.8E. Qualification

1.8E1. Give, after the standard number, a brief qualification when a resource bears two or more standard numbers. If a resource has only one standard number, add the type of binding if considered to be important.

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) : \$12.50. — ISBN 0-684-14257-0 (pbk.) : \$6.95

ISBN 0-7225-0344-X (pbk.) : £8.75

Optionally, when the terms of availability (see 1.8D) need qualification, give one briefly.

£1.00 (£0.50 to members)

\$12.00 (\$6.00 to students)

1.8E2. If there is no standard number, give the terms of availability before any qualification.

\$10.00 (pbk.)

1.9. SUPPLEMENTARY ITEMS

Contents:

- 1.9A. Supplementary items described independently
- 1.9B. Supplementary items described dependently

1.9A. Supplementary items described independently

1.9A1. Describe supplementary (including accompanying and related) items that are to be catalogued separately (see 21.28) as separate items. For instructions on the recording of the title proper of supplementary items, the titles proper of which consist of two or more parts, see 1.1B9.

1.9B. Supplementary items described dependently

1.9B1. Choose one of the following methods of describing supplementary (including accompanying and related) items described dependently:

- a) record the item as accompanying material as instructed in 1.5E1d

48 photos. : b&w ; 20 × 16 cm. + 1 v.

5 v. : ill., facsim., ports ; 32 cm. + 1 atlas (135 p. ; 32 cm.)

- or* b) record minor supplementary items in a note (see 1.7B11)

Accompanied by supplement (37 p.) issued in 1971

- or* c) use the multilevel description (see 13.6).

The Nonesuch Dickens / published under the editorial direction of Arthur Waugh ... [et al.]. - Bloomsbury [England] : Nonesuch, 1937-1938. - 23 v. : ill. ; 26 cm.

The Nonesuch Dickens. Retrospectus and prospectus. -- 1937. - 130 p. : ill., facsim. -- Contains facsim. pages from previous eds. of The Pickwick papers.

1.10. ITEMS MADE UP OF SEVERAL TYPES OF MATERIAL

1.10A. This rule applies to items that are made up of two or more components, two or more of which belong to distinct material types (e.g., a sound recording and a printed text).

1.10B. If an item has one predominant component, describe it in terms of that component and give details of the subsidiary component(s) as accompanying material following the physical description (see 1.5E) or in a note (see 1.7B11).

47 slides : col. ; 5 × 5 cm. + 1 sound cassette

3 v. : ill. ; 30 cm.

Note: Sound disc (12 min. : analog, 45 rpm, mono. ; 7 in.)
in pocket at end of v. 3

1.10C. If an item has no predominant component, apply the following in addition to other relevant rules in this chapter and in the appropriate following chapters.

1.10C1. General material designation. If a general material designation is used (see 1.1C):

- a) for an item without a collective title, give the appropriate designation after each title as instructed in 1.1C2

Life in the time of Charles Dickens [filmstrip] / editor,
Albert Ammerman. The time, the life, the works of Charles
Dickens, and excerpts from Dickens on America [sound
recording] / read by Ian Brett and Peter Howell

- b) for an item with a collective title, follow the instructions in 1.1C4.

... [kit]

or ... [multimedia]

1.10C2. Physical description. Apply whichever of the following three methods is appropriate to the item being described:

- a) Give the extent of each part or group of parts belonging to each distinct class of material as the first element of the physical description (do this if no further physical description of each item is desired). *Optionally*, if the parts are in a container, name the container and give its dimensions.

400 lesson cards, 40 answer key booklets, 1 student
record, 1 teacher's handbook, 1 placement test ; in
container 18 × 25 × 19 cm.

12 slides, 1 sound cassette, 1 booklet, 1 map ; in box 16
× 30 × 20 cm.

- b) Give a separate physical description for each part or group of parts belonging to each distinct class of material (do this if a further physical description of each item is desired). Give each physical description on a separate line. *Optionally*, if the parts are in a container, name the container after the last physical description and give its dimensions.

Beyond the reading list [GMD] : guidelines for research in
the humanities / C.P. Ravilious ; University of Sussex
Library. - Brighton [England] : University of Sussex
Library, Audio-Visual Materials Room [distributor], 1975
46 slides : col.
1 sound cassette (15 min.) : analog, mono.

Summary: The bibliographic control of the humanities, with special reference to literature. A typical research project is followed through. — Intended audience: Postgraduates and research students

Hot deserts (GMD) / Ruth Way. — London ; Toronto : Visual Publications, [1975?]

1 filmstrip (39 fr.) : col. ; 35 mm.

1 sound cassette (ca. 18 min.) : analog, mono.

4 study prints : col. ; 29 × 88 cm., folded to 29 × 44 cm.

1 v. (15 p.) ; 22 cm.

1 folded sheet (4 p.) ; 22 cm.

All in container 33 × 47 × 5 cm.

(The Earth & man. The Earth without man ; 4). — Pictures on filmstrip and study prints identical. — Cassette has automatic and manual advance signals

- c) For items with a large number of heterogeneous materials, give a general term as the extent. Give the number of such pieces unless it cannot be ascertained. *Optionally*, if the pieces are in a container, name the container and give its dimensions.

various pieces

27 various pieces

42 various pieces ; in box 20 × 12 × 6 cm.

1.10C3. Notes. Give notes on particular parts of the item together following the series area or following the physical description(s) if no series area is present.

Tape cassette also issued as disc. — Slides photographed in Death Valley, Calif.

1.10D. Multilevel description

1.10D1. *Optionally*, in describing a single part of a multimedia item, follow the instructions in 13.6.

1.11. FACSIMILES, PHOTOCOPIES, AND OTHER REPRODUCTIONS

1.11A. In describing a facsimile, photocopy, or other reproduction of printed texts, maps, manuscripts, printed music, and graphic items, give the data relating to the facsimile, etc., in all areas except the note area.

Give data relating to the original in the note area (but give numbering of serials in the material (or type of publication) specific details area).

If a facsimile, etc., is in a form of material different from that of the original (e.g., a manuscript reproduced as a book), use the chapter on the form of the facsimile, etc., in determining the sources of information (e.g., for a manuscript reproduced as a book, use 2.0B). In addition to instructions given in the relevant chapters, follow the instructions in this rule.

1.11B. If the facsimile, etc., has a title different from the original, give the title of the facsimile, etc., as the title proper. Give the original title as other title information if it appears on the chief source of information of the facsimile, etc. (see 1.1D3). Otherwise, give the title of the original in the note area (see 1.11F).

1.11C. If the facsimile, etc., has the edition statement, publication details, or series data of the original as well as those of the facsimile, etc., give those of the facsimile, etc., in the edition, publication, distribution, etc., and series areas. Give the details of the original in the note area (see 1.11F).

1.11D. Give the physical description of the facsimile, etc., in the physical description area. Give the physical description of the original in the note area (see 1.11F).

1.11E. If the facsimile, etc., has a standard number, give it in the standard number and terms of availability area, together with the key-title and terms of availability of the facsimile, etc. Give the standard number and key-title of the original in the note area (see 1.11F).

1.11F. Give all the details of the original of a facsimile, etc., in a single note (see also 1.7A4). Give the details of the original in the order of the areas of the description.

The baby's bouquet [GMD] : a fresh bunch of old rhymes and tunes / arranged and decorated by Walter Crane ; the tunes collected and arranged by L.C. - London : Pan, 1974
56 p. : col. ill. ; 16 X 17 cm. - (A Piccolo book)
Facsim. of: 2nd ed., rev. London : Routledge, 1877
ISBN 0-330-24089-7 : £0.60

Alice's adventures under ground [GMD] / by Lewis Carroll ; with a new introduction by Martin Gardner. - New York : Dover, 1965
xiii, 91, [17] p. : ill., facsims. ; 22 cm.
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

Pre-Raphaelite drawings [GMD] / by Dante Gabriel Rossetti ; [selected and introduced by] Andrea Rose. - Chicago : University of Chicago Press, 1977
3 microfiches (251 fr.) : all ill. ; 10 X 15 cm. + 1 booklet
Reproductions of 251 drawings from Birmingham City Museums

CHAPTER

2

Books, Pamphlets, and Printed Sheets

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BOOKS, PAMPHLETS, AND PRINTED SHEETS

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2.0. GENERAL RULES

2.0A. Scope

2.0A1. The rules in this chapter cover the description of separately published monographic printed items other than cartographic items (see chapter 3) and printed music (see chapter 5). These are referred to hereafter in this chapter as printed monographs and comprise books, pamphlets, and single sheets. For microform reproductions of printed texts, see chapter 11. For serials and updating loose-leaves, see also chapter 12.

2.0B. Sources of information

2.0B1. Chief source of information. The chief source of information for printed monographs is the title page or, if there is no title page, the source from within the publication that is used as a substitute for it. For printed monographs published without a title page, or without a title page applying to the whole work (as in the case of some editions of the Bible and some bilingual dictionaries), use the part of the item supplying the most complete information, whether this be the cover (excluding a separate book jacket), caption, colophon, running title, or other part. Specify the part used as a title page substitute in a note (see 2.7B3). If no part of the item supplies data that can be used as the basis of the description, take the necessary information from any available source. If the information traditionally given on the title page is given on facing pages or on pages on successive leaves, with or without repetition, treat those pages as the title page.

Use the colophon as the chief source of information for an oriental nonroman script publication if the colophon contains full bibliographic information and the following conditions apply:

- a) the page standing in the position of a title page bears only the title proper
- or b) the title page bears only a calligraphic version of the title proper
- or c) the title page bears only a western-language version of the title and other bibliographic information.

2.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of printed monographs is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Title page ¹
Edition	Title page, other preliminaries, colophon
Publication, distribution, etc.	Title page, other preliminaries, colophon
Physical description	The whole publication
Series	Series title page, monograph title page, cover, rest of the publication
Note	Any source
Standard number and terms of availability	Any source

1. Hereafter in this chapter, *title page* includes any substitute (including, for oriental publications, a colophon specified in 2.0B1 as a title page substitute).

2.0C. Punctuation

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

2.0D. Levels of detail in the description

See 1.0D.

2.0E. Language and script of the description

See 1.0E.

2.0F. Inaccuracies

See 1.0F.

2.0G. Accents and other diacritical marks

See 1.0G.

2.0H. Items with several title pages

See 1.0A3.

2.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 2.1A. Preliminary rule
- 2.1B. Title proper
- 2.1C. General material designation
- 2.1D. Parallel titles
- 2.1E. Other title information
- 2.1F. Statements of responsibility
- 2.1G. Items without a collective title

2.1A. Preliminary rule**2.1A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede the title of a supplement or section (see 1.1B9) by a full stop.

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.

For the punctuation of this area for items without a collective title, see 1.1G.

2.1B. Title proper**2.1B1. Transcribe the title proper as instructed in 1.1B.**

The articulate mammal

Why a duck?

Classification décimale de Dewey et index

Memoirs of the life of the late John Mytton, Esq.

The ballroom of romance and other stories

The first Rex Stout omnibus

The most of P.G. Wodehouse

Marlowe's plays

Linda Goodman's sun signs

Larousse's French-English dictionary

Harriet said-

(Title page reads: Harriet said ...)

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

4.50 from Paddington

Advanced calculus. Student handbook

(Title proper consists of title of main work and title of handbook. See 1.1B9)

Instructor's guide and key for The American economy

Bank officer's handbook of commercial banking law, fourth edition, by Frederick K. Bentel. 1975 supplement

(Title proper consists of title, statement of responsibility, and edition statement of main work and designation of supplement)

Specify the part used as a title page substitute in a note (see 2.7B3).

2.1C. *Optional addition.* **General material designation**

2.1C1. Give immediately following the title proper the appropriate general material designation as instructed in 1.1C.

2.1C2. If an item contains parts belonging to materials falling into two or more categories, and if none of these is the predominant constituent of the item, give either *multimedia* or *kit* as the designation (see 1.1C1 and 1.10C1).

2.1D. **Parallel titles**

2.1D1. Transcribe parallel titles as instructed in 1.1D.

Tyres and wheels = Pneus et roues = Reifen und Räder

Thumbelina = Tommelise

2.1E. **Other title information**

2.1E1. Transcribe other title information as instructed in 1.1E.

A Laodicean : a story of to-day

The age of neo-classicism : the fourteenth exhibition of the Council of Europe

Private eyeballs : a golden treasury of bad taste
 Letters to an intimate stranger : a year in the life of Jack Trevor Story

2.1F. Statements of responsibility

2.1F1. Transcribe statements of responsibility relating to persons or bodies as instructed in 1.1F.

Shut up in Paris / by Nathan Sheppard
 Great Britain : handbook for travellers / by Karl Baedeker
 Le père Goriot / Honoré de Balzac
 Statistics of homelessness / Home Office
 Tynan right & left : plays, films, people, places, and events / Kenneth Tynan
 Vas-y, Charlie Brown / par Charles M. Schulz
 Dan Russel the fox : an episode in the life of Miss Rowan / by E.Æ. Somerville and Martin Ross
 The world of the lion / by Samuel Devend ... [et al.]
 Eventyr og historier / H.C. Andersen
 A modern herbal / by Mrs. M. Grieve ; edited and introduced by Mrs. C.F. Lyeal
(Lengthy other title information given in note area)
 Eldorado : a story of the Scarlet Pimpernel / by the Baroness Orczy
 Letters from AE / selected and edited by Alan Denson ; with a foreword by Monk Gibbon
 A French and English dictionary / compiled from the best authorities of both languages by Professors De Lolme and Wallace, and Henry Bridgeman
 The diary of a country parson, 1758-1802 / by James Woodforde ; passages selected and edited by John Beresford
 Hadrian the Seventh / Fr. Rolfe (Frederick, Baron Corvo)
 Underwater acoustics : a report / by the Natural Environment Research Council Working Group on Underwater Acoustics
 Proceedings / International Symposium on the Cataloguing, Coding, and Statistics of Audio-Visual Materials ; organised by ISO/TC46 Documentation in collaboration with IFLA and IFTC, 7-9 January 1976 in Strasbourg
 American Ballet Theatre : thirty-six years of scenic and costume design, 1940-1976 / presented by Ballet Theatre Foundation, Inc., and the International Exhibitions Foundation

Scientific policy, research, and development in Canada : a bibliography / prepared by the National Science Library = La politique des sciences, la recherche et le développement au Canada : bibliographie / établie par la Bibliothèque nationale des sciences

Ramsay Traquair and his successors : guide to the archive / Canadian Architecture Collection, Blackader-Lauterman Library of Architecture and Art, McGill University ; Irena Murray, general editor = Ramsay Traquair et ses successeurs : guide du fonds / Collection d'architecture canadienne, Blackader-Lauterman Library of Architecture and Art, McGill University ; Irena Murray, directrice

Teach yourself Irish / Myles Dillon, Donncha Ó Cróinín

Swedenborgs korrespondenslära / av Inge Jonsson ; with a summary in English

Book of bores / drawings by Michael Heath

Sanditon / Jane Austen and another lady

2.1F2. Add a word or short phrase to the statement of responsibility if the relationship between the title and the person(s) or body (bodies) named in the statement is not clear.

Morte Arthure / [edited by] John Finlayson

The great ideas of Plato / [selected by] Eugene Freeman and David Appel

Research in human geography / by Michael Chisholm ; [for the] Social Science Research Council

Palava Parrot / [illustrations by] Tamasin Cole ; story by James Cressey

Antologija hrvatske poezije dvadesetog stoljeća od Kranjčevića do danas / [sastavili] Slavko Mihalić, Josip Pupačić, Anton Šoljan

2.1G. Items without a collective title

2.1G1. If a printed monograph lacks a collective title, transcribe the titles of the individual parts as instructed in 1.1G.

The listing attic ; The unstrung harp / by Edward Gorey

Flash and filigree ; and, The magic Christian / by Terry Southern

Henry Esmond : a novel / by Thackeray. Bleak House : a novel / by Dickens

Humanismens krise / af H.C. Branner. Eneren og massen / af Martin A. Hansen

2.1G2. Make the relationship between statements of responsibility and the parts of an item lacking a collective title clear by additions as instructed in 2.1F2.

Man Friday : a play ; Mind your head : a return trip with songs / Adrian Mitchell ; music [for Man Friday] by Mike Westbrook ; music [for Mind your head] by Andy Roberts

2.2. EDITION AREA

Contents:

- 2.2A. Preliminary rule
- 2.2B. Edition statement
- 2.2C. Statements of responsibility relating to the edition
- 2.2D. Statement relating to a named revision of an edition
- 2.2E. Statements of responsibility relating to a named revision of an edition

2.2A. Preliminary rule

2.2A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

2.2B. Edition statement

2.2B1. Transcribe a statement relating to an edition of a work that contains differences from other editions of that work, or to a named reissue of a work, as instructed in 1.2B.

2nd ed.

New ed., rev. and enl.

1st American ed.

1st illustrated ed.

Household ed.

6. Aufl.

Draft

Facsim. ed.

New Wessex ed.

[3rd ed.]

[New ed.]

3^a ed.

2.2B2. In case of doubt about whether a statement is an edition statement, follow the instructions in 1.2B3.

2.2B3. *Optional addition.* If an item lacks an edition statement but is known to contain significant changes from other editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

{New ed.}

{5^e éd.}

2.2B4. If an edition statement appears in more than one language or script, transcribe the statement that is in the language or script of the title proper. If this criterion does not apply, transcribe the statement that appears first. *Optionally*, transcribe the parallel statement(s), each preceded by an equals sign.

2.2B5. If an item lacking a collective title contains one or more works with an associated edition statement, transcribe such statements following the titles and statements of responsibility to which they relate, separated from them by a full stop.

2.2C. Statements of responsibility relating to the edition

2.2C1. Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of a work as instructed in 1.2C and 2.1F.

Economic history of England : a study in social development / by H.O. Meredith. – 5th ed. / by C. Ellis

The well-beloved : a sketch of a temperament / Thomas Hardy. – New Wessex ed. / introduction by J. Hillis Miller ; notes by Edward Mendelson

A French and English dictionary / compiled from the best authorities of both languages by Professors De Lolme and Wallace, and Henry Bridgeman. – [New ed.] / revised, corrected, and considerably enlarged by E. Roubaud

A short history of the Catholic Church / by Philip Hughes. – 8th ed. / with a final chapter (1966-1974) by E.E.Y. Hales

2.2D. Statement relating to a named revision of an edition

2.2D1. If an item is a named revision of an edition, transcribe the statement relating to that revision as instructed in 1.2D.

Selected poems / D.H. Lawrence. – [New ed.] / edited, with an introduction, by Keith Sagar, Repr. with minor revisions

Ireland / edited by L. Russel Muirhead. – 3rd ed., 2nd (corr.) impression

Do not record statements relating to an impression or printing that contains no changes unless the item is considered to be of particular importance to the cataloguing agency.

2.2E. Statements of responsibility relating to a named revision of an edition

2.2E1. Transcribe a statement of responsibility relating to one or more named revisions of an edition (but not to all such revisions) as instructed in 1.2E and 2.1F.

2.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

2.3A. This area is not used for printed monographs.

2.4. PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

- 2.4A. Preliminary rule
- 2.4B. General rule
- 2.4C. Place of publication, distribution, etc.
- 2.4D. Name of publisher, distributor, etc.
- 2.4E. Statement of function of publisher, distributor, etc.
- 2.4F. Date of publication, distribution, etc.
- 2.4G. Place of printing, name of printer, date of printing

2.4A. Preliminary rule**2.4A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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 printing (place, name, date) in parentheses.

Precede the name of a printer by a colon.

Precede the date of printing by a comma.

2.4B. General rule

2.4B1. Record information about the place, name, and date of all types of publishing, distributing, etc., activities as instructed in 1.4B.

2.4C. Place of publication, distribution, etc.

2.4C1. Give the place of publication, distribution, etc., as instructed in 1.4C.

2.4D. Name of publisher, distributor, etc.

2.4D1. Give the name of the publisher, etc., and *optionally* the name of the distributor, as instructed in 1.4D.

London : Macmillan

New York : Dell

London : H.M.S.O.

Tucson : University of Arizona Press

Taunton, Somerset : Barnicotts

London : Society of African Missions : Sold by Longman

London : Oxford University Press
 London : John Lane, the Bodley Head
 Geneva : World Health Organization
 [Hove, England] : Fox
 Göttingen : Vandenhoeck & Ruprecht
 London : Benn ; Chicago : Rand McNally
 (*Cataloguing agency in the United States*)
 Freiburg : Baedeker ; London : Allen & Unwin
 (*Cataloguing agency in the United Kingdom*)
 New York : Dutton ; Toronto : Clarke, Irwin
 (*Cataloguing agency in Canada*)
 London : T. Wall and Sons
 (*Title page reads: Published in celebration of life's minor pleasures by T. Wall and Sons (Ice-Cream) Ltd.*)

2.4E. Optional addition. Statement of function of publisher, distributor, etc.

2.4E1. Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

New York : Dover ; London : Constable [distributor]

2.4F. Date of publication, distribution, etc.

2.4F1. Give the date of publication, distribution, etc., as instructed in 1.4F.

London : Gollancz, 1951
 New York : Dover, 1970 ; London : Constable [distributor],
 1972
 New York : Dell, [1985], c1983

2.4G. Place of printing, name of printer, date of printing

2.4G1. If the name of the publisher is unknown and the place and name of the printer are found in the item, give that place and name as instructed in 1.4G.

London : [s.n.], 1971 (London : HiTimes Press)
 [S.l. : s.n.], 1971 (London : Wiggs)

2.4G2. Optional addition. Give the place, name of printer, and/or date of printing if they are found in the item and differ from the place, name of publisher, etc., and date of publication, etc., and are considered important by the cataloguing agency.

London : Society of Bookmen, 1971 (London : Ploughshare Press)
 London : J. Lane, 1902 (1907 printing)

2.5. PHYSICAL DESCRIPTION AREA

Contents:

- 2.5A. Preliminary rule
- 2.5B. Number of volumes and/or pagination
- 2.5C. Illustrative matter
- 2.5D. Dimensions
- 2.5E. Accompanying material

2.5A. Preliminary rule**2.5A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C. Precede this area by a full stop, space, dash, space *or* start a new paragraph. Precede details of illustrations by a colon. Precede dimensions by a semicolon. Precede each statement of accompanying material by a plus sign. Enclose physical details of accompanying material in parentheses.

2.5B. Number of volumes and/or pagination

Single volumes

2.5B1. Give the number of pages or leaves in a publication in accordance with the terminology suggested by the volume. That is, describe a volume with leaves printed on both sides in terms of pages; describe a volume with leaves printed on only one side in terms of leaves; and describe a volume that has more than one column to a page and is numbered in columns in terms of columns.

If a publication contains sequences of leaves and pages, or pages and numbered columns, or leaves and numbered columns, record each sequence.² Describe a volume printed without numbering in terms of leaves or pages, but not of both. For the treatment of plates, see 2.5B9. Describe a broadside as such. Describe a single sheet (folded or not) as *sheet*. Describe a case or portfolio as such.

2.5B2. Give the number of pages, leaves, or columns in terms of the numbered or lettered sequences in the volume. Give the last numbered page, leaf, or column in each sequence² and follow it with the appropriate term or abbreviation.

327 p.
321 leaves
381 columns
xvii, 323 p.
27 p., 300 leaves
1 broadside

2. A sequence of pages or leaves is: (1) a separately numbered group of pages, leaves, etc.; (2) an unnumbered group of pages, etc., that stands apart from other groups in the publication; or (3) a number of pages or leaves of plates distributed throughout the publication.

1 sheet

1 portfolio

Give pages, etc., that are lettered inclusively in the form *A–K p.*, *a–d leaves*, etc. Give pages, etc., that are numbered in words or characters other than arabic or roman in arabic figures.

A–Z p.

(*Pages lettered: A–Z*)

32 p.

(*Pages numbered in words*)

2.5B3. Disregard unnumbered sequences, unless such a sequence constitutes the whole (see 2.5B7) or a substantial part (see also 2.5B8) of the publication, or unless an unnumbered sequence includes pages, etc., that are referred to in a note. When recording the number of unnumbered pages, etc., either give the estimated number preceded by *ca.*, without square brackets, or enclose the exact number in square brackets.

8, vii, ca. 300, 73 p.

33, [31] leaves

[8], 155 p.

Note: Bibliography: 6th prelim. page

Disregard unnumbered sequences of inessential matter (advertising, blank pages, etc.).

2.5B4. If the number printed on the last page or leaf of a sequence does not represent the total number of pages or leaves in that sequence, let it stand uncorrected unless it gives a completely false impression of the extent of the item, as, for instance, when only alternate pages are numbered or when the number on the last page or leaf of the sequence is misprinted. Supply corrections in such cases in square brackets.

48 [i.e. 96] p.

329 [i.e. 392] p.

2.5B5. If the numbering within a sequence changes (e.g., from roman to arabic numerals), ignore the numbering of the first part of the sequence.

176 p.

(*Pages numbered: i–xii, 13–176*)

2.5B6. If the pages, etc., are numbered as part of a larger sequence (e.g., one volume of a multivolume publication) or if the item appears to be incomplete (see also 2.5B15), give the first and last numbers of the pages or leaves, preceded by the appropriate term or abbreviation.

leaves 81–149

p. 713–797

2.5B7. If the pages or leaves of a volume are unnumbered and the number of pages or leaves is readily ascertainable, give the number in square brackets. If the number is not readily ascertainable, estimate the number of pages or leaves and give that estimated number without square brackets and preceded by *ca.*

[93] p.

{55} leaves

ca. 600 p.

ca. 300 leaves

2.5B8. If the volume has complicated or irregular paging, give the pagination using one of the following methods:

- a) Give the total number of pages or leaves (excluding those which are blank or contain advertising or other inessential matter) followed by *in various pagings* or *in various foliations*.

1000 p. in various pagings

256 leaves in various foliations

- b) Give the number of pages or leaves in the main sequences of the pagination and add the total number, in square brackets, of the remaining variously paged sequences.

226, [44] p.

366, 98, [99] p.

- c) Give *l v.* (*various pagings*), *l case*, or *l portfolio*, as appropriate.

2.5B9. Leaves or pages of plates. Give the number of leaves or pages of plates (see Glossary, appendix D) at the end of the sequence(s) of pagination, whether the plates are found together or distributed throughout the publication, or even if there is only one plate. If the numbering of the leaves or pages of plates is complex or irregular, follow the instructions in 2.5B8.

246 p., 32 p. of plates

xvi, 249 p., [12] leaves of plates

x, 32, 73 p., [1] leaf of plates

xii, 24 p., 212, [43] leaves of plates

If the volume contains both leaves and pages of plates, give the number in terms of whichever is predominant.

323 p., [19] p. of plates

(Contains 16 pages and 3 leaves of plates)

2.5B10. Describe folded leaves as such.

122 folded leaves

230 p., 25 leaves of plates (some folded)

25 folded leaves of plates

2.5B11. If numbered pages or leaves are printed on a double leaf (e.g., books in the traditional oriental format), give them as pages or leaves according to their numbering. If they are unnumbered, count each double leaf as two pages.

2.5B12. If the paging is duplicated, as is sometimes the case with books having parallel texts, give both pagings and make an explanatory note (see 2.7B10).

xii, 35, 35 p.

Note: Opposite pages bear duplicate numbering

2.5B13. If a volume has a pagination of its own and also bears the pagination of a larger work of which it is a part, give the paging of the individual volume in this area and give the continuous paging in a note (see 2.7B10).

328 p.

Note: Pages also numbered 501-828

2.5B14. If the volume has groups of pages numbered in opposite directions, as is sometimes the case with books having texts in two languages, give the pagings of the various sections in order, starting from the title page selected for cataloguing.

ix, 155, 127, x p.

2.5B15. If the last part of a publication is missing and the paging of a complete copy cannot be ascertained, give the number of the last numbered page followed by + *p*. Make a note of the imperfection (see 2.7B20).

xxiv, 179 + p.

Note: Library's copy imperfect: all after p. 179 wanting

Publications in more than one volume

2.5B16. Give the number of volumes of a printed monograph in more than one physical volume.

3 v.

2.5B17. If *volume* is not appropriate for a multipart item, use one of the following terms.

Parts. Use for bibliographic units intended to be bound several to a volume, especially if so designated by the publisher.

Pamphlets. Use for collections of pamphlets bound together or assembled in a portfolio for cataloguing as a collection.

Pieces. Use for items of varying character (e.g., pamphlets, broadsides, clippings, maps) published, or assembled for cataloguing, as a collection.

Case(s). Use for either boxes containing bound or unbound material or containers of fascicles.

Portfolio(s). Use for containers holding loose papers, illustrative materials, etc. A portfolio usually consists of two covers joined together at the back and tied at the front, top, and/or bottom.

2.5B18. If the number of bibliographic volumes differs from the number of physical volumes, give the number of bibliographic volumes followed by *in* and the number of physical volumes.

8 v. in 5

2.5B19. If a set of volumes is continuously paged, give the pagination in parentheses after the number of volumes. Ignore separately paged sequences of preliminary matter in volumes other than the first.

2 v. (xxxxi, 999 p.)

3 v. (xx, 800 p.)

(Pages numbered: xx, 1–201; xx, 202–513; xxi, 514–800)

2.5B20. Optional addition. If the volumes in a multivolume set are individually paged, give the pagination of each volume in parentheses after the number of volumes.

2 v. (xvi, 329; xx, 412 p.)

2.5B21. If a publication was planned to be in more than one volume, but not all have been published and it appears that publication will not be continued, describe the incomplete set as appropriate (i.e., give paging for a single volume *or* number of volumes for multiple volumes). Make a note (see 2.7B10) to the effect that no more volumes have been published.

2.5B22. Braille or other tactile systems. If an item consists of leaves or pages of braille or another tactile system, add an appropriate term (e.g., *of braille, of Moon type, of jumbo braille, of press braille, of computer braille, of solid dot braille*) to the statement of the number of volumes, leaves, or pages.

310 leaves of braille

125 leaves of Moon type

4 v. of jumbo braille

320 leaves of computer braille

300 p. of press braille

40 leaves of solid dot braille

If an item consists of eye-readable print and braille or another tactile writing system, or of two or more tactile writing systems, use a concise description of the combination (e.g., *of print and braille, of braille and Nemeth code*).

300 p. of print and braille

205 leaves of braille and Nemeth code

If an item is a thermoform copy, add (*thermoform*).

64 leaves of braille (thermoform)

For braille cassette items, see 10.5B1.

2.5B23. Large print. If an item is in large print intended for use by the visually impaired, add, to the statement of the number of volumes, leaves, or pages, (*large print*).

3 v. (large print)

342 p. (large print)

Optionally, if a general material designation (see 1.1C1) including *large print* is used, omit this addition.

2.5C. Illustrative matter

2.5C1. Give *ill.* for an illustrated printed monograph. Tables containing only words and/or numbers are not illustrations. Disregard illustrated title pages and minor illustrations.

327 p. : *ill.*

2.5C2. *Optionally*, if the illustrations are all of one or more of the following types, and are considered to be important, give the appropriate term(s) or abbreviation(s) in alphabetical order: coats of arms, facsimiles, forms, genealogical tables, maps, music, plans, portraits (use for both single and group portraits), samples. If none of these terms adequately describes the illustrations, use another term as appropriate.

333 p. : maps

256 p. : coats of arms, facsims., ports.

147 p. : computer drawings

If only some of the illustrations are of types considered to be important, give *ill.* followed by the appropriate term(s) or abbreviation(s) in alphabetical order.

230 p. : *ill.*, maps, music, ports.

199 p. : *ill.*, cross sections, forms

2.5C3. Describe coloured illustrations as such if considered to be important.

: col. *ill.*

: *ill.*, col. maps, ports. (some col.)

: *ill.* (some col.), maps, plans

: *ill.* (chiefly col.), plans

2.5C4. Give the number of illustrations if their number can be ascertained readily (e.g., when the illustrations are listed and their numbers stated).

: 48 *ill.*

: *ill.*, 12 maps

: *ill.*, 3 forms, 1 map

2.5C5. If the publication consists wholly or predominantly of illustrations, give *all ill.* or *chiefly ill.*, as appropriate. *Optionally*, if those illustrations are all of one type, give *all [name of type]* or *chiefly [name of type]*.

: all *ill.*

: chiefly maps

2.5C6. Describe illustrative matter issued in a pocket inside the cover of an item in the physical description. Specify the number of such items and their location in a note (see 2.7B10 and 2.7B11).

: *ill.*, col. maps

Note: Four maps on 2 folded leaves in pocket

2.5D. Dimensions

2.5D1. Give the height of the item in centimetres, to the next whole centimetre up (e.g., if an item measures 17.2 centimetres, give *18 cm.*). Measure the height of the binding if the volume is bound. Otherwise, measure the height of the item itself. If the item measures less than 10 centimetres, give the height in millimetres.

2.5D2. If the width of the volume is either less than half the height or greater than the height, give the height × width.

; 20 × 8 cm.

; 20 × 32 cm.

2.5D3. If the volumes in a multipart item differ in size, give the smallest or smaller and the largest or larger size, separated by a hyphen.

; 24-28 cm.

2.5D4. Give the height and the width of a single sheet. If such a sheet is designed to be folded when issued, add the dimensions of the sheet when folded, separating the dimensions by a comma.

; 48 × 30 cm., folded to 24 × 15 cm.

If the sheet is designed to be read in pages when folded, describe it as *1 folded sheet* and give the number of imposed pages and the height of the sheet when folded.

1 folded sheet (8 p.) ; 18 cm.

2.5D5. If the item consists of separate physical units of varying height bound together, give the height of the binding only.

2.5E. Accompanying material

2.5E1. Give the details of accompanying material as instructed in 1.5E.

271 p. : ill. ; 21 cm. + 1 answer book

271 p. : ill. ; 21 cm. + 1 v. (37 p., 19 leaves : col. maps ; 37 cm.)

271 p. : ill. ; 21 cm. + 1 sound disc (25 min. : analog, 33½ rpm, mono. ; 12 in.)

2.5E2. If the accompanying material is issued in a pocket inside the cover of the publication, give its location in a note (see 2.5C6, 2.7B10, and 2.7B11).

2.6. SERIES AREA

Contents:

2.6A. Preliminary rule

2.6B. Series statements

2.6A. Preliminary rule**2.6A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C. Precede this area by a full stop, space, dash, space.

- Enclose each series statement (see 1.6J) 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 subseries by a comma.
- Precede the numbering within a series or subseries by a semicolon.
- Enclose a date following a numeric and/or alphabetic designation in parentheses.
- Precede the title of a subseries, or the designation for a subseries, by a full stop.
- Precede the title of a subseries following a designation for the subseries by a comma.

2.6B. Series statements

2.6B1. Record each series statement as instructed in 1.6.

- (Typophile chap books ; 7)
- (Britain advances ; 10)
- (The king penguin books)
- (Special paper / Geological Society of America)
- (Publicación / Universidad de Chile, Departamento de Geología ; no. 28)
- (Occasional papers / University of Sussex Centre for Continuing Education, ISSN 0306-1108 ; no. 4)
- (Department of State publication ; 8583. East Asian and Pacific series ; 199)
- (Olympia Press traveller's companion series ; no. 105)
- (Acta Universitatis Stockholmiensis. Stockholm studies in the history of literature ; 10)
- (Acta Universitatis Stockholmiensis. Studia Hungarica Stockholmiensia ; 6)
- (Treaty series ; no. 66 (1976)) (Cmnd. ; 6580)
(*Numbering of first series transcribed from the item*)
- (Graeco-Roman memoirs, ISSN 0306-9222 ; no. 62)
- (Scribhinni Gaeilge na mBráthar Mionúr ; imleabhar 11)
- (Works / Charles Dickens ; v. 12)

2.7. NOTE AREA

Contents:

- 2.7A. Preliminary rule
- 2.7B. Notes

2.7A. Preliminary rule**2.7A1. Punctuation**

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

2.7A2. In making notes, follow the instructions in 1.7A.

2.7B. Notes

Make notes as set out in the following subrules and in the order given there. However, give a particular note first when it has been decided that note is of primary importance.

2.7B1. Nature, scope, or artistic form. Make notes on these matters unless they are apparent from the rest of the description.

“Collection of essays on economic subjects”

Arabic reader

Play in 3 acts

Scenario of film

2.7B2. Language of item and/or translation or adaptation. Make notes on the language(s) of the item, or on the fact that it is a translation or adaptation, unless this is apparent from the rest of the description.

Translation of: La muerte de Artemio Cruz

Author’s adaptation of his Russian text

Latin text, parallel English translation

Adaptation of: The taming of the shrew / William Shakespeare

2.7B3. Source of title proper. Make notes on the source of the title proper if the chief source of information is a title page substitute.

Caption title

Title from spine

2.7B4. Variations in title. Make notes on titles borne by the item other than the title proper. *Optionally*, give a romanization of the title proper.

Added t.p. in Russian

Previously published as: Enter Psmith

Cover title: The fair American

2.7B5. Parallel titles and other title information. Give the title in another language and other title information not recorded in the title and statement of responsibility area if they are considered to be important.

Subtitle: The medicinal, culinary, cosmetic and economic properties, cultivation, and folklore of herbs, grasses, fungi, shrubs, and trees, with all their modern scientific uses

Title on added t.p.: Les rats

2.7B6. Statements of responsibility. Make notes on variant names of persons or bodies named in statements of responsibility if these are considered to be important for identification. Give statements of responsibility not recorded in the title and statement of responsibility area. Make notes on persons or bodies connected with a work, or significant persons or bodies connected with previous editions and not already named in the description.

At head of title: *[Name not used in the main entry heading and with indeterminate responsibility for the work]*

"Also attributed to Jonathan Swift"--Introd.

"Begun by Jane Austen in 1817 ... completed, some 160 years later, by another lady"--Cover

2.7B7. Edition and history. Make notes relating to the edition being described or to the bibliographic history of the work.

"This issue is founded on the second edition, printed by Rudolf Ackermann in the year 1837 (with considerable additions) from The new sporting magazine" T.p. verso

Previous ed.: Harmondsworth : Penguin, 1950

Sequel to: Mémoires d'un médecin

2.7B9. Publication, distribution, etc. Make notes on publication, distribution, etc., details that are not included in the publication, distribution, etc., area and are considered to be important.

Imprint under label reads: Humanitas-Verlag Zürich

"Privately printed"

Published simultaneously in Canada

2.7B10. Physical description. Make notes on important physical details that are not included in the physical description area. Make notes on braille or other tactile books.

Captions on verso of plates

Printed on vellum

Limited ed. of 60 signed and numbered copies

Alternate pages blank

No more published

Two charts on folded leaves in pocket

Tables on 4 leaves in pocket

Grade 3 braille

Alternate leaves of print and braille

Coloured map of Australia on endpapers

2.7B11. Accompanying material. Make notes on the location of accompanying material if appropriate. Give details of accompanying material neither mentioned in the physical description area nor given a separate description (see 1.5E).

Slides in pocket

"Tables I, II, and III omitted by error from report"
published as supplement (5 p.) and inserted at end

Accompanied by: A demographic atlas of north-west Ireland.
39 p. : col. maps ; 36 cm. Previously published separately
in 1956

Accompanying CD-ROM contains complete text in PDF format

System requirements for accompanying disc: IBM compatible
PC; Windows 3.1 or higher, Unix, or OS2; Adobe Acrobat
Reader 3.0 with search software (included on disc); CD-ROM
drive

2.7B12. Series. Make notes on series data that cannot be given in the series area.

Series title romanized: Min hady al-Islām

Also issued without series statement

Originally issued in series: Environmental science series
(*For another edition*)

2.7B13. Dissertations. If the item being described is a dissertation, make a note as instructed in 1.7B13.

2.7B14. Audience. Make a brief note of the intended audience for, or intellectual level of, an item if this information is stated in the item.

For 9-12 year olds

Undergraduate text

Intended audience: Preschool children

2.7B16. Other formats. Give the details of other formats in which the content of the item has been issued.

Issued also on CD-ROM

Also issued electronically via World Wide Web in PDF
format

2.7B17. Summary. Give a brief objective summary of the content of an item unless another part of the description provides enough information.

Summary: Kate and Ben follow their rabbit into a haunted
house and discover the source of the house's ghostly sound

2.7B18. Contents. List the contents of an item, either selectively or fully, if it is considered necessary to show the presence of material not implied by the rest of the description; to stress

items of particular importance; or to list the contents of a collection or of a multipart item. When recording titles formally, take them from the source in the item being catalogued that provides the best identification.

Bibliography: p. 859-910

Includes bibliographies

Includes index

Statistical tables cover periods between 1849 and 1960

Contents: Love and peril / the Marquis of Lorne - To be or not to be / Mrs. Alexander - The melancholy hussar / Thomas Hardy

Partial contents: Recent economic growth in historical perspective / by K. Ohkawa and H. Rosovsky - The place of Japan ... in world trade / by P.H. Tresize

Contents: How these records were discovered - A short sketch of the Talmuds - Constantine's letter

2.7B19. Numbers. Give important numbers associated with the item other than ISBNs (see 2.8B).

Supt. of Docs. no.: HE20.8216:11

2.7B20. Copy being described, library's holdings, and restrictions on use. Make these notes as instructed in 1.7B20.

Library's copy lacks appendices, p. 245-260

Library has v. 1, 3-5, and 7 only

Library's copy signed and with marginalia by the author

2.7B21. "With" notes. If the title and statement of responsibility area contains a title that applies to only a part of an item lacking a collective title and, therefore, more than one entry is made, make a note beginning *With:* and listing the other separately titled works in the item in the order in which they appear there.

With: The reformed school / John Dury. London : Printed for R. Wadnothe, [1650]

With: Out of the depths / Mary Ryan. [New York? : s.n., 1945?] - Label your luggage / Robert Nash. [New York? : s.n., 1945?]

With: Of the sister arts / H. Jacob. New York : [s.n.], 1970

2.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

Contents:

- 2.8A. Preliminary rule
- 2.8B. International Standard Book Number
- 2.8C. Terms of availability
- 2.8D. Qualification

2.8A. Preliminary rule**2.8A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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 terms of availability by a colon.

Enclose a qualification to the International Standard Book Number (ISBN) or terms of availability in parentheses.

2.8B. International Standard Book Number (ISBN)

2.8B1. Give ISBNs as instructed in 1.8B.

ISBN 0-904576-17-5

ISBN 0-8352-0875-3 (corrected)

2.8B2. Give any other number in a note (see 2.7B19).

2.8C. Optional addition. Terms of availability

2.8C1. Give the price or other terms on which the item is available. Give the price in symbols and numbers, and other terms as concisely as possible.

ISBN 0-85435-332-1 : £0.60

ISBN 0-902573-45-4 : Subscribers only

ISBN 0-7043-3100-4 : \$1.95

2.8D. Qualification

2.8D1. Add qualifications (including the type of binding) to the ISBN and/or terms of availability as instructed in 1.8E. Additionally, if volumes in a set have different ISBNs, follow each ISBN with the designation of the volume to which it applies.

ISBN 0-901212-04-0 (v. 38)

ISBN 0-19-212192-8 (cased). — ISBN 0-19-281123-1 (pbk.)

ISBN 0-08-019857-0 (set). — ISBN 0-08-019856-2 (v. 1 : pbk.)

ISBN 0-900002-92-1 (limited ed.) : £35.00 (£30.00 to members of the association)

ISBN 0-7225-0344-X (pbk.) : £8.75

2.9. SUPPLEMENTARY ITEMS

2.9A. Describe supplementary items as instructed in 1.9.

2.10. ITEMS MADE UP OF SEVERAL TYPES OF MATERIAL

2.10A. Describe items made up of several types of material as instructed in 1.10.

2.11. FACSIMILES, PHOTOCOPIES, AND OTHER REPRODUCTIONS

2.11A. Describe facsimiles, photocopies, and other reproductions as instructed in 1.11.

*Early Printed Monographs***2.12. SCOPE**

2.12A. The following rules (2.13–2.18) are extra rules for the description of early books, pamphlets, and broadsides (for the most part, pre-nineteenth-century publications). In general, follow the instructions in chapter 1 and in 2.1–2.11 for describing those materials and use the additional and modifying rules given below only when the conditions they state apply to the early book, etc., or when, as in 2.16, they contain instructions different from the previous rules. Consult specialized reference materials for more detailed treatment of early printed books, etc.

2.13. CHIEF SOURCE OF INFORMATION

2.13A. If the early book, etc., has a title page, use it as the chief source of information. If it has no title page, use the following sources (in this order of preference):

caption
colophon
cover
running title
incipit *or* explicit
privilege *or* imprimatur
other sources

If the item has no title page, make a note indicating the source used (see 2.18B).

2.14. TITLE AND STATEMENT OF RESPONSIBILITY AREA

2.14A. If the item has no title page and if no other source furnishes a title proper, transcribe as the title proper as many of the opening words of the text as are sufficient to identify the item uniquely.

2.14B. In abridging a long title proper (see 1.1B4), omit first any alternative title and the connecting word (e.g., *or*), then omit inessential words or groups of words. Indicate omissions by the mark of omission.

Title appears as:

Revelation examined with candour. Or a fair enquiry into the sense and use of the several revelations expressly declared or sufficiently implied to be given to mankind from the Creation as they are found in the Bible

Title proper recorded as:

Revelation examined with candour ...

2.14C. Omit mottoes, quotations, dedications, statements, etc., appearing on the title page that are separate from the title proper.

2.14D. Treat additions to the title, even if they are linked to it by a preposition, conjunction, prepositional phrase, etc., as other title information, not as part of the title proper.

The English Parliament represented in a vision : with an afterthought upon the speech delivered to His Most Christian Majesty by the deputies of the states of Britany on the 29th day of February last ... : to which is added at large the memorable representation of the House of Commons to the Queen in the year 1711/12 ...

2.14E. Transcription of certain letters

2.14E1. Transcribe capitals that are to be converted to lowercase according to the usage of the text. If the usage of the text is in doubt or if it is inconsistent, transcribe

I as i
J as i
U as u (but as v when it is the first letter of the word)
V as u (but as v when it is the first letter of the word)
VV as uu (but as vv when it is the first letter of the word)

Transcribe gothic capitals in the form of J and U as I and V.

2.14F. Abridge lengthy other title information and statements of responsibility by omitting inessential words or groups of words. Include as many words of a statement of responsibility as are necessary to identify the person(s) concerned.

2.15. EDITION AREA

2.15A. In general, give an edition statement as it is found in the item. Otherwise, give standard abbreviations and arabic numerals in place of words as instructed in 1.2B.

Nunc primum in lucem aedita
Editio secunda auctior et correctior
Cinquième édition *or* 5^e éd.

2.15B. 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, give it as such and do not make a further edition statement.

Chirurgia / nunc iterum non mediocri studio atque diligentia a pluribus mendis purgata

2.16. PUBLICATION, ETC., AREA

2.16A. A publisher statement may refer to one or more publishers, distributors, booksellers, or printers.

2.16B. Transcribe the place of publication, etc., as it is found in the item. It may include the name(s) of publishers, printers, etc. Supply the modern name of the place if it is considered necessary for identification.

Augustae Treverorum [Trier]

2.16C. If more than one place of publication, etc., is found in the item, transcribe the first, and *optionally*, the others in the order in which they appear. If second or subsequent places are omitted, add [etc.].

London [etc.]

or Londres ; et se trouve a Paris

2.16D. Give the rest of the details relating to the publisher, etc., as they are given in the item. Separate the parts of a complex publisher, etc., statement only if they are presented separately in the item. If the publisher, etc., statement includes the name of a printer, give it here. Omit words in the publisher, etc., statement that do not aid in the identification of the item and do not indicate the role of the publisher, etc. Indicate omissions by the mark of omission.

London : R. Barker

London : Printed for the author and sold by J. Roberts

London : Impressi per me Wilhelmum de Machlinia in opulentissima civitate Londonarium iuxta pontem qui vulgariter dicitur Flete Brigge

London : Imprinted ... by Robt. Barker ... and by the assigns of John Bill

Enprynted at Westmyster in Caxtons hous : By me Wynken the Worde

Birmingham : Printed by John Baskerville for R. and J. Dodsley ...

Paris : Chez Testu, imprimeur-libraire

Paris : Ex officina Ascensiana : Impendio Joannis Parvi

2.16E. If there is more than one statement relating to publishers, etc., give the first statement, and *optionally*, the other statements in the order in which they appear. If subsequent statements are omitted, add [etc.].

London : Printed for the author and sold by J. Parsons [etc.]

2.16F. Give the date of publication or printing, including the day and month, as found in the item and add any necessary correction. Add the day and/or month in modern terms. Change roman numerals indicating the year to arabic numerals unless they are misprinted, in which case give the roman numerals and add a correction. Add the date in the modern chronology if this is considered to be necessary.

1716

iv Ian 1497

2.16G

BOOKS, PAMPHLETS, AND PRINTED SHEETS

xii Kal. Sept. [21 Aug.] 1473
In vigilia S. Laurentii Martyris [9 Aug.] 1492
iii Mar. 1483 [i.e. 1484]
1733
(*Date in book: MDCCXXXIII*)
DMLII [i.e. 1552]

Optionally, formalize the date if the statement appearing in the item is very long.

18 May 1507
(*Date in book: Anno gratiae millesimo quingentesimo septimo die vero decimoctavo Maij*)

2.16G. If the item is undated and the date of publication is unknown, give an approximate date.

[1492?]
{not after Aug. 21, 1492}
{between 1711 and 1719}

2.16H. If the printer is named separately in the item and the printer can clearly be distinguished from the publisher or bookseller, give the place of printing and the name of the printer as instructed in 1.4G.

2.17. PHYSICAL DESCRIPTION AREA

2.17A. Extent

2.17A1. In recording the pagination of single volume or multivolume (see 2.5B) early books, etc., give each sequence of leaves, pages, or columns in the terms and form presented in the item. If the volume is printed in pages but numbered as leaves, give the numbering as leaves. If required, give more precise information about pagination, blank leaves, or other aspects of collation, by *either* expanding the statement of extent (if this can be done succinctly) *or* making a note.

xi, 31 p.
XII, 120 leaves
x, 32 p., 90 leaves
xi, [79] leaves
[160] p.
40 leaves, [8] p.

Describe broadsides as such and other single sheets as *sheets*.

1 broadside
1 sheet

[2] sheets

VIII sheets

2.17B. Illustrations

2.17B1. Describe an illustrated item as instructed in 2.5C. *Optionally*, add *woodcuts*, *metal cuts*, etc., as appropriate.

: ill. (woodcuts)

: 30 ill. (cuts)

: ill. (woodcuts, some col.)

: ill. (woodcuts), ports.

: ports. (woodcuts)

: ports. (engravings)

If the item is illustrated by hand or if the illustrations are hand coloured, make a note (see 2.18E).

2.17C. Dimensions

2.17C1. Give the dimensions of the item as instructed in 2.5D. Add the format to the dimensions of a volume in an abbreviated form (e.g., *fol.*, *4to*, *8vo*, *12mo*).

; 23 cm. (4to)

; 20 cm. (8vo)

; 33 cm. (fol.)

; 23 cm. (4to)

1 sheet ; 48 × 27 cm.

2.18. NOTE AREA

2.18A. Make notes as instructed in 2.7 and follow the instructions given below. Always make the notes below for incunabula.

If the formalized description of the areas preceding the note area does not identify the edition or issue being catalogued clearly, make notes to identify the item unambiguously. When appropriate, refer to a detailed description in a standard catalogue or bibliography (see 2.18C).

2.18B. Source of title proper

2.18B1. Give the source of the title proper if it is not the title page.

Title from colophon

Title from: Incipit leaf [2]"

2.18C. Bibliographic references

2.18C1. For incunabula, and *optionally* for other early books, etc., cite briefly descriptions in standard lists in accordance with standard practice.

Reference: HR 6471

or Reference: Hain-Reichling 6471

References: BMC (XV cent.) II, p. 346 (IB.5874); Schramm, v. 4, p. 10, 50, and ill.

2.18D. Signatures

2.18D1. If desired, make a note giving details of the signatures.

Signatures: a-v^r, x^r

2.18E. Physical description

2.18E1. If desired, give the number of columns or lines and the type measurements. Give fuller details of the illustrations if considered necessary. Make a note on colour printing.

24 lines; type 24G

Woodcuts on leaves B2^r and C5^r signed: b

Woodcuts: ill., initials, publisher's and printer's devices

Title and headings printed in red

2.18F. Copy being described

2.18F1. Make notes on special features of the copy in hand. These include rubrication, illumination and other hand colouring, manuscript additions, binding (if noteworthy), provenance, and imperfections.

Leaves 15-6 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

CHAPTER

3

Cartographic Materials

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3.10 ITEMS MADE UP OF SEVERAL TYPES OF MATERIAL

3.11 FACSIMILES, PHOTOCOPIES, AND OTHER REPRODUCTIONS

3.0. GENERAL RULES

3.0A. Scope

3.0A1. The rules in this chapter cover the description of cartographic materials of all kinds. Cartographic materials include all materials that represent the whole or part of the Earth or any celestial body. These include two- and three-dimensional maps and plans (including maps of imaginary places); aeronautical, nautical, and celestial charts; atlases; globes; block diagrams; sections; aerial photographs with a cartographic purpose; bird's-eye views (map views); etc. They do not cover in detail the description of early or manuscript cartographic materials, though the use of an additional term in the physical description (see 3.5B) and/or the use of the specific instructions in chapter 4 will furnish a sufficiently detailed description for the general library catalogue. For items falling within the scope of other chapters but presenting cartographic information (e.g., some wall charts, some playing cards), consult the rules in this chapter in conjunction with those of the chapter appropriate to the item.

3.0B. Sources of information

3.0B1. For sources of information for a printed atlas, see 2.0B.

3.0B2. Chief source of information. The chief source of information for other than a printed atlas (in order of preference) is:

- a) the cartographic item itself; when an item is in a number of physical parts, treat all the parts (including a title sheet) as the cartographic item itself
- b) container (e.g., portfolio, cover, envelope) or case, the cradle and stand of a globe, etc.

If information is not available from the chief source, take it from any accompanying printed material (e.g., pamphlets, brochures).

3.0B3. Prescribed sources of information. The prescribed source(s) of information for each area of the description of cartographic materials is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information, accompanying printed material
Mathematical and other material specific details	Chief source of information, accompanying printed material
Publication, distribution, etc.	Chief source of information, accompanying printed material
Physical description	Any source
Series	Chief source of information, accompanying printed material
Note	Any source
Standard number and terms of availability	Any source

3.0C. Punctuation

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

3.0D. Levels of detail in the description

Follow the instructions in 1.0D. Additionally, in a first-level description include the scale and, for an electronic resource, the data type (see 3.3E) in the mathematical and other material specific details area and, in a second-level description, include the mathematical data and other material specific details specified in 3.3A–3.3F.

3.0E. Language and script of the description

See 1.0E.

3.0F. Inaccuracies

See 1.0F.

3.0G. Accents and other diacritical marks

See 1.0G.

3.0H. Items with several chief sources of information

See 1.0A3.

3.0J. Description of whole or part

3.0J1. In describing a collection of maps, describe the collection as a whole *or* describe each map (giving the name of the collection as the series), according to the needs of the cataloguing agency. If the collection is catalogued as a whole and descriptions of the individual parts

are considered desirable, see chapter 13. If in doubt whether to describe the collection as a whole or to describe each part separately, describe the collection as a whole.

Description of the collection as a whole

Ordnance Survey of Great Britain one inch to one mile map [GMD] : seventh series. — Scale 1:63,360. — Chessington : Ordnance Survey, 1952-1974. — 190 maps : col. ; 71 × 64 cm.

[Plans of the Rideau Canal from Kingston Bay to Ottawa] [GMD] / [signed by] John By ... [et al.]. — Scales differ. — 1827-1828. — 28 ms. maps : col. ; 74 × 234 cm. or smaller. — Provenance stamps: Board of Ordnance, Inspector General of Fortifications; sheets AA3-6, 9-11, 13-32

Description of one map—separate description

Banbury [GMD] / Ordnance Survey. — [Ed.] B. — Scale 1:63,360. — Southampton : Ordnance Survey, 1968. — 1 map : col. ; 71 × 64 cm. — (Ordnance Survey of Great Britain one inch to one mile map : seventh series ; sheet 145). — “Fully revised 1965-66”

Locks and dams at Merrick Mills, sect. no. 5 [GMD] / [signed by] John By. — Scale [1:1,050]. — 1827 Oct. 25. — 1 ms. map : col. ; 65 × 75 cm. — ([Plans of the Rideau Canal from Kingston Bay to Ottawa / signed by] John By ... [et al.] ; sheet AA29). — Provenance stamps: Board of Ordnance, Inspector General of Fortifications

Description of one map—multilevel description

Ordnance Survey of Great Britain one inch to one mile map [GMD] : seventh series. — Scale 1:63,360. — Chessington : Ordnance Survey, 1952-1974. — 190 maps : col. ; 71 × 64 cm.

Sheet 145: Banbury. — [Ed.] B. — Southampton, 1968. — 1 map : col. ; 71 × 64 cm. — “Fully revised 1965-66”

[Plans of the Rideau Canal from Kingston Bay to Ottawa] [GMD] / [signed by] John By ... [et al.]. — Scales differ. — 1827-1828. — 28 ms. maps : col. ; 74 × 234 cm. or smaller

Sheet AA29: Locks and dams at Merrick Mills, sect. no. 5. — Scale [1:1,050]. — 1827 Oct. 25. — 1 ms. map : col. ; 65 × 75 cm. — Provenance stamps: Board of Ordnance, Inspector General of Fortifications

3.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 3.1A. Preliminary rule
- 3.1B. Title proper
- 3.1C. General material designation
- 3.1D. Parallel titles
- 3.1E. Other title information
- 3.1F. Statements of responsibility
- 3.1G. Items without a collective title

3.1A. Preliminary rule**3.1A1. Punctuation**

- For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
- Precede the title of a supplement or section (see 1.1B9) by a full stop.
- 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.
- For the punctuation of this area for items without a collective title, see 1.1G.

3.1B. Title proper**3.1B1.** Transcribe the title proper as instructed in 1.1B.

Historical north England
 A map of the county of Essex
 Road map of 50 miles around London
 England & Wales
 The Edinburgh world atlas, or, Advanced atlas of modern
 geography
 Bouguer gravity anomaly map of Tennessee
 Františkovy Lázně orientační plán
 British maps of the American Revolution
 The Faber atlas
 Map of Middle Earth
 Geographia marketing and sales maps of Europe

If the title proper is not taken from the chief source of information, give the source of the title in a note (see 3.7B3).

3.1B2. If the title proper 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

3.1B3. If the chief source of information bears more than one title, choose the title proper as instructed in 1.1B8 if the titles are in two or more languages or scripts. Record the other titles as parallel titles. 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. If these are insufficient to enable the choice to be made or are ambiguous, choose the most comprehensive title. Record the other titles in a note if considered to be important (see 3.7B4).

Give the source of the title proper in a note if considered to be important (see 3.7B3).

3.1B4. If the item lacks a title, supply one as instructed in 1.1B7. Always include in the supplied 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]

3.1C. Optional addition. General material designation

3.1C1. Give immediately following the title proper the appropriate general material designation as instructed in 1.1C.

Central Europe [GMD]
 Camden's Britannia, 1695 [GMD]
 Decca aeronautical plotting chart [GMD]

3.1C2. If an item contains parts belonging to materials falling into two or more categories, and if none of these is the predominant constituent of the item, give either *multimedia* or *kit* as the designation (see 1.1C1 and 1.10C1).

3.1D. Parallel titles

3.1D1. Transcribe parallel titles as instructed in 1.1D.

Suomi [GMD] = Finland
 International map of natural gas fields in Europe [GMD] =
 Carte internationale des champs de gaz naturel en Europe
 Mobil street map of Durban [GMD] = Straatkaart van Durban

3.1E. Other title information

3.1E1. Transcribe other title information as instructed in 1.1E.

Canada [GMD] : a pictorial & historical map
 Ethelreda's Isle [GMD] : a pictorial map of the Isle of Ely to commemorate the 1300th anniversary of the founding of Ely's conventual church
 Motor road map of south-east England [GMD] : showing trunk and other classified roads
 Kaunispää-Kopsusjärvi [GMD] : ulkoilukartta

3.1E2. If the title proper does not include an indication of the geographic area covered by the item and if the other title information does not include such an indication or if there is no other title information, supply, as other title information, a word or brief phrase indicating the area covered.

Vegetation [GMD] : [in Botswana]

3.1F. Statements of responsibility**3.1F1.** Transcribe statements of responsibility relating to persons or bodies as instructed in 1.1F.

Football history map of England and Wales [GMD] : showing on the map the colours and locations of all the clubs in the Football League ... / compiled by John Carvasso

The English pilot, the fifth book [GMD] / J. Seller & C. Price

A map book of West Germany [GMD] / A.J.B. Tussler, A.J.L. Alden

Road atlas Europe [GMD] / Bartholomew

World atlas [GMD] / compiled by Rand McNally International

The Wills south coast yachting guide [GMD] / edited by The daily express

Flugbild Schweiz [GMD] = Vue aérienne Suisse = Air view Switzerland / Swissair Photo + Vermessungen AG

Maps & plans of the operations, movements, battles & sieges of the British Army, during the campaigns in Spain, Portugal, and the south of France, from 1808 to 1814 [GMD] / compiled by Lieut. Godwin ; engraved by Jas. Wyld

Glacial map of Tasmania [GMD] / compiled by E. Derbyshire ... [et al.]

[Pocket terrestrial globe] [GMD] / J. Moxon

Mondmapo [GMD] / laŭ la decidoj de Internacia Komisiono por Ordigo de Geografiaj Nomoj ; redaktis, Tibor Sekelj

Wheaton's atlas of British and world history [GMD] / by T.A. Rennard ; editors, H.E.L. Mellersh and B.S. Trinder ; maps prepared by David A. Hoxley

3.1F2. Add a word or short phrase to the statement of responsibility if the relationship between the title and the person(s) or body (bodies) named in the statement is not clear.

Maps of the Mid-west [GMD] / [compiled by] D.M. Bagley

3.1G. Items without a collective title

3.1G1. If a cartographic item lacks a collective title, *either* describe the item as a unit (see 3.1G2 and 3.1G3), *or* make a separate description for each separately titled part (see 3.1G4), *or* (in certain circumstances) supply a collective title (see 3.1G5).

3.1G2. In describing as a unit a cartographic item lacking a collective title, transcribe the titles of the individual parts as instructed in 1.1G3.

Grand Teton [GMD] ; Yellowstone National Park
(Both maps produced by the same body)

Daily mail motor road map of London and twelve miles round
 [SMB]. Motor road map of south-east England
 (Maps produced by different bodies)

3.1G3. Make the relationship between statements of responsibility and the parts of an item lacking a collective title and described as a unit clear by additions as instructed in 3.1F2.

France [SMB] ; Germany / drawn by L. Scott [France] &
 P. McComb [Germany]

3.1G4. *Optionally*, make a separate description for each separately titled part of an item lacking a collective title. Link the separate descriptions with notes (see 3.7B21).

3.1G5. If a cartographic item lacking a collective title consists of a large number of physically separate parts, supply a collective title as instructed in 3.1B4.

[Maps of Denmark]
 [Collection of tourist maps of Thailand published by
 various authorities]
 [Ontario county and district maps colour series]

3.2. EDITION AREA

Contents:

- 3.2A. Preliminary rule
- 3.2B. Edition statement
- 3.2C. Statements of responsibility relating to the edition
- 3.2D. Statement relating to a named revision of an edition
- 3.2E. Statements of responsibility relating to a named revision of an edition

3.2A. Preliminary rule

3.2A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

3.2B. Edition statement

3.2B1. Transcribe a statement relating to an edition of a work that contains differences from other editions of that work, or to a named reissue of a work, as instructed in 1.2B.

2nd ed.
 1974 new ed.
 Rev. et corr.
 Facsim. ed.
 2^e éd.

3.2B2. In case of doubt about whether a statement is an edition statement, follow the instructions in 1.2B3.

3.2B3. *Optional addition.* If an item lacks an edition statement but is known to contain significant changes from other editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

[5th ed.]

[Nouv. éd.]

3.2B4. If an edition statement appears in more than one language or script, transcribe the statement that is in the language or script of the title proper. If this criterion does not apply, transcribe the statement that appears first.

Carte géologique internationale de l'Europe [GMD] =
International geological map of Europe. – 3^e éd.

Optionally, transcribe the parallel statement(s), each preceded by an equals sign.

3.2B5. If an item lacking a collective title and described as a unit contains one or more works with an associated edition statement, transcribe such statements following the titles and statements of responsibility to which they relate, separated from them by a full stop.

3.2C. Statements of responsibility relating to the edition

3.2C1. Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of a cartographic item as instructed in 1.2C and 3.1F.

3rd ed. / with maps redrawn by N. Manley

3.2D. Statement relating to a named revision of an edition

3.2D1. If an item is a named revision of an edition, transcribe the statement relating to that revision as instructed in 1.2D.

9th ed., Repr. with summary of the 1961 census and suppl.
of additional names and amendments

4th ed., Roads rev.

[Ed.] A, [Three bars, one star]

(Appears on item as: A ≡ ★)

Do not record statements relating to a reissue that contains no changes unless the item is considered to be of particular importance to the cataloguing agency.

3.2E. Statements of responsibility relating to a named revision of an edition

3.2E1. Transcribe a statement of responsibility relating to one or more named revisions of an edition (but not to all such revisions) as instructed in 1.2E and 3.1F.

3.3. MATHEMATICAL AND OTHER MATERIAL SPECIFIC DETAILS AREA

Contents:

- 3.3A. Preliminary rule
- 3.3B. Statement of scale
- 3.3C. Statement of projection
- 3.3D. Statement of coordinates and equinox
- 3.3E. Digital graphic representation
- 3.3F. Numbering related to serials

3.3A. Preliminary rule**3.3A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede each repetition 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 given, precede the statement of equinox by a semicolon.

Precede the statement of epoch by a comma.

Precede the object type by a space, colon, space.

Enclose each statement on the number of objects in parentheses after the object type.

Precede the format name by a space, semicolon, space.

3.3A2. Use English words and abbreviations in this area.

3.3A3. If more than one material specific details area is required, give them in the following order: mathematical data; digital graphic representation; and numbering related to serials.

Scale 1:250,000 ; universal transverse Mercator proj.
(E 138.00°-E 153.92°/S 9.00°-S 29.83°). - Raster : pixel.
1996-

3.3B. Statement of scale

3.3B1. Give the scale of a cartographic item (except as noted below) as a representative fraction expressed as a ratio (1:). Precede the ratio by *Scale*. Give 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 item*)

Bartholomew one inch map of the Lake District [GMD]. - Rev.
- Scale 1:63,360

If a scale statement found in the chief source of information or accompanying material is not expressed as a representative fraction, give 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 in a source other than the chief source of information or accompanying material (e.g., on a container or case not used as the chief source), give the scale as a representative fraction in square brackets.

Scale [1:63,360]

If no scale statement is found in the chief source of information or accompanying material or on the item's container or case, estimate a representative fraction from a bar scale or grid. Give 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, give *Scale not given.*

Optionally, estimate a scale by comparison with a cartographic item of known scale and give in square brackets the estimated scale preceded by *ca.* If no scale can be determined by comparison, give the statement *Scale not given.*

For electronic resources, give 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, give *Scale not given.*

Scale 1:3,000,000
(Scale appears in title: ArcWorld 1:3M)

3.3B2. Optional addition. Give additional scale information that is found on the item (such as a statement of comparative measures or limitation of the scale to particular parts of the item). 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 item 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"

3.3B3. If the scale within one item varies and the outside values are known, give both scales connected by a hyphen.

Scale 1:15,000-1:25,000

If the values are not known, give *Scale varies.*

3.3B4. In describing a cartographic item in which the main maps, etc., are of more than one scale, give *Scales differ.*

Optionally:

- a) If the description is of a cartographic item with two or more scales, and the projections and/or coordinates are also different for each main item, give each scale in a separate scale statement. If there is more than one title, give the scale statements in the same order in which the titles are given. If there is only a collective title, give the largest or larger scale first.

Scale 1:50,000 (W 94°42'4"-W 93°00'00"/N 49°00'00"-
N 48°31'00"). - Scale 1:250,000 (W 94°43'-W 92°00'/
N 49°00'-N 48°13')

- b) If the description is of a cartographic item with two or more scales, and the projection and coordinates are the same for each main item, give the scales in one scale statement. If there is more than one title, give the scales in the same order in which the titles are given. If there is only a collective title, give the largest or larger scale first.

Scale 1:7,819,000 and [ca. 1:15,000,000] (E 66°-E 138°/
N 54°-N 18°)

Optionally, give each scale with its associated mathematical data in separate scale statements.

Scale 1:7,819,000 (E 66°-E 138°/N 54°-N 18°). - Scale [ca.
1:15,000,000] (E 66°-E 138°/N 54°-N 18°)

3.3B5. If an item is not drawn to scale, give *Not drawn to scale*. Do not estimate a scale.

3.3B6. Give a statement of scale for a cartographic item with a nonlinear scale (e.g., celestial charts; some maps of imaginary places) only if the information appears on the item. If no scale statement is found on the item, give *Scale not given*. Do not estimate a scale.

Scale 1' per 2 cm.

3.3B7. In describing a relief model, other three-dimensional item, or a two-dimensional representation of a three-dimensional item (e.g., block diagram, profile), give 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

3.3C. Statement of projection

3.3C1. Give the statement of projection if it is found on the item, its container or case, or accompanying printed material. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C.

; conic equidistant proj.

3.3C2. Optional addition. Give phrases associated with the projection statement that concern meridians and/or parallels. Information about ellipsoids may be given in a note (see 3.7B8).

; transverse Mercator proj., central meridian 35°13'30"E
; azimuthal equidistant proj. centered on Nicosia,
N 35°10', E 33°22'

3.3D. Optional addition. Statement of coordinates and equinox

3.3D1. For terrestrial maps, etc., give the coordinates in the following order:

westernmost extent of area covered by item (longitude)
easternmost extent of area covered by item (longitude)
northernmost extent of area covered by item (latitude)
southernmost extent of area covered by item (latitude)

Express the coordinates in degrees (°), minutes ('), and seconds (") of the sexagesimal system (360° 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°-E 86°/N 20°-N 12°)
(E 15°00'00"-E 17°30'45"/N 1°30'12"-S 2°30'35")
(W 74°50'-W 74°40'/N 45°5'-N 45°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°-W 74.35°/N 56.85°-N 41.73°)

Optional addition. 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, give longitude, followed by latitude, and express each in degrees, minutes, and seconds as appropriate to the size of the area being described.

Enclose each coordinate pair string in parentheses; separate longitude from latitude in any one pair with a diagonal slash, and separate coordinate pairs within a string with space, semi-colon, space.

Polygons have non-intersecting boundaries. The first and last coordinate pairs are the same.

(W 114°/N 32° ; W 117°/N 33° ; W 121°/N 35° ; W 125°/N 43° ;
W 120°/N 42° ; W 120°/N 39° ; W 115°/N 34° ; W 114°/N 32°)

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°40'/N 33°15' ; W 115°35'/N 33°20' ; W 115°55'/N 33°32'
; W 116°5'/N 33°32' ; W 116°10'/N 33°30' ; W 115°50'/N 33°20' ;
W 115°40'/N 33°15')

Optionally, give other meridians found on the item in the note area (see 3.7B8).

3.3D2. For celestial charts, give as coordinates the right ascension of the item, or the right ascensions of the western and eastern limits of its collective coverage, and the declination of the centre of the item, 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, give both separated by *to*. When two declinations are found, give both separated by *to*.

When coordinates are given, give also the statement of equinox. Express the equinox as a year preceded by a semicolon and *eq.* Give also a statement of the epoch when it is known to differ from the equinox. Separate it from the statement of the equinox by a comma, and precede it by *epoch*.

(RA 16 hr. 30 min. to 19 hr. 30 min./Decl. –16° to –49° ;
eq. 1950, epoch 1948.5)

(RA 16 hr./Decl. –23° ; eq. 1950)

(RA 2 hr./Decl. +30° ; eq. 1950)

(RA 2 hr. 00 min. to 2 hr. 30 min./Decl. –30° to –45° ;
eq. 1950)

For charts centered on a pole, give the declination limit.

(Centered at South Pole/Decl. limit –60°)

For atlases or collections of charts arranged in declination zones, give the declination limits of each zone, but omit the statement of right ascension. If the zones are numerous, give 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° ; eq.
1950)

(Zones +90° to +81°, +81° to +63°, ... –81° to –90° ; eq.
1950)

3.3E. Digital graphic representation

3.3E1. For an electronic resource, if the information is readily available, give the data type (e.g., raster, vector, point), the object type (e.g., point, line, polygon, pixel), the number of objects used to represent spatial information, and the format name (e.g., digital transfer information). More detailed information such as topology level (e.g., VPF) and compression may be given in a note (see 3.7B8).

Point : point ; ASCII
 Raster : pixel (5,000 × 5,000) ; TIFF
 Vector ; Shape
 Vector : points, lines and polygons ; E00
 Vector : network chains
 Vector : point (13671), string (20171), GT-polygon
 composed of chains (13672) ; ARC/INFO export
 Vector ; MID/MIF

3.3F. Numbering related to serials

3.3F1. Give the numbering for the item as instructed in I2.3.

Scale 1:3,000,000 at 45° N ; polar stereographic proj.
 (W 140°-W 52°/N 78°-N 41°). - 1st ed. (1976)-

Scale 1:3,000,000 at 45° N ; polar stereographic proj.
 (W 140°-W 52°/N 78°-N 41°). - 1st ed. (1976)-3rd ed. (1978)

Scales differ. - Feb. 28-Mar. 6, 1983-Nov. 12-18, 1984

3.4. PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

- 3.4A. Preliminary rule
- 3.4B. General rule
- 3.4C. Place of publication, distribution, etc.
- 3.4D. Name of publisher, distributor, etc.
- 3.4E. Statement of function of publisher, distributor, etc.
- 3.4F. Date of publication, distribution, etc.
- 3.4G. Place of printing, etc., name of printer, etc., date of printing, etc.

3.4A. Preliminary rule**3.4A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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 printing, etc., (place, name, date) in parentheses.
 Precede the name of a printer, etc., by a colon.
 Precede the date of printing, etc., by a comma.

3.4B. General rule

3.4B1. Record information about the place, name, and date of all types of publishing, distributing, etc., activities as instructed in 1.4B.

3.4B2. Early cartographic items. Give the publication, etc., details of early cartographic items as instructed in 2.16.

3.4C. Place of publication, distribution, etc.

3.4C1. Give the place of publication, distribution, etc., of a published item as instructed in 1.4C.

3.4C2. Do not record a place of publication, distribution, etc., for an unpublished cartographic item. Do not record *s.l.* in such a case.

3.4D. Name of publisher, distributor, etc.

3.4D1. Give the name of the publisher, etc., and *optionally* the distributor, as instructed in 1.4D.

Southampton : Ordnance Survey

Point Reyes, Calif. : Drake Navigators Guild

Paris : Institut géographique internationale

[London] : Royal Geographical Society

Montréal : Éditions FM

[Chicago] : Chicago Area Transportation Study

Amsterdam ; London : North-Holland Pub. Co.

(*Cataloguing agency in the United Kingdom*)

London : Royal Geographical Society ; Lympne Castle, Kent
 : H. Margary

(*Second publisher given prominence by layout*)

Southampton : Ordnance Survey for the Institute of
 Geological Sciences

Tananarive : Service géographique de Madagascar

3.4D2. Do not record the name of a publisher, distributor, etc., for an unpublished cartographic item. Do not record *s.n.* in such a case.

3.4E. Optional addition. Statement of function of publisher, distributor, etc.

3.4E1. Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

København : Geodætisk Institut ; [London] : Stanford
 [distributor]

3.4F. Date of publication, distribution, etc.

3.4F1. Give the date of publication, distribution, etc., of a published cartographic item as instructed in 1.4F.

Washington, D.C. : Secretaría General de la Organización de los Estados Americanos, 1969

Sevenoaks, Kent : Geographers' Map Co., [1973]

Zürich : Orell Füssli, c1973

Helsinki : Maanmittaushallitus, 1965-1967

3.4F2. Give the date of a map manuscript as instructed in 4.4B1.

3.4G. Place of printing, etc., name of printer, etc., date of printing, etc.

3.4G1. If the name of the publisher is unknown and the place and name of the printer or manufacturer are found in the item, give that place and name as instructed in 1.4G.

Paris : [s.n., ca. 1898] (Paris : LeBrun)

3.4G2. *Optional addition.* Give the place, name of printer, etc., and/or date of printing, etc., if they are found on the item or its container or case or accompanying printed material and differ from the place, name of publisher, etc., and date of publication, etc., and are considered important by the cataloguing agency.

London : Laurie & Whittle, 1804 (1810 printing)

3.5. PHYSICAL DESCRIPTION AREA

Contents:

- 3.5A. Preliminary rule
- 3.5B. Extent of item (including specific material designation)
- 3.5C. Other physical details
- 3.5D. Dimensions
- 3.5E. Accompanying material

3.5A. Preliminary rule**3.5A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

Precede other physical details by a colon.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

3.5B. Extent of item (including specific material designation)

3.5B1. Give the extent of a cartographic item. In the case of atlases and globes, give the number of physical units. In the case of other cartographic items, give the number of maps,

etc. Use arabic numerals and one of the following terms. If the item is a manuscript, precede the term by *ms.*

atlas
 diagram
 globe
 map
 model
 profile
 remote-sensing image
 section
 view

1 globe
 1 map
 1 ms. map
 3 diagrams
 10 identical maps

If a cartographic item is not comprehended by one of the above terms, use an appropriate term preferably taken from subrule .5B of one of the chapters of part I.

7 wall charts
 52 playing cards

If the sheets or parts of an item are very numerous and the exact number cannot be readily ascertained, give an approximate number.

ca. 800 maps

If a cartographic item contains, or consists of, tactile data, follow the instructions in 3.5B4.

3.5B2. If there is more than one map, etc., on one or more sheets, specify the number of maps, etc., and the number of sheets.

6 maps on 1 sheet
 8 sections on 3 sheets

If the maps, etc., are printed in two or more segments designed to fit together to form one or more maps, etc., give the number of complete maps, etc., and:

a) the number of segments if all the segments are on a single sheet

1 section in 4 segments
 2 views in 6 segments

b) the number of sheets if the segments are on separate sheets.

1 map on 4 sheets

Optionally, omit the specification of the number of sheets or segments from the specific material designation and, if desired, give such information in a note (see 3.7B10).

6 maps
Note: Maps on one sheet

2 views

Note: Each view in 3 segments

If an item consists of a number of sheets each of which is a complete map, etc., treat it as a collection and describe it as instructed in 3.5B1.

3.5B3. Add, to the statement of extent for an atlas, the pagination or number of volumes as instructed in 2.5B.

1 atlas (3 v.)

1 atlas (xvii, 37 p., 74 leaves of plates)

1 atlas (1 v. (various pagings))

3.5B4. If a cartographic item contains visual data and tactile data (i.e., braille letters or other tactile systems intended for the visually impaired), add a concise term (e.g., *print and tactile*) to the extent of item (see 3.5B1–3.5B3).

1 map (print and tactile)

1 atlas (print and tactile)

1 map in 4 segments (print, braille, and tactile)

1 globe (print and tactile)

If a cartographic item contains only tactile data, add, to the statement of extent (see 3.5B1–3.5B3), *braille*, *press braille*, *solid dot braille*, *tactile*, etc., as appropriate.

1 map (braille and tactile)

1 map (tactile)

1 globe (tactile)

1 atlas (3 v., tactile)

1 atlas (100 p., braille and tactile)

Optionally, if general material designations are used (see 1.1C1) and the general material designation indicates the tactile nature of the item, omit the addition.

If the item is a thermoform copy, add *thermoform* to the parenthetical addition, preceded by a comma. If there is no parenthetical addition (see *option* above), add *thermoform* in parentheses.

1 map (braille, thermoform)

or 1 map (thermoform)

1 map (print and braille, thermoform)

3.5C. Other physical details

3.5C1. Give the following details, as appropriate, in the order set out here:

layout

production method

number of maps, etc., in an atlas

colour

medium

material

mounting

3.5C2. Layout. Describe any unusual layout of the map(s), etc., on the sheet(s). Use *both sides* if the item is continued at the same scale on the other side of the sheet(s), or, if collectively describing multiple map(s), etc., that are on both sides of the sheet(s). However, if the same map, etc., is represented in more than one language on each side of the sheet, use *back to back*.

- 1 map : both sides, col.
- 3 maps on 1 sheet : both sides, col.
- 2 maps on 1 sheet : back to back, col.

3.5C3. Production method. Give the method of production (other than printing), or reproduction, if considered significant. For photomechanical reproductions, either use a general term (*photocopy*), or give the generic name of the process (e.g., *blueprint*, *blueline*, *white print*).

- 1 map : photocopy
- 1 map : blueline
- 1 map : computer printout, col.
- 68 maps : 6 blueprints, some col.

3.5C4. Number of maps, etc., in an atlas. Give the number of maps, etc., in an atlas as instructed in 2.5C.

- 1 atlas (330 p.) : 100 col. maps (some folded)
- 1 atlas (207 p.) : ca. 190 maps

3.5C5. Colour. If the item is coloured or partly coloured, indicate this. Disregard coloured matter outside a map, etc., border.

- 1 map : col.
- 4 maps : 2 col.
- 1 globe : col.
- 1 ms. map : col.
- 10 maps : some col.
- 1 map : hand col.
- 1 atlas (xvi, 97, 100 p.) : 35 col. maps

3.5C6. Medium. *Optionally*, give the medium (e.g., pencil, ink) used to draw and colour a manuscript cartographic item. If a printed work is hand coloured, the medium may be recorded after the indication of colour.

- 54 ms. maps : col., ink on Mylar
- 1 map : hand col. in pencil

3.5C7. Material. Give the material of which the item is made if it is considered to be significant (e.g., if a map is printed on a substance other than paper).

- 1 map : col., plastic
- 1 map : col., silk

- 1 globe : col., wood
- 1 ms. map : col., vellum

3.5C8. Mounting. If a map, etc., is mounted, indicate this. Indicate the mounting of a globe.

- 1 map : col., mounted on linen
- 1 globe : col., wood, on brass stand
- 1 globe : plastic, on metal stand

3.5D. Dimensions

3.5D1. Maps, plans, etc. Give the height \times width in centimetres, to the next whole centimetre up, of a two-dimensional cartographic item (e.g., if a measurement is 37.1 centimetres, record it as *38 cm.*). *Optionally*, for early and manuscript cartographic items, give the dimensions to the nearest millimetre expressed in tenths of a centimetre. Give the measurements of the face of the map, etc., measured within the neat line. Give the diameter of a circular map, etc., and specify it as such. If a map, etc., is irregularly shaped, or if it has no neat line, or if it bleeds off the edge, give the greater or greatest dimensions of the map itself. If it is difficult to determine the points for measuring the height and the width of the map, etc. (e.g., when the shape is extremely irregular, or when it was printed without one or more of its borders), give the height \times width of the sheet specified as such.

- 1 map : col. ; 25 \times 35 cm.
- 1 wall chart ; 40 \times 23 cm.
- 1 ms. map ; 123.5 \times 152.4 cm.
- 1 map : col. ; 45 cm. in diam.
- 1 map : col. ; on sheet 45 \times 33 cm.

If a map, etc., is on sheets of two sizes, give both sets of dimensions. If the sheets are of more than two sizes, give the greatest height of any of them followed by the greatest width of any of them and *or smaller*.

- 1 map on 2 sheets ; sheets 25 \times 35 cm. and 30 \times 35 cm.
- 1 map on 4 sheets ; sheets 30 \times 40 cm. or smaller

If a map, etc., is on one or more sheets in two or more segments designed to fit together to form one map, etc., give the dimensions of the complete map, etc., followed by the dimensions of the sheet(s). Separate the dimensions by a comma and precede the sheet dimension with *on* unless the number of sheets is given in the extent of the item. If such a map, etc., is mounted, give the dimensions of the whole map, etc., alone.

- 1 map in 4 segments ; 10 \times 60 cm., on sheet 25 \times 35 cm.
- 1 map on 9 sheets ; 264 \times 375 cm., sheets 96 \times 142 cm.
- 1 map ; 120 \times 276 cm.
(*Mounted map created from several segments*)

If it is difficult to determine the points for measuring the height and width of a complete map, etc., that is in segments, or if it is difficult to assemble the map, etc., for measuring, give only the height and width of the sheet(s) specified as such.

1 map on 3 sheets ; sheets 30 × 40 cm.

2 maps on 6 sheets ; sheets 60 × 60 cm. or smaller

If the size of either dimension of a map, etc., is less than half the same dimension of the sheet on which it is printed or if there is substantial additional information on the sheet (e.g., text), give the size of the map, etc., followed by the sheet size. Separate the dimensions by a comma and precede the sheet size with *on*.

1 map ; 20 × 31 cm., on sheet 42 × 50 cm.

If a map, etc., is printed with an outer cover within which it is intended to be folded or if the sheet itself contains a panel or section designed to appear on the outside when the sheet is folded, give the size of the map, etc., and add the sheet size in folded form, preceded by a comma.

1 map ; 80 × 57 cm., folded to 21 × 10 cm.

1 map : col. ; 9 × 20 cm., on sheet 40 × 60 cm., folded to 21 × 10 cm.

If a map, etc., is printed on both sides of a sheet at a consistent scale, give the dimensions of the map, etc., as a whole, and give the sheet size, separated by a comma and preceded by *on*. If it is difficult to measure such a map, etc., give the sheet size alone.

1 map : both sides ; 45 × 80 cm., on sheet 50 × 44 cm.
(*Printed on both sides of sheet with line for joining indicated*)

1 map : both sides ; on sheet 45 × 30 cm.
(*Printed on both sides of sheet*)

If the maps, etc., in a collection are of two sizes, give both. If they are of more than two sizes, give the greatest height of any of them followed by the greatest width of any of them and *or smaller*.

60 maps ; 44 × 55 cm. and 48 × 75 cm.

60 maps ; 60 × 90 cm. or smaller

3.5D2. Atlases. Give the dimensions of an atlas as instructed in 2.5D.

1 atlas (xii, 100, 32 p.) : 100 col. maps ; 29 cm.

3.5D3. Models. Give the height × width of a model in centimetres as instructed in 3.5D1. *Optionally*, add the depth.

1 model : col., plastic ; 45 × 35 × 2 cm.

3.5D4. Globes. Give the diameter of a globe, specified as such.

1 globe : col., wood, on metal stand ; 12 cm. in diam.

3.5D5. Optional addition. Containers. Add the description of a container and its dimensions to the dimensions of the item. Separate the dimensions by a comma.

1 globe : col., plastic, on metal stand ; 20 cm. in diam.,
in box 40 × 12 × 12 cm.

1 map : col. ; 200 × 350 cm., folded to 20 × 15 cm., in
plastic case 25 × 20 cm.

3.5E. Accompanying material

3.5E1. Give the details of accompanying material as instructed in 1.5E.

17 maps ; 90 × 96 cm. + 1 v. (xvii, 272 p. ; 25 cm.)

3.6. SERIES AREA

Contents:

- 3.6A. Preliminary rule
- 3.6B. Series statements

3.6A. Preliminary rule**3.6A1. Punctuation**

- For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
- Precede this area by a full stop, space, dash, space.
- Enclose each series statement (see 1.6J) 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 subseries by a comma.
- Precede the numbering within a series or subseries by a semicolon.
- Enclose a date following a numeric and/or alphabetic designation in parentheses.
- Precede the title of a subseries, or the designation for a subseries, by a full stop.
- Precede the title of a subseries following a designation for the subseries by a comma.

3.6B. Series statements

3.6B1. Record each series statement as instructed in 1.6.

- (Climatological studies ; no. 8)
- (A1 street atlas series)
- (Carte géographique de l'Angleterre ; no 16)
- (Deutscher Planungsatlas ; Bd. 8)
- (Bartholomew world travel series)
- (Nouvelle collection / Maurice Le Lannou)
- (Communications of the Dublin Institute for Advanced Studies. Series D, Geophysical bulletin ; no. 29)
- (Series of atlases in facsimile / Theatrum Orbis Terrarum. 6th series ; v. 1)
- (Saggi e memorie di storia dell'arte ; v. 7)
- (Graeco-Roman memoirs, ISSN 0306-9992 ; no. 93)
- ([Geological Survey of Canada A series] ; 1245A)

(Military city map : series A902 1:25,000 = Carte militaire de la ville : série A902 1:25,000 / Mapping and Charting Establishment, Department of National Defence ; MCE 329)

3.7. NOTE AREA

Contents:

- 3.7A. Preliminary rule
- 3.7B. Notes

3.7A. Preliminary rule

3.7A1. Punctuation

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

3.7A2. In making notes, follow the instructions in 1.7A.

3.7B. Notes

Make notes as set out in the following subrules and in the order given there. However, give a particular note first when it has been decided that note is of primary importance.

3.7B1. Nature and scope of the item. Make notes on the nature or scope of a cartographic item unless it is apparent from the rest of the description. Also make a note on unusual or unexpected features of the item.

Shows all of western Europe and some of eastern Europe
(*Item entitled: Germany*)

Maps dissected and pasted onto the sides of 42 wooden blocks to form an educational game

Shows the routes of Amundsen, Byrd, and Gould

Shows southernmost extent of the midnight sun

Shows the main battles of 1944-1945

(*Item entitled: The Asian struggle*)

Free ball globe in transparent plastic cradle with graduated horizon circle and "geometer"

Shows dioceses

"Contour interval 20 feet"

Relief shown by contours, hachures, and spot heights

Based on 1981 statistics

3.7B2. Language. Give the language(s) of captions, etc., and text, unless this is apparent from the rest of the description.

In Esperanto

Includes text in Finnish, Swedish, English, and German

Place names in Italian

Legend in English and Afrikaans

In English, except for title and "La mer du Nord"

3.7B3. Source of title proper. Make notes on the source of the title proper if it is other than the chief source of information or if considered important.

Title from container

Title from separate wrapper

Title from: A list of maps of America / P.L. Phillips.
p. 502

Title from panel

3.7B4. Variations in title. Make notes on titles borne by the item other than the title proper. *Optionally*, give a romanization of the title proper.

Panel title: Welcome to big Wyoming

Title in left margin: Ville de Aix-les-Bains, Savoie

Romanized title: Moskovskaia oblast'

3.7B5. Parallel titles and other title information. Give the title in another language and other title information not recorded in the title and statement of responsibility area if they are considered to be important.

Added title in Spanish

Subtitle on wrapper: Showing population changes 1951-60

3.7B6. Statements of responsibility. Make notes on variant names of persons or bodies named in statements of responsibility if these are considered to be important for identification. Give statements of responsibility not recorded in the title and statement of responsibility area. Make notes on persons or bodies connected with a work, or significant persons or bodies connected with previous editions and not already named in the description.

Engraved by T.J. Newman

"Ch. Smith sculp."--Cover

"Plotted ... by G. Petrie and D.P. Nicol, University of Glasgow, 1965. Field reconnaissance, 1962, and geomorphological interpretation by R.J. Price as part of project no. 1469 of the Institute of Polar Studies, the Ohio State University"

Attributed to Blaeu in: Atlantes Neerlandici / C. Koeman

3.7B7. Edition and history. Make notes relating to the edition being described or to the history of the cartographic item.

First ed. published 1954

Sheets of various eds.

A later state of the map first published in 1715 and later in 1745. This state has the additions of "King's roads" and an advertisement for Overton's large map of the British Isles, dated 1746

Facsim. of: "The 52 countries [i.e. counties] of England and Wales described in a pack of cards. Sold by Robert Morton ... [et al.] in 1676"

Copied from:

Based on:

Red overprinting on the author's Greater Germany, administrative divisions 1 July 1944 (no. 3817-R&A, OSS)

"Roads and railways fully revised, 1971"--Wrapper

A later state of the map first published in 1772

From: Atlas élémentaire de géographie physique et politique / E. Mentelle et P.G. Chanlaire. [1798]

First ed. published as: Atlas of comparative geography for junior classes / edited by George Philip. 1903

3.7B8. Mathematical and other material specific details. Make notes on the magnitude of celestial charts.

Limiting magnitude 3.5

Give mathematical data not already included in the mathematical and other material specific details area for remote-sensing images.

"f5.944, alt. 12,000 ft."

Give other mathematical and cartographic data additional to, or elaborating on, that given in the mathematical and other material specific details area.

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, give 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)

Give digital graphic representation data not already included in the mathematical and other material specific details area for electronic resources.

Distributed as a Zip file

Topology level 2

If the scales differ (see 3.3B4) and if one or more of the scales is readily discernible and can be expressed concisely, give 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

3.7B9. Publication, distribution, etc. Make notes on publication, distribution, etc., details that are not included in the publication, distribution, etc., area and are considered to be important.

All previous eds. published by:

Maps dated between 1780 and 1813

The imprint of Gerard Valck has been substituted for the erased imprint of Joan. Blaeu, who probably first published the map ca. 1672

Imprint of W. & S. Jones pasted onto the terrestrial and celestial globe gores

3.7B10. Physical description. Make notes on important physical details that are not included in the physical description area, especially if these affect the use of the item. If the item is a photoreproduction and the general term (*photocopy*) is used in the physical description area (see 3.5C3), give the generic name of the process, if it is likely to affect the use of the item (e.g., when it is a blueline print).

Irregularly shaped

Hand coloured

Blueprint

Watermark: C. & I. Honig

In wooden case bearing, on its inner faces, representations of the celestial hemispheres

Bound in vellum

Legends in braille

County boundaries tactile

Mounted map created from several segments

3.7B11. Accompanying material. Make notes on the location of accompanying material if appropriate. Give details of accompanying material neither mentioned in the physical description area nor given a separate description (see I.5E).

Accompanied by filmstrip entitled: Mexico and Central America

Accompanied by the same maps in sheet form first published in: Géographie générale / M.J.C. Barbié Du Bocage. 1842

Each sheet accompanied by a sheet of geological sections

3.7B12. Series. Make notes on series data that cannot be given in the series area.

Some sheets have series designation: Direct route map

3.7B13. Dissertations. If the item being described is a dissertation, make a note as instructed in I.7B13.

3.7B14. Audience. Make a brief note of the intended audience for, or intellectual level of, an item if this information is stated in the item.

Intended audience: Primary schools

3.7B16. Other formats. Give the details of other formats in which the content of the item has been issued.

Also issued as a set of wall charts

Also issued on microfiche

3.7B18. Contents. If a collection of maps is described as a unit (see 3.OJ), make notes on the state of the collection at the time of description and indicate the composition of the complete collection if possible. Give variations between sheets in the collection. Complete this note when the collection 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"

List the contents of an item, either selectively or fully, including: insets; maps, etc., printed on the verso of a map, etc., sheet; illustrations, etc. Make notes on maps, insets, etc., on the

recto before those on the verso of a sheet. Give the scale of insets, etc., if it is consistent. If the insets, etc., are numerous and/or minor, make a note in general terms.

Includes index

Includes "Glossary"

Includes key to 140 place names

With two additional unnumbered parts: The stars in six maps. 1830 -- The terrestrial globe in six maps. 1831

Includes an index and illustrations of the Wangapeka Track Maps, text, and col. ill. on verso

Insets: Connaught Place -- Chanakyapuri -- Delhi & New Delhi City. Scale [ca. 1:23,000]

Insets: Political and economic alliances -- Air distances from London -- Membership of international organisations

On verso: New map of South Hadley, Mass. Scale [ca. 1:15,000]

On verso: Indiana -- Iowa -- Missouri. Scale 1:600,000

Insets: Harrow -- Wembley -- Ruislip. On verso: Map of N.W. London

Includes 7 insets

Contents: The world in 3000 B.C. -- The world in 1500 B.C. -- The world in 500 B.C. -- The world in A.D. 1

Contents: Ancient Orient before the rise of the Greeks. Scale 1:4,752,000 -- Palestine about 860 B.C. Scale 1:506,880

Contents: Colonial organization of the world 1937 -- Achievement of independence 1958-1966

3.7B19. Numbers. Give important numbers associated with the item other than ISBNs or ISSNns (see 3.8B).

Publisher's no.: LB 3721-9

3.7B20. Copy being described, library's holdings, and restrictions on use. Make these notes as instructed in 1.7B20.

Library's copy annotated in red ink to show land owners

Originally published on 4 sheets

Library's copy imperfect: Upper left corner missing

Library's set lacks sheets 9-13 and sheet 27

3.7B21. "With" notes. If the title and statement of responsibility area contains a title that applies to only a part of an item lacking a collective title and, therefore, more than one entry is made, make a note beginning *With:* and listing the other separately titled works in the item in the order in which they appear there.

With a separate map on same sheet: Queen Maud Range

With (on verso): Motor road map of south-east England
 Mounted on a wooden stand to form a pair with: Bale's new
 celestial globe. 1845
 With: Atlas de France. Paris : Desnos, 1775

3.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

Contents:

- 3.8A. Preliminary rule
- 3.8B. Standard number
- 3.8C. Key-title
- 3.8D. Terms of availability
- 3.8E. Qualification

3.8A. Preliminary rule

3.8A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
 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.

3.8B. Standard number

3.8B1. Give the International Standard Book Number (ISBN) or International Standard Serial Number (ISSN) assigned to an item as instructed in 1.8B.

ISBN 0-85152-392-7

ISSN 0085-4859

3.8B2. Give any other number in a note (see 3.7B19).

3.8C. Key-title

3.8C1. Give the key-title of a resource as instructed in 1.8C.

3.8D. *Optional addition.* Terms of availability

3.8D1. Give the terms on which the item is available as instructed in 1.8D.

£4.40 (complete collection). – £0.55 (individual sheets)

3.8E. Qualification

3.8E1. Add qualifications to the standard number and/or terms of availability as instructed in 1.8E.

3.9. SUPPLEMENTARY ITEMS

3.9A. Describe supplementary items as instructed in 1.9.

3.10. ITEMS MADE UP OF SEVERAL TYPES OF MATERIAL

3.10A. Describe items made up of several types of material as instructed in 1.10.

3.11. FACSIMILES, PHOTOCOPIES, AND OTHER REPRODUCTIONS

3.11A. Describe facsimiles, photocopies, and other reproductions as instructed in 1.11.

CHAPTER

4

Manuscripts (Including Manuscript Collections)

Contents

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- 4.5D Dimensions
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- 4.6 SERIES AREA
- 4.7 NOTE AREA
 - 4.7A Preliminary rule
 - 4.7A1 Punctuation
 - 4.7B Notes
- 4.8 STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

4.0. GENERAL RULES

4.0A. Scope

4.0A1. The rules in this chapter cover the description of manuscript (including typescript or printout) materials of all kinds, including manuscript books, dissertations, letters, speeches, etc., legal papers (including printed forms completed in manuscript), and collections of such manuscripts. For reproductions of manuscripts published in multiple copies, see chapter 2 or chapter 11, as appropriate. For manuscript cartographic items, see also chapter 3. For manuscript music, see also chapter 5.

4.0B. Sources of information

4.0B1. Chief source of information. The chief source of information for manuscripts is the manuscript itself. Within manuscripts, use (in this order of preference) information from the:

- title page
- colophon
- caption, heading, etc.
- content of the manuscript

However, prefer a source that is part of the original manuscript to sources that have been supplied later. If information is not available from the chief source, take it from the following sources (in this order of preference):

- another manuscript copy of the item
- a published edition of the item
- reference sources
- other sources

For collections of manuscripts, treat the whole collection as the chief source.

4.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of manuscripts is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information, published copies of manuscript
Edition	Chief source of information, published copies of manuscript
Date	Chief source of information, published copies of manuscript
Physical description	Any source
Note	Any source

4.0C. Punctuation

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

4.0D. Levels of detail in the description

See 1.0D.

4.0E. Language and script of the description

See 1.0E.

4.0F. Inaccuracies

See 1.0F.

4.0G. Accents and other diacritical marks

See 1.0G.

4.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 4.1A. Preliminary rule
- 4.1B. Title proper
- 4.1C. General material designation
- 4.1D. Parallel titles
- 4.1E. Other title information
- 4.1F. Statements of responsibility
- 4.1G. Items without a collective title

4.1A. Preliminary rule

4.1A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

For the punctuation of this area for items without a collective title, see 1.1G.

4.1B. Title proper

4.1B1. Transcribe the title proper as instructed in 1.1B.

Life of Romney

A Declaration of the Representatives of the United States
of America in Congress Assembled

The waste land

Death in Leamington Spa

If the title proper is not taken from the chief source of information, give the source of the title in a note (see 4.7B3).

4.1B2. If a manuscript or manuscript collection lacks a title, supply one as instructed below. Give the source of a supplied title (other than one composed by the cataloguer) in the note area (see 4.7B3).

Manuscript volumes and similar material. Supply a brief title indicating the nature of the material for literary manuscripts, diaries, journals, memorandum books, account books, etc. For manuscripts of subsequently published texts, give the title by which the work is known.

[Diary]

[Seventeen poems]

Ancient, medieval, and Renaissance manuscripts and oriental manuscripts lacking a title page.¹ Follow, when appropriate, the provisions for early printed monographs (see 2.14). If those rules do not apply, supply a title by which the work is known or a title indicating the nature of the material.

[De re militari]

[Treatise on arithmetic]

Single letters, postcards, telegrams, radiograms, etc. Supply a title consisting of *Letter* (or *Postcard*, *Telegram*, etc.), the date of writing (expressed as year, month, day), the place of writing, the name of the addressee, and place to which addressed. Enclose any details not taken from the letter, etc., its envelope, or enclosures, in square brackets.

[Letter, ca. 1898 Jan. 1] Worcester Park, Surrey [to]
George Gissing, Rome

[Postcard] 1898 March 1, Rome [to] H.G. Wells, Worcester
Park, Surrey

1. This rule is intended for general guidance only.

[Telegram] 1889 Feb. 8, London [to] James McNeill
Whistler, Chelsea, London

Speeches, sermons, etc. Supply a title consisting of an appropriate word (e.g., *Speech*, *Address*) followed by the place and/or the occasion of the delivery.

[Lecture, Royal College of Medicine, London]

[Address, before Goucher College, Baltimore, Md., in the
First Methodist Episcopal Church]

Legal documents (wills, deeds, mortgages, leases, warrants, commissions, etc.). Supply a title consisting of a word or brief phrase characterizing the document, the date of signing (expressed as year, month, day), the name(s) of persons concerned other than those responsible for the document, and the occasion for the document if it can be expressed concisely. Enclose any details not taken from the document in square brackets.

[Will] 1943 Feb. 8

[Commission, ca. 1851 Apr. 9] appointing J.E. Bradshaw to
command the Peshawar Battalion

[Lease, 1937 Oct. 17, of shop in Bridge St., Harrow,
Middlesex]

Collections of manuscript materials formed by or around a person, family, corporate body, or subject. The materials may be in their original form or reproductions, and may include photographs and printed materials. Give the title by which the collection is known, or supply a title indicating the nature of the collection. Unless more specific terms are used, use *Letters* for letters by an individual, *Correspondence* for letters between persons or to a person or persons, *Papers* for miscellaneous personal or family material, and *Records* for materials relating to a corporate body.

[Letters]

[Records]

[Mercantile records]

[Indian papers]

[Literary remains]

Miscellaneous single manuscripts. For a manuscript not covered by the above sections, give the title by which it is known, or supply a title indicating the nature of the material.

[Chart for Tender is the night]

4.1C. Optional addition. General material designation

4.1C1. Give immediately following the title proper the appropriate general material designation as instructed in 1.1C.

Gondal poems [GMD]

4.1D. Parallel titles

4.1D1. Transcribe parallel titles as instructed in 1.1D.

4.1E. Other title information**4.1E1.** Transcribe other title information as instructed in 1.1E.

The need of redirected rural schools [GMD] : address,
before the Iowa State Teachers' Association, [Des Moines],
Oct. 4, 1910

4.1E2. If a letter, etc., speech, sermon, etc., or legal document has a title lacking some information specified for supplied titles for those documents (see 4.1B2), add that information as other title information.

Why no Baal? [GMD] : [sermon, Westminster Cathedral]

In place of uncertainty [GMD] : a speech [to the Peace
Pledge Union and Society of Friends, Friends Hall, London]

4.1F. Statements of responsibility**4.1F1.** Transcribe statements of responsibility relating to persons or bodies appearing on the manuscript as instructed in 1.1F.

Exil [GMD] / St.-J. Perse

[Letter] 1899 Jan. 3, Dorking, Surrey [to] H.G. Wells,
Worcester Park, Surrey [GMD] / George Gissing

Three sonnets of Shakespeare [GMD] / written in the italic
hand by Pamela Thomson

4.1F2. *Optional addition.* If the name appended to, or the signature on, a manuscript is incomplete, complete the name.

[Letter] 1929 Feb. 8, New York to F. Scott Fitzgerald,
Wilmington, Del. [GMD] / Zelda [Fitzgerald]

[Letter] 1898 July 19, Dorking, Surrey [to] H.G. Wells,
Worcester Park, Surrey [GMD] / G.G. [George Gissing]

4.1F3. If a manuscript lacks a signature or statement of responsibility, supply the name(s) of the person(s) responsible for it, if known.

Speech, Trafalgar Square, London [GMD] / [William Morris]

The waste land [GMD] / T.S. Eliot ; [with ms. amendments by
Ezra Pound]

4.1G. Items without a collective title**4.1G1.** If a single manuscript lacks a collective title, transcribe the titles of the individual parts as instructed in 1.1G.

Gold shoes [GMD] ; The other world / J.M. Morgan

Speculum regum [GMD] / Godefridus Viterbiensis. Tractatus
de occultatione vitiorum sub specie virtutum

4.2. EDITION AREA

Contents:

- 4.2A. Preliminary rule
- 4.2B. Edition statement
- 4.2C. Statements of responsibility relating to the edition

4.2A. Preliminary rule

4.2A1. Scope. Use this area to give statements relating to versions of manuscript works existing in two or more versions or states in single or multiple copies. Examples are different manuscript drafts of a work and filmscripts existing in various versions.

4.2A2. Punctuation

For instructions on the use of spaces before or after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

4.2B. Edition statement

4.2B1. Transcribe a statement relating to a version of a manuscript that is different from other versions, or that is a named revision, as instructed in 1.2B.

Prelim. draft
 3rd script
 2nd draft continuity
 Estimating script

4.2B2. In case of doubt about whether a statement is an edition statement, do not treat it as such.

4.2B3. *Optional addition.* If an item lacks an edition statement but is known to contain significant changes from other versions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

[2nd draft]
 [3. Konzept]
 [Continuity]
 [Mar. 1970 draft]
 [Rev. screenplay]

4.2C. Statements of responsibility relating to the edition

4.2C1. Transcribe a statement of responsibility relating to an edition as instructed in 1.2C and 4.1F.

Continuity / written by Waldemar Young
 3rd draft / edited by Paul Watson

4.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

4.3A. This area is not used for manuscripts.

4.4. DATE AREA

Contents:

4.4A. Preliminary rule

4.4B. Date of the manuscript

4.4A. Preliminary rule**4.4A1. Punctuation**

Precede this area by a full stop, space, dash, space.

4.4B. Date of the manuscript

4.4B1. Give the date or inclusive dates of the manuscript or manuscript collection unless it is already included in the title (as with letters and legal documents). Give the year or years of the manuscript(s), and *optionally* the month and day (in the case of single manuscripts), in that order. For the dating of a collection, see 1.4F8.

Exil [GMD] / St.-J. Perse. — 1941

Correspondence [GMD] / William Allen. — 1821-1879

Records [GMD] / American Colonization Society. — 1816-1908

Alice's adventures under ground [GMD] : a Christmas gift to a dear child in memory of a summer day / [Lewis Carroll (Rev. C.L. Dodgson)]. — 1864

Sonnet, To Genevra [GMD] / [Lord Byron]. — 1813 Dec. 17

4.4B2. If the date of delivery of a speech, sermon, etc., differs from the date of the manuscript, give the date of delivery in a note unless this date is part of the title information.

[Speech] Glasgow Labour Club [GMD] / James Maxton. — 1928
Jan. 13

Note: Delivered Feb. 8, 1928

4.5. PHYSICAL DESCRIPTION AREA

Contents:

4.5A. Preliminary rule

4.5B. Extent of item

4.5C. Other physical details

4.5D. Dimensions

4.5A. Preliminary rule**4.5A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C. Precede this area by a full stop, space, dash, space *or* start a new paragraph.

Precede other physical details by a colon.

Precede dimensions by a semicolon.

4.5B. Extent of item

4.5B1. Single manuscripts. Give the number of leaves or pages as instructed in 2.5B.

23 leaves

iv, 103 leaves

[63] leaves

[4] p.

[4], 103 p.

leaves 51-71

If the manuscript has been bound, add *bound* at the end of the statement of extent.

[70] leaves, bound

4, [20], 30 p., bound

Add, to the pagination, etc., of ancient, medieval, and Renaissance manuscripts, the number of columns (if more than one) and the average number of lines to the page.

[208] leaves (41 lines)

[26] leaves (2 columns, 45-47 lines)

Optional addition. If a pagination is given, add the number of leaves.

[2] p. on 1 leaf

[5] p. on 3 leaves

4.5B2. Collections of manuscripts. If a collection occupies one linear foot or less of shelf space, give the extent in terms of the number or approximate number of items² (the number of bound and unbound items separately expressed), or the number of containers or volumes. *Optionally*, if the number of volumes or containers is given, add the number or approximate number of items.

123 items

ca. 400 items

6 v.

3 v. (183 items)

If the collection occupies more than one linear foot of shelf space, give the extent in terms of the number of linear feet occupied. *Optionally*, add the number or approximate number of containers or volumes and/or items.

40 ft.

3 ft. (ca. 2250 items)

2. *Item* here means a separate manuscript. For example, a letter with several leaves and an enclosure is counted as one item.

4.5B3

MANUSCRIPTS (INCLUDING MANUSCRIPT COLLECTIONS)

6 ft. (75 v.)
5 ft. (30 items bound, 37 items unbound)
2 ft. (ca. 70 items, 12 bound)
10 ft. (12 boxes)
15 ft. (12 boxes, ca. 1000 items)

4.5B3. If a manuscript consists of leaves or pages of braille or another tactile system, add *of braille*, etc., as appropriate (see also 2.5B22).

12 leaves of braille

Optionally, if general material designations are used (see 1.1C1) and the general material designation indicates the tactile nature of the item, omit the addition.

4.5C. Other physical details

4.5C1. Name the material on which the item being described is written if it is other than paper.

[1] leaf : parchment
[20] leaves : vellum

4.5C2. If a manuscript is illustrated or if a collection of manuscripts includes illustrated items, give an illustration statement as instructed in 2.5C.

30 p. : ill.
[3], 20 leaves : vellum, ill., maps
30 p. : col. ill.
6 v. : ill.
3 v. (183 items) : ill. (some col.)

If a manuscript or collection of manuscripts consists of illustrations, follow the instructions in 8.5C.

4.5D. Dimensions

4.5D1. Single manuscripts. Give the height of an unbound manuscript in centimetres to the next whole centimetre up. Add the width if it is less than half the height or greater than the height. If the manuscript is kept folded, add the dimensions when folded, separating the dimensions by a comma.

6 p. ; 24 cm.
[7] p. ; 24 × 30 cm.
12 leaves : ill. ; 20 cm., folded to 10 × 12 cm.
[1] leaf : parchment ; 35 × 66 cm., folded to 10 × 19 cm.

Give the dimensions of a bound volume as instructed in 2.5D.

131 leaves, bound ; 26 cm.

4.5D2. Collections of manuscripts. If the size of the items, containers, or volumes (depending on the terms of the first statement of extent) is uniform, give that size as instructed in 4.5D1, or, in the case of containers, give the height, width, and depth.

20 items ; 20 × 30 cm.

6 v. ; 30 cm.

12 boxes ; 27 × 40 × 50 cm.

6 v. ; 24-30 cm.

4.6. SERIES AREA

4.6A. This area is not used for manuscripts.

4.7. NOTE AREA

Contents:

4.7A. Preliminary rule

4.7B. Notes

4.7A. Preliminary rule

4.7A1. Punctuation

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

4.7A2. In making notes, follow the instructions in 1.7A.

4.7B. Notes

Make notes as set out in the following subrules and in the order given there. However, give a particular note first when it has been decided that note is of primary importance. For additional notes on ancient, medieval, and Renaissance manuscripts, see 4.7B23.

4.7B1. Nature, scope, or form. Make notes on the nature of a manuscript or a collection of manuscripts unless it is apparent from the rest of the description. Use one of the following terms, as appropriate:

holograph(s) (for manuscripts handwritten by the person(s)
responsible for the work(s) contained therein)

ms. (for all other handwritten manuscripts)

mss. (for all other collections of handwritten manuscripts)

printout(s)

typescript(s)

Holograph

Ms.

Typescripts

4.7B1

MANUSCRIPTS (INCLUDING MANUSCRIPT COLLECTIONS)

If the item is signed, add *signed*.

Holograph, signed

If the item or collection being described is a copy or consists of copies, add (*carbon copy*), (*photocopy*), or (*transcript*), or the plural of one of these. If a photocopy is negative, add *negative*. Add *handwritten*, *typewritten*, or *printout* to *transcript(s)*.

Holograph (carbon copy)

Ms. (photocopy, negative)

Ms., signed (photocopy)

Mss. (transcripts, handwritten)

Typescript (photocopy)

If the items in a collection are not all of the same nature, word the qualification to indicate this.

Mss. (some photocopies)

Mss. (transcripts, handwritten, and photocopies)

Mss. (photocopies, some negative)

If the item is a copy, add the location of the original if this can be readily ascertained.

Ms. (photocopy) of original in the British Library
Humanities and Social Sciences

Holograph, signed (photocopy), original in possession of
W.S. Merwin

Indicate the scope or form of a manuscript item if it is not apparent from the rest of the description.

Poem

Journal and account book

Typescript of sound recording

Printout of catalog

In describing a collection of manuscripts, name the types of papers, etc., constituting the collection and mention any other features that characterize it. If the collection is of personal papers, give enough data to identify the person, either as a brief initial statement or as part of the summary of the nature of the collection. If necessary, give the contents (see 4.7B18) as part of that summary.

Paleontologist and educator. Correspondence, reports, notes, articles, maps, printed matter, and other papers, mainly relating to the Carnegie Institution, the National Academy of Sciences, the National Research Council, and national parks

Papers covering (in the main) Allen's service as U.S. senator, 1837-1848, and as governor of Ohio, 1873-1874. Includes some of his speeches, drafts of his letters, and letters from various correspondents on political matters in Ohio

Includes records of the Banking Board, 1911-1939, and those of the Bureau of Insurance, 1897-1943

Writer. Personal papers, letters, etc., drafts of some poems, including the complete text of the verse drama "The pierrot of the minute"

4.7B2. Language. Make notes on the language(s) of the item, or on the fact that it is a translation or adaptation, unless this is apparent from the rest of the description.

In Swedish

Latin with English marginalia

Some items in English, some in French

English with typewritten French translation

4.7B3. Source of title proper. Make notes on the source of the title proper if it is other than the chief source of information.

Title from cover

Title from: Guide to manuscript collections in the William L. Clements Library / compiled by H.H. Peckham. 1942

4.7B4. Variations in title. Make notes on titles borne by the item other than the title proper. *Optionally*, give a romanization of the title proper.

Also known as: The Thynne papers

4.7B5. Parallel titles and other title information. Give the title in another language and other title information not recorded in the title and statement of responsibility area if they are considered to be important.

4.7B6. Statements of responsibility. Make notes on variant names of persons or bodies named in statements of responsibility if these are considered to be important for identification. Give statements of responsibility not recorded in the title and statement of responsibility area. Make notes on persons or bodies connected with a work or the manuscript and not already named in the description.

Original, signed by John Hancock

Marginalia by Robert Graves

Collection made by P.M. Townshend

Dictated to Clare Wheeler

4.7B7. Donor, source, etc., and previous owner(s). Make notes on the donor or source of a manuscript or manuscript collection, and on previous owners 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

4.7B8

MANUSCRIPTS (INCLUDING MANUSCRIPT COLLECTIONS)

Gift of Mr. Wright, 1938-1954

Previously owned by L. McGarry, 1951-1963

4.7B8. Place of writing. Give the name of the place in which a manuscript was written if it is found in the item and is not given elsewhere in the description. Give the source of the information.

At end: Long Beach Island

On t.p.: London-Zagreb-Trieste

4.7B9. Published versions. If the work contained in a manuscript or the content of a collection of manuscripts has been, or is being, published, give the publication details.

Published as: The life of George Romney. London :
T. Payne, 1809

Published in: Poetry : a magazine of verse. Vol. 59
(1942). p. 295-308

Entire collection, with Jefferson papers from the Library of Congress and elsewhere, is being published in: The papers of Thomas Jefferson / edited by J.P. Boyd and Charles Cullen. 1950-

4.7B10. Physical description. Make notes on important physical details that are not given elsewhere in the description.

Paper watermarked: KS and a crown

Two seals, pendant

Ms. torn in half and rejoined

Lacks top right corner

Some papers stained by water

Red ink on yellow paper

In case 20 × 24 cm.

4.7B11. Accompanying material. Give details of materials accompanying a manuscript or manuscript collection, especially (for letters) envelopes, enclosures, and endorsements; (for legal documents) accompanying papers and endorsements; and (for collections) unpublished guides.

Accompanied by autobiographical sketch (2 p., holograph)

Accompanied by slip containing emendations

In envelope, with enclosure (4 p. on 2 leaves, holograph, signed)

Endorsement: Thomas Kitchen to Ellen Montgomery Jones

Accompanied by photocopies of documents relating to the probate of the will

Unpublished guide in the library

Indexed in the library's catalogue

4.7B13. Dissertations. If the item being described is a dissertation, make a note as instructed in 1.7B13.

Presented as the author's thesis (Ph.D.)—University of Chicago

4.7B14. Access and literary rights. Give, as specifically as possible, all restrictions on access to a manuscript or collection of manuscripts.

Accessible after 2008

Open to researchers under library restrictions

If the literary rights in a collection have been reserved for a specified period or are dedicated to the public and a document stating this is available, give *Information on literary rights available*.

4.7B15. Reference to published descriptions. Make notes on the best or fullest published descriptions of a manuscript or a collection of manuscripts and on published indexes or calendars.

Calendar: Spanish manuscripts concerning Peru, 1531-1651. Washington, D.C. : Library of Congress, 1932

Described in: Virginia Woolf : a list of manuscripts. London : Spencer, 1986

4.7B17. Summary. Give a brief objective summary of the content of an item unless another part of the description provides enough information.

4.7B18. Contents. List the contents of an item, either selectively or fully, if it is considered necessary to show the presence of material not implied by the rest of the description; to stress items of particular importance; or to list the contents of a collection. When recording titles formally, take them from the head of the part to which they refer rather than from contents lists, etc.

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

4.7B23. Ancient, medieval, and Renaissance manuscripts. In addition to the notes specified above, give the following notes for ancient, medieval, and Renaissance manuscripts and collections of such manuscripts.

Style of writing. Give the script used in a manuscript or the predominant script in a collection.

Textura script with marginal corrections in roman script

Illustrative matter. Give ornamentation, rubrication, illumination, etc., and important details of other illustrative matter.

Rubricated

Headings in red, with sepia drawings

Col. drawing of Jacob's dream on leaf [23]^a

Collation. Give the number of gatherings with mention of blank, damaged, or missing leaves, and any earlier foliation.

Signatures (with catchwords at the end of each): [4] leaves (on vellum), [a]¹⁰, b^{10+r} (1st and last leaves on vellum), c-f¹⁰, g¹⁰⁺², h-p¹⁰, q¹⁰⁺² (2nd and 11th leaves on vellum), r-t¹⁰, v² (the last 2 leaves blank)

Other physical details. Give details of owner's annotations, the binding, and any other important physical details.

Annotated by previous owner, signed M.B.

Bound in calf, gold stamped, with Bellini arms on spine

Opening words. If the manuscript is given a supplied title, quote as many of the opening words of the main part of the text as will enable the item to be identified.

Tractatus begins (on leaf [17]^a): Est via que videt^r homi
rcta nouissima ...

4.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

4.8A. This area is not used for manuscripts.

CHAPTER

5

Music

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-

5.0. GENERAL RULES

5.0A. Scope

5.0A1. The rules in this chapter cover the description of published music. They do not cover manuscript or other unpublished music in detail, though the use of an additional term in the physical description (see 5.5B) and the use of the specific provisions of chapter 4 will furnish a sufficiently detailed description for the general library catalogue. For the description of recorded music, see chapter 6. For microform reproductions of music, see chapter 11.

5.0B. Sources of information

5.0B1. Chief source of information. If the title page consists of a list of titles including the title of the item being catalogued, use as the chief source of information whichever of the "list" title page, the cover, or the caption furnishes the fullest information. In all other cases, use the title page or title page substitute (see 2.0B1) as the chief source of information.

If information is not available from the chief source, take it from the following sources (in this order of preference):

caption
cover
colophon
other preliminaries
other sources

5.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of published music is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information, caption, cover, colophon, other preliminaries
Musical presentation	Chief source of information
Publication, distribution, etc.	Chief source of information, caption, cover, colophon, other preliminaries, first page of music
Physical description	Any source
Series	Series title page, title page, caption, cover, colophon, other preliminaries
Note	Any source
Standard number and terms of availability	Any source

5.0C. Punctuation

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

5.0D. Levels of detail in the description

See 1.0D.

5.0E. Language and script of the description

See 1.0E.

5.0F. Inaccuracies

See 1.0F.

5.0G. Accents and other diacritical marks

See 1.0G.

5.0H. Items with several chief sources of information

See 1.0A3.

5.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 5.1A. Preliminary rule
- 5.1B. Title proper
- 5.1C. General material designation
- 5.1D. Parallel titles
- 5.1E. Other title information
- 5.1F. Statements of responsibility
- 5.1G. Items without a collective title

5.1A. Preliminary rule**5.1A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede the title of a supplement or section (see 1.1B9) by a full stop.

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.

For the punctuation of this area for items without a collective title, see 1.1G.

5.1B. Title proper

5.1B1. Transcribe the title proper as instructed in 1.1B. If a title consists of the name(s) of one or more type(s) of composition, or one or more type(s) of composition and one or more of the following:

medium of performance
key
date of composition
number

treat type of composition, medium of performance, etc., as the title proper.

Rhapsody

Songs & folk music

Violin-Sonaten 1, 2, 3

String quartet 5

Sonate en ré majeur, opus 3, pour violon

Scherzo for two pianos, four hands

Symphony no. 3, A major, opus 56
 String quintet no. 1, A major, op. 18
 Zwei Praeludien und Fugen für Orgel, op. posth. 7
 Musik für Saiteninstrumente, Schlagzeug, und Celeste
 Două piese pentru orchestră
 Prelude and fugue in A minor
 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 in the source of information, treat those elements as other title information (see 5.1E).

Die Meistersinger von Nürnberg
 Sinfonia mazedonia
 Little suite
 Easter fresco
 Georgia moon
 Gigi
 3 D.H. Lawrence love poems
 Hymne à la joie
 Charles Aznavour présente ses plus grands succès
 The vocal score and libretto of The merry widow
 The Beatles song book
 1952 electronic tape music

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

If the title proper is not taken from the chief source of information, give the source of the title in a note (see 5.7B3).

5.1B2. In a supplied title proper (see 1.1B7), give all of the elements prescribed for uniform titles for music in the order prescribed in 25.25–25.35.

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

5.1C. Optional addition. General material designation

5.1C1. Give immediately following the title proper the appropriate general material designation as instructed in 1.1C.

Sonata for viola and piano, op. 147 [GMD]
 Fugue for 6 cellos on themes by Beethoven [GMD]
 Sechs Partiten für Flöte [GMD]
 Sunday morning coming down [GMD]

5.1C2. If an item contains parts belonging to materials falling into two or more categories, and if none of these is the predominant constituent of the item, give either *multimedia* or *kit* as the designation (see 1.1C1 and 1.10C1).

5.1D. Parallel titles

5.1D1. Transcribe parallel titles as instructed in 1.1D.

Gold und Silber [GMD] = L'or et l'argent = Gold and silver

Album for the young [GMD] = Album für die Jugend

Concerto, D-Dur, für Horn und Orchester [GMD] = Concerto, D major, for horn and orchestra = Concerto, ré majeur, pour cor et orchestre

If the chief source includes statements of medium of performance, key, date of composition, and/or number that are treated as part of the title proper (see 5.1B1) in two or more languages or scripts, transcribe such information in the order in which it appears in the chief source of information. Precede each set of parallel statements by an equals sign.

Konzert Nr. 1 für Klarinette und Orchester, Es-Dur [GMD] = E \flat -major = mi \flat -majeur

Sonate à 3, en mi mineur, pour 2 violons ou hautbois (flûtes) et basse continue [GMD] = e-Moll, für 2 Violinen oder Oboen (Flöten) und Generalbass = in E minor, for 2 violins or oboes (flutes) and thorough-bass

5.1E. Other title information

5.1E1. Transcribe other title information as instructed in 1.1E.

Angelo mio [GMD] : valse

6 succès d'Elvis Presley [GMD] : album : piano, chant et guitare

Fugue on Hey diddle diddle [GMD] : for SATB unaccompanied

Kleine Meditationen [GMD] : für Streichtrio und Harfe = Short meditations : for string trio and harp

Officium pastorum [GMD] = The shepherds at the manger : an acting version of a 13th-century liturgical music drama : for six soloists (three sopranos and three basses, or two sopranos, one tenor, and three basses) and treble (or soprano) chorus with suggested accompaniment for chamber organ and chime bells

5.1F. Statements of responsibility

5.1F1. Transcribe statements of responsibility relating to persons or bodies as instructed in 1.1F.

Traces [GMD] : pour violoncelle seul / Jacques Lenot

Overture from La sultane suite [GMD] / by François Couperin

La vie parisienne [GMD] : operetta in three acts / Jacques Offenbach ; music adapted and arranged by Ronald Hanmer ; new book and lyrics by Phil Park

Door number three [GMD] / Steve Goodman, Jimmy Buffett

The liber usualis [GMD] : with introduction and rubrics in English / edited by the Benedictines of Solesmes

Song to the Virgin Mary [GMD] : for mixed chorus a capella or 6 solo voices / by Andrzej Panufnik ; words anonymous

Three songs for America [GMD] : bass voice and instruments (woodwind quintet and string quintet) / David Amram ; piano reduction by the composer ; words by John F. Kennedy, Martin Luther King, and Robert F. Kennedy

5.1F2. Add a word or short phrase to the statement of responsibility if the relationship between the title and the person(s) or body (bodies) named in the statement is not clear.

A collection of ancient piobaireachd or Highland pipe music [GMD] / [collected] by Angus Mackay

Der Prozess [GMD] / [Musik von] Gottfried von Einem ; [Text von] Boris Blacher und Heinz von Cramer

5.1G. Items without a collective title

5.1G1. If an item lacks a collective title, transcribe the titles of the individual parts as instructed in 1.1G.

Four small dances [GMD] ; and, Six Hungarian folksongs / Béla Bartók ; arranged for junior string orchestra by Gábor Darvas

Her silver will [GMD] ; Looking back at Sposalizio : medium voice / Gordon Binkerd ; poems by Emily Dickinson

Neosa [GMD] : march / Phil B. Catelinet. The wonder of Christmas : suite / Leslie Condon. I come to thee : meditation / Stuart Johnson. Rejoicing every day / selection by Neville McFarlane

5.1G2. Make the relationship between statements of responsibility and the parts of an item lacking a collective title clear by additions as instructed in 5.1F2.

5.2. EDITION AREA

Contents:

- 5.2A. Preliminary rule
- 5.2B. Edition statement
- 5.2C. Statements of responsibility relating to the edition
- 5.2D. Statement relating to a named revision of an edition
- 5.2E. Statements of responsibility relating to a named revision of an edition

5.2A. Preliminary rule**5.2A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

5.2A2. Manuscript music. For manuscript music existing in different versions, see 4.2.

5.2B. Edition statement

5.2B1. Transcribe a statement relating to an edition of a work that contains differences from other editions of that work, or to a named reissue of a work, as instructed in 1.2B.

2nd ed.

2^e éd. du recueil noté

6. udg.

Urtextausg.

5.2B2. In case of doubt about whether a statement is an edition statement, follow the instructions in 1.2B3.

5.2B3. *Optional addition.* If an item lacks an edition statement but is known to contain significant changes from other editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

[3rd ed.]

[Nouv. éd. augm. des Lectures chantées, parue en 1968]

5.2B4. If an edition statement appears in more than one language or script, transcribe the statement that is in the language or script of the title proper. If this criterion does not apply, transcribe the statement that appears first. *Optionally*, transcribe the parallel statement(s), each preceded by an equals sign.

5.2B5. If an item lacking a collective title contains one or more works with an associated edition statement, transcribe such statements following the titles and statements of responsibility to which they relate, separated from them by a full stop.

5.2C. Statements of responsibility relating to the edition

5.2C1. Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of a work as instructed in 1.2C and 5.1F.

Nolo mortem peccatoris [GMD] / Thomas Morley ; edited by
Sylvia Townsend Warner. — Rev. ed. / by John Morehen

Piano concerto, A major, K. 414 [GMD] / Wolfgang Amadeus
Mozart. — Rev. ed. / foreword by Paul Badura-Skoda

5.2D. Statement relating to a named revision of an edition

5.2D1. If an item is a named revision of an edition, transcribe the statement relating to that revision as instructed in 1.2D.

Do not record statements relating to an impression or printing that contains no changes unless the item is considered to be of particular importance to the cataloguing agency.

5.2E. Statements of responsibility relating to a named revision of an edition

5.2E1. Transcribe a statement of responsibility relating to one or more named revisions of an edition (but not to all such revisions) as instructed in 1.2E and 5.1F.

5.3. Optional area. MUSICAL PRESENTATION STATEMENT AREA

Contents:

- 5.3A. Preliminary rule
- 5.3B. Musical presentation statement

5.3A. Preliminary rule**5.3A1. Punctuation**

Precede this area by a full stop, space, dash, space.

5.3B. Musical presentation statement

5.3B1. Transcribe a statement found in the chief source of information indicating the physical presentation of the music.

Orchester-Partitur
 Score and set of parts
 Miniature score
 Playing score

If the statement appears 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, each preceded by an equals sign.

Partitura = Partition
 Játzópartitúra = Playing score

In case of doubt about whether a statement is a musical presentation statement (as, for example, when it is associated with a statement of responsibility), do not treat it as one.

... ; full score reconstructed by Julian Woodruff from the manuscript parts

5.3B2. If a musical presentation statement is an inseparable part of another area and is recorded as such, do not repeat it here.

5.4. PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

- 5.4A. Preliminary rule
- 5.4B. General rule
- 5.4C. Place of publication, distribution, etc.
- 5.4D. Name of publisher, distributor, etc.
- 5.4E. Statement of function of publisher, distributor, etc.
- 5.4F. Date of publication, distribution, etc.
- 5.4G. Place of printing, name of printer, date of printing

5.4A. Preliminary rule**5.4A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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 printing (place, name, date) in parentheses.

Precede the name of a printer by a colon.

Precede the date of printing by a comma.

5.4B. General rule

5.4B1. Record information about the place, name, and date of all types of publishing, distributing, etc., activities as instructed in 1.4B.

5.4B2. Early printed music. Give the publication, etc., details of items published before 1821 as instructed in 2.16.

5.4C. Place of publication, distribution, etc.

5.4C1. Give the place of publication, distribution, etc., as instructed in 1.4C.

5.4C2. Do not record a place of publication, distribution, etc., for an unpublished item. Do not record *s.l.* in such a case.

5.4D. Name of publisher, distributor, etc.

5.4D1. Give the name of the publisher, etc., and *optionally* the distributor, as instructed in 1.4D.

London : Faber Music

Leipzig : Breitkopf & Härtel

Mainz ; London : Schott

5.4D2. Do not record the name of a publisher, distributor, etc., for an unpublished item. Do not record *s.n.* in such a case.

5.4D3. Publisher's numbers and plate numbers. Give publisher's numbers and plate numbers in the note area (see 5.7B19).

5.4E. *Optional addition. Statement of function of publisher, distributor, etc.*

5.4E1. Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

New York : Warner ; [London] : Blossom [distributor]

5.4F. Date of publication, distribution, etc.

5.4F1. Give the date of publication, distribution, etc., of a published music item as instructed in 1.4F. If the copyright date is found only on the first page of the music, do not enclose it in square brackets.

New York ; London : Peters, 1975

Leipzig : Peters, c1971

5.4F2. Give the date of a music manuscript as instructed in 4.4B1.

5.4G. Place of printing, name of printer, date of printing

5.4G1. If the name of the publisher is unknown and the place and name of the printer are found in the item, give that place and name as instructed in 1.4G.

[London? : s.n.], 1871 (London : Lord's Press)

5.4G2. *Optional addition.* Give the place, name of printer, and/or date of printing if they are found in the item and differ from the place, name of publisher, etc., and date of publication, etc., and are considered important by the cataloguing agency.

Madrid : Real Academia de Bellas Artes de San Fernando,
[1890] (Madrid : Tip. de las Huérfanos)

5.5. PHYSICAL DESCRIPTION AREA

Contents:

- 5.5A. Preliminary rule
- 5.5B. Extent of item (including specific material designation)
- 5.5C. Illustrative matter
- 5.5D. Dimensions
- 5.5E. Accompanying material

5.5A. Preliminary rule

5.5A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

Precede details of illustrations by a colon.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

5.5B. Extent of item (including specific material designation)

5.5B1. Record the number of physical units of an item by giving the number of scores or parts in arabic numerals and one of the following terms as appropriate:

score
 condensed score
 close score
 miniature score¹
 piano [violin, etc.] conductor part
 vocal score
 piano score
 chorus score
 part

1 score
 1 vocal score
 4 parts

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

1 choir book

If none of the terms above is appropriate, use *v. of music*, *p. of music*, or *leaves of music*. If a general material designation (see 1.1C1) is used, *optionally omit of music*.

xx p., 55 p. of music

If the item is a manuscript, precede the term by *ms.*

1 ms. score

5.5B2. Give the number of scores and/or parts issued by the publisher.

1 score and part
Note: Part printed on p. 5 of the score

If the item consists of different types of score, or a score and parts separately, or different types of score and parts, give the details of each in the order of the list in 5.5B1, separated from each other by a space, plus sign, space.

Add the pagination or number of volumes as instructed in 2.5B.

1 score (vi, 27 p.)
 1 score (2 v.)
 2 scores (20 p. each)
 1 miniature score (3 v.)
 1 score (viii, 278 p.) + 24 parts
 1 score (23 p.) + 1 piano conductor part (8 p.) + 16 parts
 1 score (2 sheets)

1. Use for scores reduced in size and not intended primarily for performance.

5.5B3. If the item is in braille or another tactile format, add (*braille*), (*press braille*), (*tactile*), etc., to the appropriate term.

1 score (2 v., braille)
 1 v. of music (press braille)
 23 leaves of music (braille)

Optionally, if general material designations are used (see 1.1C1) and the general material designation indicates the tactile nature of the item, omit the addition.

If the item is a thermoform copy, add *thermoform* to the parenthetical addition, preceded by a comma.

1 score (30 p., braille, thermoform)
 or 1 score (30 p., thermoform)

If there is no parenthetical addition (see *option* above), add *thermoform* in parentheses.

If the item is in large print intended for use by the visually impaired, add (*large print*) to the appropriate term.

1 vocal score (xvii, 378 p., large print)

Optionally, if a general material designation (see 1.1C1) including *large print* is used, omit this addition.

5.5C. Illustrative matter

5.5C1. Give details of illustrative matter as instructed in 2.5C.

1 score (vi, 27 p.) : ill.
 1 score (23 p.) : port.
 1 score (23 p.) : ill. + 16 parts

5.5D. Dimensions

5.5D1. Give the dimensions of the item as instructed in 2.5D. If the item consists of score(s) and part(s), give the dimensions after all the details of the score(s) and part(s). If the dimensions of the score(s) and part(s) differ, give the dimensions of each after the details to which they apply.

1 miniature score (34 p.) : ill. ; 18 cm.
 1 score (20 p.) + 1 part ; 28 cm.
 4 parts ; 25-27 cm.
 1 score (vi, 63 p.) ; 20 cm. + 16 parts ; 32 cm.

5.5E. Accompanying material

5.5E1. Give the details of accompanying material as instructed in 1.5E.

1 score (32 p.) + 5 parts ; 26 cm. + 1 sound tape reel
 1 score (vii, 32 p.) ; 28 cm. + 1 sound tape reel (60 min. : analog, 7½ ips, mono. ; 7 in., ½ in. tape)
 1 score (30 p.) + 4 parts ; 24 cm. + 1 booklet

5.6. SERIES AREA

Contents:

- 5.6A. Preliminary rule
- 5.6B. Series statements

5.6A. Preliminary rule**5.6A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
 Precede this area by a full stop, space, dash, space.
 Enclose each series statement (see 1.6J) 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 subseries by a comma.
 Precede the numbering within a series or subseries by a semicolon.
 Enclose a date following a numeric and/or alphabetic designation in parentheses.
 Precede the title of a subseries, or the designation for a subseries, by a full stop.
 Precede the title of a subseries following a designation for the subseries by a comma.

5.6B. Series statements

5.6B1. Record each series statement as instructed in 1.6.

(Master choruses for Lent and Easter)
 (Early English church music ; no. 7)
 (Music for today. Series 2 ; no. 8)
 (The Salvation Army brass band journal. General series ;
 no. 1565-1568)
 (Ashdown vocal duets ; no. 384)
 (Yesterday's music, ISSN 4344-1277 ; no. 56)

5.7. NOTE AREA

Contents:

- 5.7A. Preliminary rule
- 5.7B. Notes

5.7A. Preliminary rule**5.7A1. Punctuation**

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each.
 Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

5.7A2. In making notes, follow the instructions in 1.7A.

5.7B. Notes

Make notes as set out in the following subrules and in the order given there. However, give a particular note first when it has been decided that note is of primary importance.

5.7B1. Form of composition and medium of performance. If the musical form of a work is not apparent from the rest of the description, give the form in a word or brief phrase.

Carol

Opera in two acts

Name the medium of performance for which a musical work is intended 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. Name the voices and then the instruments in the order in which they are listed in the item being described. Name a voice or instrument in English unless there is no satisfactory English equivalent.

If the work 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. In describing ensemble vocal music, add to the appropriate term a parenthetical statement of the component 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 organ

For unacc. child's voice

For voice and piano

For voice, 2 violins, and violoncello

Arr. for guitar

Electronic music

For alto saxophone and piano

For soprano and electronic tape

Reduction for clarinet and piano

For piano, 4 hands

For soprano and piano

For voice and sitar

For solo voices (SATB), chorus (SSATB), and orchestra

For 2 treble recorders, 2 oboes, 2 violins, and basso continuo

For superius, contratenor, tenor, and bassus

If the information relating to the medium of performance given in the rest of the description is ambiguous or insufficient, record supplementary information here.

Part for piano only

Score for violoncello and piano, part for clarinet
 (Title page reads: For violoncello or clarinet or viola, and piano)

5.7B2. Language. Give the language(s) of the textual content of the work unless this is apparent from the rest of the description. Indicate vocal texts published with part of the music.

French and English words
 Latin words
 Russian, German, and English words
 Words in Hebrew (romanized)
 Arbitrary syllables as text
 Original text with English translation
 Macaronic text (Latin and German)
 French words, English translation on p. v-xxii
 English words, includes principal melodies

5.7B3. Source of title proper. Make notes on the source of the title proper if it is other than the chief source of information.

Title from publisher's catalogue

5.7B4. Variations in title. Make notes on titles borne by the item other than the title proper. *Optionally*, give a romanization of the title proper.

Title on cover: Love songs of Lennon & McCartney

5.7B5. Parallel titles and other title information. Give the title in another language and other title information not recorded in the title and statement of responsibility area if they are considered to be important.

5.7B6. Statements of responsibility. Make notes on variant names of persons or bodies named in statements of responsibility if these are considered to be important for identification. Give statements of responsibility not recorded in the title and statement of responsibility area. Make notes on persons or bodies connected with a work, or significant persons or bodies connected with previous editions and not already named in the description.

Arr. by Charles Graveney
 Previously attributed to Handel
 "Based on themes in the poems of Thomas Hardy"—T.p. verso
 Transcriptions of recordings made by Alan Lomax
 Libretto by Arrigo Boito, based on Victor Hugo's *Angelo*

5.7B7. Edition and history. Make notes relating to the edition being described or to the bibliographic history of the work.

Reprinted from the 1712 ed.

Reprint in reduced format of the full score: Berlin :
Harmonie, 1910

Rev. ed. of: Complete organ works. London : Schott, 1958

Facsim. reprint. Originally published: London : I. Walsh,
[ca. 1734]

5.7B8. Notation. Give the notation used in an item if it is not the notation normally found in that type of item.

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

5.7B9. Publication, distribution, etc. Make notes on publication, distribution, etc., details that are not included in the publication, distribution, etc., area and are considered to be important.

Distributed by: London : Peters

5.7B10. Duration of performance and physical description. Give the duration of performance if it is stated in the item. Give the duration in English and in abbreviated form.

Duration: 18 min.

Duration: about 1 hr., 10 min.

Make notes on important physical details that are not included in the physical description area.

Each copy signed by the composer and numbered

5.7B11. Accompanying material. Make notes on the location of accompanying material if appropriate. Give details of accompanying material neither mentioned in the physical description area nor given a separate description (see 1.5E).

Three photos. of first performance in pocket inside each
cover

5.7B12. Series. Make notes on series data that cannot be given in the series area.

Also issued without series statement

5.7B13. Dissertations. If the item being described is a dissertation, make a note as instructed in 1.7B13.

Thesis (M. Mus.)—University of Western Ontario, 1972

Thesis (M.M.A.)—McGill University, 1971

5.7B14. Audience. Make a brief note of the intended audience for, or intellectual level of, an item if this information is stated in the item.

For 7-9 year olds

Intended audience: First-year undergraduate students

5.7B16. Other formats. Give the details of other formats in which the content of the item has been issued.

Issued also on microfilm

5.7B18. Contents. List the separately titled works contained in an item. Add to the titles opus numbers (if they are necessary to identify the works named) and statements of responsibility not already included in the title and statement of responsibility area. If the works in a collection are all in the same musical form and that form is named in the title proper of the item, do not repeat the musical form in the titles in the contents note.

Contents: Sailing homeward – People call me the Pied Piper
– The piper's theme

Contents: The matron cat's song / words by Ruth Pitter –
My cat Jeffry / words by Christopher Smart – The song of the
Jellicles / words by T.S. Eliot

Contents: Komm Heiliger Geist, Herre Gott = Come, O Holy
Ghost, God and Lord / by Lucas Osiander ; text by Lucas
Osiander -- Psalm 121 / by Heinrich Schütz ; freely
translated by Cornelius Becker

Contents: Sonata in D major, op. 6 – Three marches, op. 45
– Variations in C major, op. 23 – Variations in C major, op.
34

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

Make notes on additional or partial contents when appropriate.

Includes a song by George Harrison

5.7B19. Publishers' numbers and plate numbers. Give publishers' numbers and/or plate numbers that appear on the item. Precede the numbers by *Publisher's no.:* or *Pl. no.:*, as appropriate. If a number is preceded by an abbreviation, word, or phrase designating a publisher, give that abbreviation, word, or phrase as part of the number.

In describing an item in several volumes, give inclusive numbers if the numbering is consecutive; otherwise give individual numbers or, if there are more than three of these, the first number and the last number separated by a diagonal slash. Give letters preceding a number before the first number, letters following a number after the last number, but letters preceding and following numbers in conjunction with each number.

Pl. no.: S. & B. 4081

Publisher's no.: 6139

Pl. no.: B. & H. 8797-8806

Pl. no.: B. M. Co. 10162, 10261, 10311

Publisher's no.: 6201/9935

(The complete set of numbers is 6201, 6654, 7006, 7212, 7635, 7788, 8847, 9158, 9664, 9935)

Pl. no.: 9674-9676 H.L.

Pl. no.: R.10150E.-R.10155E.

In describing a reprint, give the plate or publisher's number(s) together with the statement that the item is a reprint (see 5.7B7).

Reissued from Brandus plates. Pl. no.: B. et Cie 4520

5.7B20. Copy being described, library's holdings, and restrictions on use. Make these notes as instructed in 1.7B20.

Library has 6 parts

Library's copy signed by the composer

Library has 3 copies of each score, 2 copies of each part

5.7B21. "With" notes. If the title and statement of responsibility area contains a title that applies to only a part of an item lacking a collective title and, therefore, more than one entry is made, make a note beginning *With:* and listing the other separately titled works in the item in the order in which they appear there.

With: Die Mittagshexe ; and, Das goldene Spinnrad /
Antonín Dvořák

5.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

Contents:

- 5.8A. Preliminary rule
- 5.8B. Standard number
- 5.8C. Key-title
- 5.8D. Terms of availability
- 5.8E. Qualification

5.8A. Preliminary rule

5.8A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

5.8B. Standard number

5.8B1. Give the International Standard Book Number (ISBN) or International Standard Serial Number (ISSN) assigned to an item as instructed in 1.8B.

ISBN 0-19-341508-9

5.8B2. Give any other number in a note (see 5.7B19).

5.8C. Key-title

5.8C1. Give the key-title of a resource as instructed in 1.8C.

5.8D. *Optional addition.* Terms of availability

5.8D1. Give the terms on which the item is available as instructed in 1.8D.

ISBN 0-333-17848-3 : £4.50

Free to students and members of the association

5.8E. Qualification

5.8E1. Add qualifications to the standard number and/or terms of availability as instructed in 1.8E and 2.8D.

ISBN 0-573-08042-9 (pbk.)

5.9. SUPPLEMENTARY ITEMS

5.9A. Describe supplementary items as instructed in 1.9.

5.10. ITEMS MADE UP OF SEVERAL TYPES OF MATERIAL

5.10A. Describe items made up of several types of material as instructed in 1.10.

5.11. FACSIMILES, PHOTOCOPIES, AND OTHER REPRODUCTIONS

5.11A. Describe facsimiles, photocopies, and other reproductions as instructed in 1.11.

CHAPTER

6

Sound Recordings

Contents

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SOUND RECORDINGS

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-

6.0. GENERAL RULES

6.0A. Scope

6.0A1. The rules in this chapter cover the description of sound recordings in all media, i.e., discs, tapes (open reel-to-reel, cartridges, cassettes), piano rolls (and other rolls), and sound recordings on film (other than those intended to accompany visual images, for which see chapter 7). They do not cover specifically recordings in other forms (e.g., wires, cylinders) or in various experimental media, though the use of appropriate specifications in the physical description (see 6.5) and special notes will furnish a sufficiently detailed description for such items.

6.0B. Sources of information

6.0B1. Chief source of information. The chief source of information for each major type of sound recording is set out here.

TYPE	CHIEF SOURCE
Disc	Disc and label ¹
Tape (open reel-to-reel)	Reel and label
Tape cassette	Cassette and label
Tape cartridge	Cartridge and label
Roll	Label
Sound recording on film	Container and label

If there are two or more chief sources of information as defined above (e.g., two labels on a disc), treat these as a single chief source.

Treat accompanying textual material or a container as the chief source of information if it furnishes a collective title and the parts themselves and their labels do not. In this case, make a note (see 6.7B3) indicating the source of information.

If information is not available from the chief source, take it from the following sources (in this order of preference):

- accompanying textual material
- container (e.g., sleeve, box)
- other sources

Prefer textual data to sound data. For example, if a sound disc has a label and also information presented in sound form on the disc, prefer the label information.

6.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of sound recordings is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

1. *Label* means any permanently affixed paper, plastic, etc., label as opposed to the container itself, which may have data embossed or printed on it.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information, accompanying textual material, container
Publication, distribution, etc.	Chief source of information, accompanying textual material, container
Physical description	Any source
Series	Chief source of information, accompanying textual material, container
Note	Any source
Standard number and terms of availability	Any source

6.0C. Punctuation

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

6.0D. Levels of detail in the description

See 1.0D.

6.0E. Language and script of the description

See 1.0E.

6.0F. Inaccuracies

See 1.0F.

6.0G. Accents and other diacritical marks

See 1.0G.

6.0H. Items with several chief sources of information

See 1.0A3.

6.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 6.1A. Preliminary rule
- 6.1B. Title proper
- 6.1C. General material designation
- 6.1D. Parallel titles
- 6.1E. Other title information
- 6.1F. Statements of responsibility
- 6.1G. Items without a collective title

6.1A. Preliminary rule**6.1A1. Punctuation**

- For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
- Precede the title of a supplement or section (see 1.1B9) by a full stop.
- 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.
- For the punctuation of this area for items without a collective title, see 1.1G.

6.1B. Title proper

6.1B1. Transcribe the title proper as instructed in 1.1B. For data to be included in titles proper for musical items, see 5.1B.

Music from Fiddler on the roof
 Greatest hits
 The little match girl and other tales
 Living and dying in 3/4 time
 Symphony no. 3, A major, op. 56
 The very best of Melanie
 Braverman's condensed cream of Beatles
 Antoine de Saint-Exupéry
 The Beatles
 Institute on International Standards as Related to
 Universal Bibliographic Control
 [Address to high school students, discussing good writing]
 [Recording of W.B. Yeats reading The lake isle of
 Innisfree]
 [Sonatas, piano, no. 17, op. 31, no. 2, D minor]

If the title proper is not taken from the chief source of information or if it is taken from a container that is a unifying element, give the source of the title in a note (see 6.7B3).

6.1C. Optional addition. General material designation

6.1C1. Give immediately following the title proper the appropriate general material designation as instructed in 1.1C.

Faustus [GMD]
 Music for flute and tape [GMD]
 Elite Hotel [GMD]
 Woody Guthrie [GMD]

6.1C2. If an item contains parts belonging to materials falling into two or more categories, and if none of these is the predominant constituent of the item, give either *multimedia* or *kit* as the designation (see 1.1C1 and 1.10C1).

6.1D. Parallel titles

6.1D1. Transcribe parallel titles as instructed in 1.1D and 5.1D.

Quattro concerti per l'organo ed altri stromenti [GMD] =
 Vier Orgelkonzerte = Four organ concertos = Quatre
 concertos pour orgue

Русские народные песни [GMD] = Russian folk songs

6.1E. Other title information

6.1E1. Transcribe other title information as instructed in 1.1E.

Hello Dolly! [GMD] : original motion picture soundtrack

Valedictory [GMD] : for computer and soprano

6.1F. Statements of responsibility

6.1F1. Transcribe statements of responsibility relating to those persons or bodies credited with a major role in creating the intellectual content of the sound recording (e.g., as writers of spoken words, composers of performed music, collectors of field material, producers having artistic and/or intellectual responsibility) as instructed in 1.1F. If the participation of the person(s) or body (bodies) named in a statement found in the chief source of information goes beyond that of performance, execution, or interpretation of a work (as is commonly the case with "popular," rock, and jazz music), give such a statement as a statement of responsibility. If, however, the participation is confined to performance, execution, or interpretation (as is commonly the case with "serious" or classical music and recorded speech), give the statement in the note area (see 6.7B6).

Prometheus bound [GMD] : a play for radio / Robert Lowell

Famous overtures [GMD] / Offenbach

Melville [GMD] / written and narrated by Thomas S. Klise

Texas country [GMD] / Willie Nelson ... [et al.]

Bury my heart at Wounded Knee [GMD] / by Dee Brown

Note: "Dramatically presented by Harry Madden and Manu
 Tupon"—Accompanying leaflet

Subterranean homesick blues [GMD] / Bob Dylan

Piano rags [GMD] / Scott Joplin

Note: Piano: Joshua Rifkin

The Afro-American's quest for education [GMD] : a Black
 odyssey / produced by Pepsi-Cola Co. ; script writer, Norman
 McRae

Natty dread [GMD] / Bob Marley and the Wailers

Beach Boys greatest hits [GMD] / Beach Boys

Thriller {GMD} / produced by Quincy Jones ; co-produced by Michael Jackson

6.1F2. If the members of a group, ensemble, company, etc., are named in the chief source of information as well as the name of the group, etc., give them in the note area (see 6.7B6) if they are considered important. Otherwise omit them.

Quartet in F major {GMD} / Ravel
Note: Budapest String Quartet (J. Roisman and A. Schneider, violins; E. Kroyt, viola; M. Schneider, cello)

6.1F3. Add a word or short phrase to the statement of responsibility if the relationship between the title and the person(s) or body (bodies) named in the statement is not clear.

Born to run {GMD} / [written and performed by] Bruce Springsteen

6.1G. Items without a collective title

6.1G1. If a sound recording lacks a collective title, *either* describe the item as a unit (see 6.1G2 and 6.1G3) *or* make a separate description for each separately titled part (see 6.1G4).

6.1G2. In describing as a unit a sound recording lacking a collective title, transcribe the titles of the individual works as instructed in 1.1G3.

La mer {GMD} ; Khamma ; Rhapsody for clarinet and orchestra / Claude Debussy

How come? {GMD} ; Tell everyone ; Done this one before / Ronnie Lane ; accompanied by the band Slim Chance

Prelude, the afternoon of a faun {GMD} / Claude Debussy.
 Peer Gynt (Suite) no. 1-2 / Edvard Grieg. Till
 Eulenspiegels lustige Streiche / Richard Strauss

Dreamboat {GMD} / Linzer ; [performed by] Limmie & Family Cookin'. Made in heaven / Levine, Russell Brown ; [performed by] Limmie & Family Cookin'

Label side A: Dreamboat
 (Linzer)
 Limmie & Family Cookin'

Label side B: Made in heaven
 (Levine-Russell Brown)
 Limmie & Family Cookin'

6.1G3. Make the relationship between statements of responsibility and the parts of an item lacking a collective title and described as a unit clear by additions as instructed in 6.1F3.

6.1G4. *Optionally*, make a separate description for each separately titled work on a sound recording. For the statement of the extent in each of these descriptions, see 6.5B3. Link the separate descriptions with notes (see 6.7B21). For instructions on sources of information, see 6.0B.

6.2. EDITION AREA

Contents:

- 6.2A. Preliminary rule
- 6.2B. Edition statement
- 6.2C. Statements of responsibility relating to the edition
- 6.2D. Statement relating to a named revision of an edition
- 6.2E. Statements of responsibility relating to a named revision of an edition

6.2A. Preliminary rule

6.2A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

6.2B. Edition statement

6.2B1. Transcribe a statement relating to an edition of a sound recording that contains differences from other editions, or to a named reissue of a recording, as instructed in 1.2B.

6.2B2. In case of doubt about whether a statement is an edition statement, follow the instructions in 1.2B3.

Viens vers le Père (GMD) / Office catéchistique provincial
du Québec. — Éd. spéciale

6.2B3. *Optional addition.* If an item lacks an edition statement but is known to contain significant changes from other editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

6.2B4. If an edition statement appears in more than one language or script, transcribe the statement that is in the language or script of the title proper. If this criterion does not apply, transcribe the statement that appears first. *Optionally*, transcribe the parallel statement(s), each preceded by an equals sign.

6.2B5. If an item lacking a collective title and described as a unit contains one or more works with an associated edition statement, transcribe such statements following the titles and statements of responsibility to which they relate, separated from them by a full stop.

6.2C. Statements of responsibility relating to the edition

6.2C1. Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of a sound recording as instructed in 1.2C and 6.1F.

6.2D. Statement relating to a named revision of an edition

6.2D1. If an item is a named revision of an edition, transcribe the statement relating to that revision as instructed in 1.2D.

Do not record statements relating to a reissue that contains no changes unless the item is considered to be of particular importance to the cataloguing agency.

6.2E. Statements of responsibility relating to a named revision of an edition

6.2E1. Transcribe a statement of responsibility relating to one or more named revisions of an edition (but not to all such revisions) as instructed in 1.2E and 6.1F.

6.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

6.3A. This area is not used for sound recordings.

6.4. PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

- 6.4A. Preliminary rule
- 6.4B. General rule
- 6.4C. Place of publication, distribution, etc.
- 6.4D. Name of publisher, distributor, etc.
- 6.4E. Statement of function of publisher, distributor, etc.
- 6.4F. Date of publication, distribution, etc.
- 6.4G. Place of manufacture, name of manufacturer, date of manufacture

6.4A. Preliminary rule**6.4A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

6.4B. General rule

6.4B1. Record information about the place, name, and date of all types of publishing, distributing, etc., activities as instructed in 1.4B.

6.4C. Place of publication, distribution, etc.

6.4C1. Give the place of publication, distribution, etc., of a published sound recording as instructed in 1.4C.

6.4C2. Do not record a place of publication, distribution, etc., for a nonprocessed sound recording.² Do not record *s.l.* in such a case.

² A *nonprocessed sound recording* is a noncommercial recording that generally exists in a unique copy.

6.4D. Name of publisher, distributor, etc.

6.4D1. Give the name of the publisher, etc., and *optionally* the distributor, as instructed in 1.4D.

[London] : Warner

New York : RCA Victor

London : Gandalf Records : Distributed by Middle Earth Co.

6.4D2. If a sound recording bears both the name of the publishing company and the name of a subdivision of that company or a trade name or brand name used by that company, give the name of the subdivision or the trade name or brand name as the name of the publisher.

[London] : Ace of Diamonds

(Source of information reads: Decca Record Company. Ace of Diamonds)

6.4D3. If, however, a trade name appears to be the name of a series rather than of a publishing subdivision, give it as a series title (see 6.6). In case of doubt, treat the name as a series title.

London : Walt Disney Productions - (Disney storyteller)

(Source of information reads: Disney Storyteller. Walt Disney Productions)

6.4D4. Do not give the name of a publisher, distributor, etc., for a nonprocessed sound recording. Do not record *s.n.* in such a case.

6.4E. Optional addition. Statement of function of publisher, distributor, etc.

6.4E1. Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

New York : Sunflower ; [London] : Virgin Records
[distributor]

6.4F. Date of publication, distribution, etc.

6.4F1. Give the date of publication, distribution, etc., of a published sound recording as instructed in 1.4F.

[Los Angeles] : CREDR Corp., c1976

Chicago : Mercury, 1973

New York : Polydor, p1979

6.4F2. If the date of recording appears on a published sound recording, give it in a note (see 6.7B7).

[New York] : Music Guild, 1971

Note: Recorded in 1961

6.4F3. Give the date of recording of a nonprocessed sound recording.

6.4G. Place of manufacture, name of manufacturer, date of manufacture

6.4G1. If the name of the publisher is unknown and the place and name of the manufacturer are found in the item, give that place and name as instructed in 1.4G.

[S.l. : s.n.], 1970 (London : High Fidelity Sound Studios)

6.4G2. *Optional addition.* Give the place, name of manufacturer, and/or date of manufacture if they are found in the item and differ from the place, name of publisher, etc., and date of publication, etc., and are considered important by the cataloguing agency.

6.5. PHYSICAL DESCRIPTION AREA

Contents:

- 6.5A. Preliminary rule
- 6.5B. Extent of item (including specific material designation)
- 6.5C. Other physical details
- 6.5D. Dimensions
- 6.5E. Accompanying material

6.5A. Preliminary rule**6.5A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

Precede other physical details by a colon.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

6.5B. Extent of item (including specific material designation)

6.5B1. Record the number of physical units of a sound recording by giving the number of parts in arabic numerals and one of the following terms as appropriate:

sound cartridge
 sound cassette
 sound disc
 sound tape reel
 sound track film

1 sound cartridge

2 sound cassettes

Add *reel, cassette, etc.*, as appropriate, to *sound track film*.

1 sound track film reel

Use [*name of instrument*] *roll*, as appropriate, for rolls.

2 piano rolls

If none of these terms is appropriate, give the specific name of the item as concisely as possible.

Optionally, use a term in common usage to record the specific format of the physical carrier.

1 DVD-audio

Optionally, if general material designations are used (see 1.1C1), omit *sound* from the specific material designation unless it is needed to make the designation understandable (as with *sound track film*).

6.5B2. Give the playing time of a sound recording as instructed in 1.5B4.

1 sound disc (50 min.)

1 sound tape reel (ca. 90 min.)

3 sound cassettes (40 min. each)

6.5B3. If the description is of a separately titled part of a sound recording lacking a collective title (see 6.1G4), express the fractional extent in the form *on side 3 of 2 sound discs*, *on reel 3 of 4 sound tape reels*, etc. (if the parts are numbered or lettered in a single sequence) or *on 1 side of 2 sound discs*, *on 1 reel of 3 sound tape reels*, etc. (if there is no sequential numbering). Add the duration of the part to such a statement.

on 1 side of 1 sound disc (13 min.)

on cassettes 3-4 of 4 sound cassettes (67 min.)

on 1 side of 2 sound discs (ca. 25 min.)

6.5C. Other physical details

6.5C1. Give the following details, as appropriate, in the order set out here:

type of recording

playing speed

groove characteristic (analog discs)

track configuration (sound track films)

number of tracks (tapes)

number of sound channels

recording and reproduction characteristics

6.5C2. Type of recording. Give, for a disc or tape, the type of recording (i.e., the way in which the sound is encoded on the item).

1 sound disc (45 min.) : analog

1 sound disc (56 min.) : digital

1 sound cassette (90 min.) : analog

1 sound cassette (60 min.) : digital

Give, for a sound track film, the type of recording (e.g., *optical*, *magnetic*).

1 sound track film reel (10 min.) : magnetic

6.5C3. Playing speed. Give the playing speed of an analog disc in revolutions per minute (*rpm*).

1 sound disc (45 min.) : analog, 33 $\frac{1}{3}$ rpm

Give the playing speed of a digital disc in metres per second (*m. per sec.*).

Give the playing speed of an analog tape in inches per second (*ips*).

1 sound tape reel (16 min.) : analog, 7 $\frac{1}{2}$ ips

1 sound cassette (120 min.) : analog, 1½ ips

Give the playing speed of a sound track film in frames per second (*fps*).

1 sound track film reel (10 min.) : magnetic, 24 fps

Do not give the playing speed if it is standard for the type of item (e.g., 1½ inches per second for an analog tape cassette; 1.4 metres per second for a digital disc).

6.5C4. Groove characteristic. Give the groove characteristic of an analog disc if it is not standard for the type of disc.

1 sound disc (7 min.) : analog, 78 rpm, microgroove

6.5C5. Track configuration. For sound track films, give the track configuration (e.g., *centre track*, *edge track*).

1 sound track film reel (10 min.) : magnetic, 25 fps,
centre track

6.5C6. Number of tracks. For tape cartridges, cassettes, and reels, give the number of tracks, unless the number of tracks is standard for the item (e.g., the standard number of tracks for a cartridge is 8 and for an analog cassette 4).

6.5C7. Number of sound channels. Give the number of sound channels, if the information is readily available, using one or more of the following terms as appropriate:

mono.

stereo.

quad.

1 sound disc (56 min.) : digital, stereo.

1 sound tape reel (ca. 60 min.) : analog, 7½ ips, 2
track, mono.

2 sound discs (66 min.) : analog, 33½ rpm, mono., stereo.

6.5C8. Optional addition. Recording and reproduction characteristics. Give the recording and reproduction characteristics (e.g., *Dolby processed*, *NAB standard*).

1 sound cassette (60 min.) : analog, stereo., Dolby
processed

6.5D. Dimensions

6.5D1. Give the dimensions of a sound recording as set out in the following rules.

If the sound recordings in a multipart item differ in size, give the smallest or smaller and the largest or larger size, separated by a hyphen.

6.5D2. Sound discs. Give the diameter of a disc in inches.

1 sound disc (20 min.) : analog, 33½ rpm, stereo. ; 12
in.

1 sound disc (56 min.) : digital, stereo. ; 4¾ in.

5 sound discs : analog, 33½ rpm, stereo. ; 10-12 in.

6.5D3. Sound track films. Give the gauge (width) of a film in millimetres.

1 sound track film reel (10 min.) : magnetic, 25 fps,
centre track ; 16 mm.

6.5D4. Sound cartridges. Give the dimensions of a cartridge in inches if other than the standard dimensions ($5\frac{1}{4} \times 3\frac{7}{8}$ in.). Give the width of the tape in fractions of an inch if other than the standard width ($\frac{1}{4}$ in.).

6.5D5. Sound cassettes. Give the dimensions of a cassette if other than the standard dimensions (e.g., the standard dimensions of an analog cassette are $3\frac{7}{8} \times 2\frac{1}{2}$ in.). Give the width of a tape if other than the standard width (e.g., the standard width of an analog tape is $\frac{1}{8}$ in.).

1 sound cassette (85 min.) : analog, mono. ; $7\frac{1}{4} \times 3\frac{1}{2}$
in., $\frac{1}{4}$ in. tape

6.5D6. Sound tape reels. Give the diameter of a reel in inches. Give the width of a tape in fractions of an inch if other than the standard width ($\frac{1}{4}$ in.).

1 sound tape reel (60 min.) : analog, $7\frac{1}{2}$ ips, 2 tracks,
mono. ; 7 in., $\frac{1}{2}$ in. tape

3 sound tape reels (ca. 60 min. each) : analog, $7\frac{1}{2}$ ips, 4
tracks, stereo. ; 5-7 in., $\frac{1}{2}$ in. tape

6.5D7. Rolls. Do not give any dimensions.

6.5E. Accompanying material

6.5E1. Give the details of accompanying material as instructed in 1.5E.

1 sound disc (50 min.) : analog, $33\frac{1}{3}$ rpm, stereo. ; 12
in. + 1 pamphlet (11 p. : col. ill. ; 32 cm.)

6.6. SERIES AREA

Contents:

- 6.6A. Preliminary rule
- 6.6B. Series statements

6.6A. Preliminary rule

6.6A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Enclose each series statement (see 1.6J) 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 subseries by a comma.

Precede the numbering within a series or subseries by a semicolon.

Enclose a date following a numeric and/or alphabetic designation in parentheses.

Precede the title of a subseries, or the designation for a subseries, by a full stop.
Precede the title of a subseries following a designation for the subseries by a comma.

6.6B. Series statements

6.6B1. Record each series statement as instructed in 1.6.

(Historic instruments at the Victoria and Albert
Museum ; 2)
(Standard radio super sound effects. Trains)
(Audio-cassette library for professional librarians ;
L-510)
([Development digest. Premier series])
(Disney storyteller)
(Sounds of the eighties, ISSN 7981-5137 ; no. 54)

6.7. NOTE AREA

Contents:

- 6.7A. Preliminary rule
- 6.7B. Notes

6.7A. Preliminary rule

6.7A1. Punctuation

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each.
Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

6.7A2. In making notes, follow the instructions in 1.7A.

6.7B. Notes

Make notes as set out in the following subrules and in the order given there. However, give a particular note first when it has been decided that note is of primary importance.

6.7B1. Nature or artistic form and medium of performance. Make notes on the form of a literary work or the type of musical or other work unless it is apparent from the rest of the description.

Play for child actors
Opera in two acts
Field recording of birdsong

Name the medium of performance when necessary, as instructed in 5.7B1.

Singer, bass, 2 electric guitars, drums

6.7B2. Language. Give the language(s) of the spoken or sung content of a recording unless this is apparent from the rest of the description.

Sung in French

In French, introduced in English

6.7B3. Source of title proper. Make notes on the source of the title proper if it is other than the chief source of information or if it is a container or accompanying textual material (see 6.0B1).

Title from container

Title from accompanying typewritten notes (4 p.)

6.7B4. Variations in title. Make notes on titles borne by the item other than the title proper. *Optionally*, give a romanization of the title proper.

Title on container: The four seasons

6.7B5. Parallel titles and other title information. Give the title in another language and other title information not recorded in the title and statement of responsibility area if they are considered to be important.

Subtitle: Songs of redemption

6.7B6. Statements of responsibility. Make notes on variant names of persons or bodies named in statements of responsibility if these are considered to be important for identification. Give the names of performers and the medium in which they perform if they have not been named in the statements of responsibility and if they are judged necessary. Make notes relating to any other persons or bodies connected with a work that are not named in the statements of responsibility.

Based on music by Franz Schubert

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
Freddie Fender (side 4)

Piano: Joshua Rifkin

Incorporate the names of performers into the contents note if appropriate (see 6.7B18).

6.7B7. Edition and history. Make notes relating to the edition being described, to the edition of the work performed, or to the history of the recording.

Reissue of: Caedmon TC 1125 (1952)

Ed. recorded: New York : Farrar, 1937

Recorded in Vienna in 1961, previously released as
Westminster WST 17035

"The twenty-four songs on these two discs are drawn from sessions that took place between June and October 1967 in the basement of Big Pink, West Saugherties, New York"

-Container notes

An abridgement of: Bury my heart at Wounded Knee / by Dee Brown. Text originally published: New York : Holt, Rinehart & Winston, 1971

For a nonprocessed sound recording, give the available details of the event.

Recording of speech given at the University of Kentucky Academic Library Institute, Lexington, Ky., May 24, 1984

6.7B9. Publication, distribution, etc. Make notes on publication, distribution, etc., details that are not included in the publication, distribution, etc., area and are considered to be important.

Distributed in the U.K. by: Hobbit & Son

6.7B10. Physical description. Make notes on important physical details that are not included in the physical description area, especially if these affect the use of the item. Do not give any physical details that are standard to the item being described (e.g., assume that all analog discs are electrically recorded, laterally cut, and designed for playing from the outside inward).

Discs

In 2 containers

Acoustic recording

Impressed on rectangular surface 20 × 20 cm.

Vertically cut from inside outward

Compact disc

Analog recording

(For a digital disc made from an analog original)

Digital recording

(For an analog disc made from a digital original)

Rolls

For 65-note player piano

Tape

Paper tape

Recording made with stacked heads

Recorded on both sides

Digital recording

(For an analog tape made from a digital original)

Give the duration of each part contained in an item without a collective title and described as a unit (see 6.1G2 and 6.1G3; see also 6.7B18).

Durations: 17 min. ; 23 min. ; 9 min.

6.7B11. Accompanying material. Make notes on the location of accompanying material if appropriate. Give details of accompanying material neither mentioned in the physical description area nor given a separate description (see 1.5E).

Lyrics on sheets in container

6.7B12. Series. Make notes on series data that cannot be given in the series area.

Originally issued in the series: Sound effects

6.7B13. Dissertations. If the item being described is a dissertation, make a note as instructed in 1.7B13.

6.7B14. Audience. Make a brief note of the intended audience for, or intellectual level of, a sound recording if this information is stated in the item, its container, or accompanying textual material.

Intended audience: First year undergraduates

Intended audience: G.C.E. "A" level students

6.7B16. Other formats. Give the details of other formats in which the content of the item has been issued.

Issued also as cassette and as cartridge

6.7B17. Summary. Give a brief objective summary of the content of a sound recording (other than one that consists entirely or predominantly of music) unless another part of the description provides enough information.

Summary: Episodes from the novel, read by Ed Begley

Summary: A brief historical account up to the introduction of wave mechanics

6.7B18. Contents. List the titles of individual works contained on a sound recording. Add to each title statements of responsibility not included in the title and statement of responsibility area and the duration of the piece (see 1.5B4).

Contents: The golden age of rock'n'roll -- Born late 58 -- Trudi's song -- Pearl'n'Roy -- Roll away the stone -- Marionette -- Alice -- Crash Street kids -- Through the looking glass

Contents: The fourth millennium / Henry Brant (9 min.) -- Music for brass quintet (14 min.)

Contents: Louise. Depuis le jour / G. Charpentier (Mary Garden, soprano, with orchestra) -- Tosca. Vissi d'arte / Puccini (Maria Jeritza, soprano, with piano)

Make notes on additional or partial contents when appropriate.

With musical extracts from the works of the composer

6.7B19. Publishers' numbers. Give the publisher's stock number (usually an alphabetic and/or numeric symbol) as found on the item. Precede each number by the brand or trade name associated with it on the label or container (see 6.4D2) and a colon.

Tamla Motown: STMA 8007

Island: ILPS 9281

If the item has two or more numbers, give the principal number if one can be ascertained, otherwise give both or all. If one of the numbers applies to the set as a whole, give it first and designate it as such.

If the item consists of separately numbered units, give inclusive numbers if the numbering is consecutive; otherwise give individual numbers or, if there are more than three of these, the first number and the last number separated by a diagonal slash.

6.7B20. Copy being described, library's holdings, and restrictions on use. Make these notes as instructed in 1.7B20.

Library's copy scratched but playable

6.7B21. "With" notes. If the title and statement of responsibility area contains a title that applies to only a part of an item lacking a collective title and, therefore, more than one entry is made, make a note beginning *With:* and listing the other separately titled works in the item in the order in which they appear there. If the individual works are not titled, supply titles as instructed in 6.1B1.

With: Peer Gynt (Suite) no. 1-2 / Edvard Grieg - Till
Eulenspiegels lustige Streiche / Richard Strauss

6.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

Contents:

- 6.8A. Preliminary rule
- 6.8B. Standard number
- 6.8C. Key-title
- 6.8D. Terms of availability
- 6.8E. Qualification

6.8A. Preliminary rule

6.8A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

6.8B. Standard number

6.8B1. Give the International Standard Book Number (ISBN) or International Standard Serial Number (ISSN) assigned to an item as instructed in 1.8B.

6.8B2. Give any other number in a note (see 6.7B19).

6.8C. Key-title

6.8C1. Give the key-title of a resource as instructed in 1.8C.

6.8D

SOUND RECORDINGS

6.8D. *Optional addition. Terms of availability*

6.8D1. Give the terms on which the item is available as instructed in 1.8D.

\$14.00

Free to members of the Association

6.8E. Qualification

6.8E1. Add qualifications to the standard number and/or terms of availability as instructed in 1.8E.

6.9. SUPPLEMENTARY ITEMS

6.9A. Describe supplementary items as instructed in 1.9.

6.10. ITEMS MADE UP OF SEVERAL TYPES OF MATERIAL

6.10A. Describe items made up of several types of material as instructed in 1.10.

Motion Pictures and Videorecordings

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 - 7.9 SUPPLEMENTARY ITEMS

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-

7.0. GENERAL RULES

7.0A. Scope

7.0A1. The rules in this chapter cover the description of motion pictures and videorecordings of all kinds, including complete films and programmes, compilations, trailers, newscasts and newsfilms, stock shots, and unedited material. For other visual material, see chapter 8. For sound track film not accompanied by visual material, see chapter 6.

7.0B. Sources of information

7.0B1. Chief source of information. The chief source of information for motion pictures and videorecordings is (in this order of preference):

- a) the item itself (e.g., the title frames)
- b) its container (and container label) if the container is an integral part of the piece (e.g., a cassette).

If the information is not available from the chief source, take it from the following sources (in this order of preference):

accompanying textual material (e.g., scripts, shot lists, publicity material)
 container (if not an integral part of the piece)
 other sources

7.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of motion pictures and videorecordings is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information, accompanying material, container
Publication, distribution, etc.	Chief source of information, accompanying material, container
Physical description	Any source
Series	Chief source of information, accompanying material, container
Note	Any source
Standard number and terms of availability	Any source

7.0C. Punctuation

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

7.0D. Levels of detail in the description

See 1.0D.

7.0E. Language and script of the description

See 1.0E.

7.0F. Inaccuracies

See 1.0F.

7.0G. Accents and other diacritical marks

See 1.0G.

7.0H. Items with several chief sources of information

See 1.0A3.

7.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 7.1A. Preliminary rule
- 7.1B. Title proper
- 7.1C. General material designation
- 7.1D. Parallel titles
- 7.1E. Other title information
- 7.1F. Statements of responsibility
- 7.1G. Items without a collective title

7.1A. Preliminary rule**7.1A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede the title of a supplement or section (see 1.1B9) by a full stop.

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.

For the punctuation of this area for items without a collective title, see 1.1G.

7.1B. Title proper**7.1B1. Transcribe the title proper as instructed in 1.1B.**

Jules et Jim

How to steal a diamond in four uneasy lessons

Pulse generator basics

Lost by a hare on my terra pin pin

Gullible's travails, or, How the meter met her match

Little Roquefort in Good mousekeeping

Walt Whitman's Civil War

If the title proper is not taken from the chief source of information, give the source of the title in a note (see 7.7B3).

7.1B2. If an item lacks a title, supply one as instructed in 1.1B7 and also follow these particular instructions.

Commercials. Supply for a short advertising film a title consisting of the name of the product, service, etc., advertised, and the word *advertisement*.

[Manikin cigar advertisement]

[Road safety campaign advertisement]

Unedited material and newsfilm. Include in a supplied title for unedited material, stock shots, and newsfilm 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, give a description of the action and length of each shot in a note (see 7.7B18).

7.1C. *Optional addition.* **General material designation**

7.1C1. Give immediately following the title proper the appropriate general material designation as instructed in 1.1C.

The Pickwick papers [GMD]

The administration of justice [GMD]

7.1C2. If an item contains parts belonging to materials falling into two or more categories, and if none of these is the predominant constituent of the item, give either *multimedia* or *kit* as the designation (see 1.1C1 and 1.10C1).

Treat a sound track (recorded sound physically integrated or synchronized with the item and intended to be played with it) as an integral part of the motion picture or videorecording, and give the general material designation appropriate to the motion picture or videorecording alone. See also 7.5C3 and 7.7B10a.

7.1D. **Parallel titles**

7.1D1. Transcribe parallel titles as instructed in 1.1D.

Clima de la calle [GMD] = Climate in the streets

7.1D2. Transcribe an original title in another language appearing in the chief source of information as a parallel title.

Breathless [GMD] = À bout de souffle

7.1E. **Other title information**

7.1E1. Transcribe other title information as instructed in 1.1E.

Jury and juror [GMD] : function and responsibility

Le tambou [GMD] : drum of Haiti

7.1E2. If the item is a trailer containing extracts from a larger film, add *[trailer]* as other title information.

Annie Hall [GMD] : {trailer}

7.1F. Statements of responsibility

7.1F1. Transcribe statements of responsibility relating to those persons or bodies credited in the chief source of information with a major role in creating a film (e.g., as producer, director, animator) as instructed in 1.1F. Give all other statements of responsibility (including those relating to performance) in notes.

Flowering and fruiting of papaya [GMD] / produced by the
Department of Botany, Iowa State University

Classroom control [GMD] / University of London Audio Visual
Centre ; produced, directed, and edited by N.C. Collins

Food [GMD] : green grow the profits / ABC News ; producer
and writer, James Benjamin ; director, Al Niggemeyer

Square pegs, round holes [GMD] / director, Dan Bessie ;
writer, Phyllis Harvey ; animation, B. Davis ; editor,
I. Dryer

7.1F2. Add a word or short phrase to the statement of responsibility if the relationship between the title and the person(s) or body (bodies) named in the statement is not clear.

Skaterdater [GMD] / [produced by] Marshal Backlar

7.1F3. If a statement of responsibility names both the agency responsible for the production of a motion picture or videorecording and the agency for which it is produced, give the statement as found.

New readers begin here [GMD] / University of Salford
Audiovisual Media for University of Salford Library

7.1G. Items without a collective title

7.1G1. If a motion picture or videorecording lacks a collective title, *either* describe the item as a unit (see 7.1G2 and 7.1G3) *or* make a separate description for each separately titled part (see 7.1G4).

7.1G2. In describing as a unit a motion picture or videorecording lacking a collective title, transcribe the titles of the individual parts as instructed in 1.1G3.

Infancy [GMD] ; Childhood / [written by] J. Thornton Wilder
The Truman story [GMD]. They're in the army now

7.1G3. Make the relationship between statements of responsibility and the parts of an item lacking a collective title and described as a unit clear by additions as instructed in 7.1F2.

7.1G4. *Optionally*, make a separate description for each separately titled work on a motion picture or videorecording. For the statement of the extent in each of these descriptions, see 7.5B3. Link the separate descriptions with notes (see 7.7B21).

7.2. EDITION AREA

Contents:

- 7.2A. Preliminary rule
- 7.2B. Edition statement
- 7.2C. Statements of responsibility relating to the edition
- 7.2D. Statement relating to a named revision of an edition
- 7.2E. Statements of responsibility relating to a named revision of an edition

7.2A. Preliminary rule**7.2A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

7.2B. Edition statement

7.2B1. Transcribe a statement relating to an edition of a motion picture or videorecording that contains differences from other editions of that film, etc., or to a named reissue of a film, etc., as instructed in 1.2B.

2nd ed.

Re-edited version

7.2B2. In case of doubt about whether a statement is an edition statement, follow the instructions in 1.2B3.

7.2B3. *Optional addition.* If a motion picture or videorecording lacks an edition statement but is known to contain significant changes from other editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

7.2B4. If an edition statement appears in more than one language or script, transcribe the statement that is in the language or script of the title proper. If this criterion does not apply, transcribe the statement that appears first. *Optionally*, transcribe the parallel statement(s), each preceded by an equals sign.

7.2B5. If an item lacking a collective title and described as a unit contains one or more works with an associated edition statement, transcribe such statements following the titles and statements of responsibility to which they relate, separated from them by a full stop.

7.2C. Statements of responsibility relating to the edition

7.2C1. Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of a motion picture or videorecording as instructed in 1.2C and 7.1F.

7.2D. Statement relating to a named revision of an edition

7.2D1. If an item is a named revision of an edition, transcribe the statement relating to that revision as instructed in 1.2D.

Do not record statements relating to a reissue that contains no changes unless the item is considered to be of particular importance to the cataloguing agency.

7.2E. Statements of responsibility relating to a named revision of an edition

7.2E1. Transcribe a statement of responsibility relating to one or more named revisions of an edition (but not to all such revisions) as instructed in 1.2E and 7.1F.

7.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

7.3A. This area is not used for motion pictures and videorecordings.

7.4. PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

- 7.4A. Preliminary rule
- 7.4B. General rule
- 7.4C. Place of publication, distribution, etc.
- 7.4D. Name of publisher, distributor, etc.
- 7.4E. Statement of function of publisher, distributor, etc.
- 7.4F. Date of publication, distribution, etc.
- 7.4G. Place of manufacture, name of manufacturer, date of manufacture

7.4A. Preliminary rule

7.4A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

7.4B. General rule

7.4B1. Record information about the place, name, and date of all types of publishing, distributing, etc., activities as instructed in 1.4B.

7.4C. Place of publication, distribution, etc.

7.4C1. Give the place of publication, distribution, etc., of a published item as instructed in 1.4C.

7.4C2. Do not record a place of publication, distribution, etc., for an unpublished item. Do not record *s.l.* in such a case.

7.4D. Name of publisher, distributor, etc.

7.4D1. Give the name of the publisher, etc., and *optionally* the name of the distributor, releasing agency, etc., as instructed in 1.4D.

New York : National Society for the Prevention of
Blindness

Rochester, N.Y. : Modern Learning Aids

7.4D2. Do not record the name of a publisher, distributor, etc., for an unpublished item. Do not record *s.n.* in such a case.

7.4E. Optional addition. Statement of function of publisher, distributor, etc.

7.4E1. Add to the name of a publisher, distributor, releasing agency, etc., a statement of function as instructed in 1.4E.

Manchester : University of Manchester, Dept. of Medical
Biochemistry [distributor]

7.4F. Date of publication, distribution, etc.

7.4F1. Give the date of publication, distribution, release, etc., of a published item as instructed in 1.4F.

Santa Ana, Calif. : Doubleday Multimedia, 1973

Big Spring, Tex. : Creative Visuals, [197-?]

7.4F2. *Optionally*, give a date of original production differing from the date of publication, distribution, etc., of a published item in the note area (see 7.7B9).

Santa Monica [Calif.] : Pyramid Films [distributor], 1971
Note: Made in 1934

7.4F3. Give the date of creation of unedited or unpublished film or video material and of stock shots.

7.4G. Place of manufacture, name of manufacturer, date of manufacture

7.4G1. If the name of the publisher is unknown and the place and name of the manufacturer are found in the item, give that place and name as instructed in 1.4G.

7.4G2. *Optional addition.* Give the place, name of manufacturer, and/or date of manufacture if they are found in the item and differ from the place, name of publisher, etc., and date of publication, etc., and are considered important by the cataloguing agency.

7.5. PHYSICAL DESCRIPTION AREA

Contents:

- 7.5A. Preliminary rule
- 7.5B. Extent of item (including specific material designation)
- 7.5C. Other physical details
- 7.5D. Dimensions
- 7.5E. Accompanying material

7.5A. Preliminary rule**7.5A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

Precede other physical details by a colon.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

7.5B. Extent of item (including specific material designation)

7.5B1. Record the number of physical units of a motion picture or videorecording by giving the number of parts in arabic numerals and one of the following terms as appropriate:

film cartridge
 film cassette
 film loop
 film reel
 videocartridge
 videocassette
 videodisc
 videoreel

1 film cassette

3 film reels

1 videoreel

2 videodiscs

If none of these terms is appropriate, give the specific name of the item as concisely as possible.

Optionally, use a term in common usage to record the specific format of the physical carrier.

1 DVD-video

Optionally, if general material designations are used (see 1.1C1), and the general material designation indicates that the item is a motion picture or videorecording, omit *film* or *video* from the specific material designation.

1 reel

1 disc

Give a trade name or other similar specification in a note (see 7.7B10).

7.5B2. Give the playing time of a motion picture or videorecording (other than a videodisc, see below) as instructed in 1.5B4.

1 film loop (4 min., 30 sec.)

2 film cassettes (25 min. each)

1 videoreel (ca. 75 min.)

Give the playing time of a videodisc as set out in the following subrules:

Videodiscs consisting of moving images. Give the playing time as instructed in 1.5B4.

1 videodisc (ca. 50 min.)

Videodiscs consisting of frames of still images. If the playing time is stated on the item, give it as stated.

1 videodisc (80 min.)

If the playing time is not stated on the item, do not give a playing time. *Optionally*, give the number of frames if that number is readily ascertainable.

1 videodisc (45,876 fr.)

Videodiscs consisting of both moving images and still images. If the playing time is stated on the item, give it as stated. *Optionally*, whether the playing time is stated on the item or not, give in a note the number of frames of still images and the duration of the moving images (see 7.7B10j).

7.5B3. If the description is of a separately titled part of a motion picture or videorecording lacking a collective title (see 7.1G4), express the fractional extent in the form *on reel 3 of 4 film reels* (if the parts are numbered or lettered in a single sequence) or *on 1 cassette of 3 videocassettes* (if there is no sequential numbering). Add the duration of the part to such a statement.

on reel 1 of 2 film reels (13 min.)

on 2 cassettes of 4 videocassettes (50 min.)

7.5C. Other physical details

7.5C1. Give the following details, as appropriate, in the order set out here:

aspect ratio and special projection characteristics (motion pictures)
 sound characteristics
 colour
 projection speed (motion pictures)

7.5C2. Aspect ratio and special projection characteristics. If a film has special projection requirements, give them as succinctly as possible (e.g., *Cinerama*, *Panavision*, *multiprojector*; and whether anamorphic, techniscope, stereoscopic, or multiscreen).

14 film reels (157 min.) : Panavision

7.5C3. Sound characteristics. Give *sd.* (sound) or *si.* (silent) to indicate the presence or absence of a sound track. If a silent film is known to be photographed at the speed of sound film, give *si. at sd. speed.*

1 videoreel (15 min.) : sd.

7.5C4. Colour. Give *col.* or *b&w* to indicate whether an item is in colour or black and white. Give *b&w* for a sepia print (see also 7.7B10).

1 film reel (10 min.) : sd., col.

Give a succinct statement to indicate that an item is in a combination of colour and black and white.

1 film reel (30 min.) : sd., col. with b&w sequences

1 videocassette (24 min.) : sd., b&w with col.
introductory sequence

7.5C5. Projection speed. Give the projection speed of a film in frames per second (*fps*), if this information is considered important.

1 film reel (1 min., 17 sec.) : si., col., 25 fps

Do not give the projection speed if it is standard for the item (24 fps for a sound film; 16 fps for a silent film).

7.5D. Dimensions

7.5D1. Give the dimensions of a motion picture or videorecording as set out in the following rules.

If the motion pictures or videorecordings in a multipart item differ in size, give the smallest or smaller and the largest or larger size, separated by a hyphen.

7.5D2. Give the gauge (width) of a motion picture in millimetres. If 8 mm., state whether single, standard, super, or Maurer.

1 film reel (12 min.) : sd., b&w ; 16 mm.

1 film cassette (21 min.) : sd., col. ; standard 8 mm.

2 film reels (ca. 30 min. each) : b&w ; 16-35 mm.

7.5D3. Give the gauge (width) of a videotape in inches or millimetres.

1 videoreel (30 min.) : sd., b&w ; ½ in.

7.5D4. Give the diameter of a videodisc in inches.

1 videodisc (ca. 20 min.) : sd., b&w ; 8 in.

1 videodisc (38 min.) : sd., col. ; 12 in.

7.5E. Accompanying material

7.5E1. Give the details of accompanying material as instructed in 1.5E.

1 film cassette (21 min.) : sd., col. ; standard 8 mm. +
1 teacher's guide

or 1 film cassette (21 min.) : sd., col. ; standard 8 mm. +
1 v. (28 p. : ill. ; 22 cm.)

2 film cassettes (30 min. each) : sd., col. ; standard 8
mm. + 1 v. (35 p. ; 24 cm.)

7.6. SERIES AREA

Contents:

7.6A. Preliminary rule

7.6B. Series statements

7.6A. Preliminary rule**7.6A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
Precede this area by a full stop, space, dash, space.
Enclose each series statement (see 1.6J) 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 subseries by a comma.
Precede the numbering within a series or subseries by a semicolon.
Enclose a date following a numeric and/or alphabetic designation in parentheses.
Precede the title of a subseries, or the designation for a subseries, by a full stop.
Precede the title of a subseries following a designation for the subseries by a comma.

7.6B. Series statements

7.6B1. Record each series statement as instructed in 1.6.

(Allstate simulation film library)
(Ecology : communities in nature)
(Automotive damage correction series. Set 5)
(Mathematics for elementary school students. Whole numbers ; no. 10)
(Fant anthology of literature in Ameslan)
(Welding series. Gas metal arc (mig) welding)
(Images of the seventies, ISSN 7745-2251 ; no. 22)
(Visual media from the American Folklife Center ; no. 1)

7.7. NOTE AREA

Contents:

- 7.7A. Preliminary rule
- 7.7B. Notes

7.7A. Preliminary rule**7.7A1. Punctuation**

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each.
Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

7.7A2. In making notes, follow the instructions in 1.7A.

7.7B. Notes

Make notes as set out in the following subrules and in the order given there. However, give a particular note first when it has been decided that note is of primary importance.

7.7B1. Nature or form. Make notes on the nature or form of a motion picture or videorecording unless it is apparent from the rest of the description.

Documentary

TV play

7.7B2. Language. Give the language(s) of the spoken, sung, or written content of a motion picture or videorecording unless this is apparent from the rest of the description. Indicate captioning or signing.

In French

French dialogue, English subtitles

Dubbed into English

Closed-captioned

7.7B3. Source of title proper. Make notes on the source of the title proper if it is other than the chief source of information.

Title from script

7.7B4. Variations in title. Make notes on titles borne by the item other than the title proper. *Optionally*, give a romanization of the title proper.

Title on container: Papaya and guava

Title in English on title frame: 400 blows

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

7.7B5. Parallel titles and other title information. Give the title in another language and other title information not recorded in the title and statement of responsibility area if they are considered to be important.

Subtitle: Les fleurs anglaises

7.7B6. Statements of responsibility

Cast. List featured players, performers, narrators, and/or presenters.

Presenter: Jackie Glanville

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

Cast: Gilles Behat (Charles IV), Jean Deschamps (Charles de Valois), Hélène Duc (Mahaut d'Artois)

Incorporate names of the cast into the contents note if appropriate (see 7.7B18).

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 statements of responsibility (see 7.1F). 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

7.7B7. Edition and history. Make notes relating to the edition being described or to the history of the motion picture or videorecording.

Shorter version of the 1969 motion picture of the same name

Censored version. 3 min. sequence missing on reel 3. Censorship certificate C-132, May 4, 1946, of the U.S. Dept. of the Army

Spanish version of the 1956 motion picture entitled: *Jenny's birthday book*. Based on: *Jenny's birthday book* / by Esther Averill

Remake of the 1933 motion picture of the same name

Based on the novel by Nicolas Mosley

7.7B9. Publication, distribution, etc., and date. Make notes on publication, distribution, etc., details that are not included in the publication, distribution, etc., area and are considered to be important.

Distributed in the U.S. by: Stamford, Conn. : Educational Dimensions

Give a date of original production differing from the date of publication, distribution, etc.

Made in 1927

Give the country of original release if it is not stated or implied elsewhere in the description.

First released in Yugoslavia

7.7B10. Physical description. Make the following notes on the physical description when appropriate and if this level of detail is desired:

- a) *Sound characteristics.* Give any special characteristics of the sound component of a motion picture or videorecording (e.g., optical or magnetic, whether the sound track is physically integrated with the film or the sound is separate on a synchronized recording).

Magnetic sound track

Dolby stereo., mono. compatible

- b) *Length of film or tape.* Give the length in feet of a motion picture (from first frame to last) or videotape (from first programme signal to last).

Film: 14,139 ft.

- c) *Colour.* Give the process or colour recording system of a motion picture or videorecording, or any other details of the colour.

Technicolor

Colour recording system: SECAM

Sepia print

- d) *Form of print.* Give the form of print of a film (e.g., *negative, positive, reversal, reversal internegative, internegative, interpositive, colour separation, duplicate, fine grain duplicating positive, fine grain duplicating negative*). For master material held in checkerboard cutting form, state if A, B, C, etc., roll.
- e) *Film base.* Give the film base (i.e., *nitrate, acetate, or polyester*).
- f) *Videorecording system.* Give the system(s) used for a videorecording.

Beta

Laser optical CAV

VHS Hi-fi

LaserVision CAV

For videotape, give the number of lines and fields, followed by the modulation frequency (e.g., *high band, low band*).

Standard: 405 lines, 50 field, high band

- g) *Generation of copy.* For videotapes, give the generation of the copy and either *master copy* or *show copy*.

Second generation, show copy

- h) *Special projection requirements.* Give special projection requirements not given in the physical description area (see 7.5C2).

Three-dimensional film

- j) *Videodiscs: duration and number of frames.* Give the duration of the moving images and the number of frames of still images for videodiscs that contain both.

Eighty min. of moving images and 2400 fr. of still images

- k) *Other.* Give any other physical details that are important to the use or storage of the motion picture or videorecording.

One side CAV, one side CLV

7.7B11. Accompanying material. Make notes on the location of accompanying material if appropriate. Give details of accompanying material neither mentioned in the physical description area nor given a separate description (see 1.5E).

Cast list and credits on box

With shot list

With instruction manual

7.7B12. Series. Make notes on series data that cannot be given in the series area.

Originally issued in the series: Disney classics

7.7B13. Dissertations. If the item being described is a dissertation, make a note as instructed in 1.7B13.

7.7B14. Audience. Make a brief note of the intended audience for, or intellectual level of, an item if this information is stated in the item, its container, or accompanying textual material.

Intended audience: Elementary grades

7.7B16. Other formats. Give the details of other formats in which the content of the item has been issued.

Issued also as cassette (VHS or Sony U-Matic)

7.7B17. Summary. Give a brief objective summary of the content of an item unless another part of the description provides enough information.

Summary: Presents several brief sketches showing communication problems in a family, in a business, and in school in order to analyze and correct failures in interpersonal relations

7.7B18. Contents. List the titles of individual works contained in, or the parts of, a motion picture or videorecording. Add to each title any statements of responsibility not included in the title and statement of responsibility area, and the duration if known.

Contents: pt. 1. The cause of liberty (24 min.) –
pt. 2. The impossible war (25 min.)

Make notes on additional or partial contents when appropriate.

Also contains newsfilm on the Trooping of the Colour

Unedited material and newsfilm. Give a description, using standard abbreviations, of the action and length of each shot of unedited material, newsfilm, or stock shots.

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.)

7.7B19. Numbers. Give important numbers associated with the item other than ISBNs or ISSNns (see 7.8B).

7.7B20. Copy being described, library's holdings, and restrictions on use. Make these notes as instructed in 1.7B20.

Library's set lacks third reel

7.7B21. "With" notes. If the title and statement of responsibility area contains a title that applies to only a part of an item lacking a collective title and, therefore, more than one entry is made, make a note beginning *With:* and listing the other separately titled works in the item in the order in which they appear there.

With: The Truman story

With: Frilly follies – The shy mouse – The night hawk – No more cheese!

7.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

Contents:

- 7.8A. Preliminary rule
- 7.8B. Standard number
- 7.8C. Key-title
- 7.8D. Terms of availability
- 7.8E. Qualification

7.8A. Preliminary rule

7.8A1. Punctuation

- For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
- 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.

7.8B. Standard number

7.8B1. Give the International Standard Book Number (ISBN) or International Standard Serial Number (ISSN) assigned to an item as instructed in 1.8B.

7.8B2. Give any other number in a note (see 7.7B19).

7.8C. Key-title

7.8C1. Give the key-title of a resource as instructed in 1.8C.

7.8D. *Optional addition.* Terms of availability

7.8D1. Give the terms on which the item is available as instructed in 1.8D.

For hire or sale (£15.00)

Free to universities and colleges

7.8E. Qualification

7.8E1. Add qualifications to the standard number and/or terms of availability as instructed in 1.8E.

7.9. SUPPLEMENTARY ITEMS

7.9A. Describe supplementary items as instructed in 1.9.

7.10. ITEMS MADE UP OF SEVERAL TYPES OF MATERIAL

7.10A. Describe items made up of several types of material as instructed in 1.10.

CHAPTER

8

Graphic Materials

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 - 8.8 STANDARD NUMBER AND TERMS OF AVAILABILITY AREA
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-

8.0. GENERAL RULES

8.0A. Scope

8.0A1. The rules in this chapter cover the description of graphic materials of all kinds, whether opaque (e.g., two-dimensional art originals and reproductions, charts, photographs, technical drawings) or intended to be projected or viewed (e.g., filmstrips, radiographs, slides), and collections of such graphic materials. For unpublished graphic materials, see also the instructions in chapter 4. For visual material recorded on film and intended to be projected so as to create the illusion of movement, see chapter 7. For microforms, see chapter 11. For maps, etc., see chapter 3. For microscope slides, see chapter 10.

8.0B. Sources of information

8.0B1. Chief source of information. The chief source of information for graphic materials is the item itself including any labels, etc., that are permanently affixed to the item or a container that is an integral part of the item. If the item being described consists of two or more separate physical parts (e.g., a slide set), treat a container that is the unifying element as the chief source of information if it furnishes a collective title and the items themselves and their labels do not. In this case, make a note (see 8.7B3) indicating the source of information. If information is not available from the chief source, take it from the following sources (in this order of preference):

- container (e.g., box, frame)
- accompanying textual material (e.g., manuals, leaflets)
- other sources

In describing a collection of graphic materials as a unit, treat the whole collection as the chief source.

8.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of graphic materials is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information, container, accompanying material
Publication, distribution, etc.	Chief source of information, container, accompanying material
Physical description	Any source
Series	Chief source of information, container, accompanying material
Note	Any source
Standard number and terms of availability	Any source

8.0C. Punctuation

For the punctuation of the description as a whole, see 1.0C.
 For the prescribed punctuation of elements, see the following rules.

8.0D. Levels of detail in the description

See 1.0D.

8.0E. Language and script of the description

See 1.0E.

8.0F. Inaccuracies

See 1.0F.

8.0G. Accents and other diacritical marks

See 1.0G.

8.0H. Items with several chief sources of information

See 1.0A3.

8.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 8.1A. Preliminary rule
- 8.1B. Title proper
- 8.1C. General material designation
- 8.1D. Parallel titles
- 8.1E. Other title information
- 8.1F. Statements of responsibility
- 8.1G. Items without a collective title

8.1A. Preliminary rule**8.1A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede the title of a supplement or section (see 1.1B9) by a full stop.

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.

For the punctuation of this area for items without a collective title, see 1.1G.

8.1B. Title proper**8.1B1. Transcribe the title proper as instructed in 1.1B.**

Searching British patent literature

Ancient Greek coins

Napoleon

19th century developments in art

Walt Disney's Disneyland

Advanced diagnostic ultrasound (two-dimensional
ultrasonography)

If the title proper is taken from a container that is a unifying element, or if it is not taken from the chief source of information, give the source of the title in a note (see 8.7B3).

8.1B2. If a single graphic item lacks a title, supply one as instructed in 1.1B7.

[Birds of Jamaica]

[Photograph of Alice Liddell]

8.1B3. If a collection of graphic items lacks a title, supply a title by which the collection is known or a title indicating the nature of the collection.

[Dance posters]

8.1C. Optional addition. General material designation

8.1C1. Give immediately following the title proper the appropriate general material designation as instructed in 1.1C.

8.1C2. If a graphic item contains parts belonging to materials falling into two or more categories, and if none of these is the predominant constituent of the item, give either *multimedia* or *kit* as the designation (see 1.1C1 and 1.10C1).

8.1D. Parallel titles

8.1D1. Transcribe parallel titles as instructed in 1.1D.

French colonies in America [GMD] = Colonies françaises
d'Amérique

8.1E. Other title information

8.1E1. Transcribe other title information as instructed in 1.1E.

Basic principles in chemistry—stoichiometry [GMD] : atomic
weights, molecular weights, and the mole concept

Bulgaria [GMD] : my country

Personal communication [GMD] : gestures, expressions, and
body English

8.1F. Statements of responsibility

8.1F1. Transcribe statements of responsibility relating to persons or bodies credited with a major role in creating or participating in the creation or production of a graphic item (e.g., directors, producers, artists, designers, developers, sponsors) as instructed in 1.1F. Give all other statements of responsibility in notes.

The beach [GMD] / Walt Smith

Searching British patent literature [GMD] / British Library
Science Reference and Information Service

The histomap of religion [GMD] : the story of man's search for spiritual unity / John B. Sparks

A picture study of the settlement of the West [GMD] / prepared by Historical Services and Consultants under the direction of John T. Saywell and John C. Ricker

Two dancers on a stage [GMD] / Degas

A girl with a broom [GMD] / Rembrandt ; National Gallery of Art

Introduction to printmaking [GMD] / Crystal Productions ; writer, Corry Hubbard

Soil, the growth medium [GMD] / Prentice-Hall Media ; produced by the Sun Group ; producer and director, Arthur Custer ; writer, Roger Scott

Childcare shapes the future [GMD] : anti-racist strategies / developed by the Council on Interracial Books for Children, Inc., and the Multicultural Project for Communication and Education, Inc. ; produced by the Council on Interracial Books for Children, Inc.

8.1F2. Add a word or short phrase to the statement of responsibility if the relationship between the title and the person(s) or body (bodies) named in the statement is not clear.

8.1G. Items without a collective title

8.1G1. If a graphic item lacks a collective title, transcribe the titles of the individual parts as instructed in 1.1G.

The great big enormous turnip [GMD] / Alexei Tolstoy ; with pictures by Helen Oxenbury. The three poor tailors / Victor G. Ambrus

(A filmstrip based on two children's books)

8.1G2. Make the relationship between statements of responsibility and the parts of an item lacking a collective title clear by additions as instructed in 8.1F2.

8.2. EDITION AREA

Contents:

- 8.2A. Preliminary rule
- 8.2B. Edition statement
- 8.2C. Statements of responsibility relating to the edition
- 8.2D. Statement relating to a named revision of an edition
- 8.2E. Statements of responsibility relating to a named revision of an edition

8.2A. Preliminary rule

8.2A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C. 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.

8.2A2. Unpublished graphic items. For unpublished graphic items existing in different versions, see 4.2.

8.2B. Edition statement

8.2B1. Transcribe a statement relating to an edition of a graphic item that contains differences from other editions of that item, or to a named reissue of an item, as instructed in 1.2B.

Britain's government at work [GMD] / by John A. Hawgood. —
3rd ed.

8.2B2. In case of doubt about whether a statement is an edition statement, follow the instructions in 1.2B3.

8.2B3. *Optional addition.* If a graphic item lacks an edition statement but is known to contain significant changes from other editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

Wooded landscape with church, cow, and figure [GMD] /
T. Gainsborough fecit aqua forte ; J. Wood perfecit. — [3rd
state]

The story of the Pied Piper [GMD] / Encyclopaedia
Britannica Educational Corporation. — [New ed.]

8.2B4. If an edition statement appears in more than one language or script, transcribe the statement that is in the language or script of the title proper. If this criterion does not apply, transcribe the statement that appears first. *Optionally*, transcribe the parallel statement(s), each preceded by an equals sign.

8.2B5. If an item lacking a collective title contains one or more works with an associated edition statement, transcribe such statements following the titles and statements of responsibility to which they relate, separated from them by a full stop.

8.2C. Statements of responsibility relating to the edition

8.2C1. Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of a graphic item as instructed in 1.2C and 8.1F.

Precambrian and older Palaeozoic eras [GMD] / by Knud
Dreyer Jorgenson. — [New issue] / re-edited in Great Britain
by D.E. Owen

8.2D. Statement relating to a named revision of an edition

8.2D1. If an item is a named revision of an edition, transcribe the statement relating to that revision as instructed in 1.2D.

Do not record statements relating to a reissue that contains no changes unless the item is considered to be of particular importance to the cataloguing agency.

8.2E. Statements of responsibility relating to a named revision of an edition

8.2E1. Transcribe a statement of responsibility relating to one or more named revisions of an edition (but not to all such revisions) as instructed in 1.2E and 8.1F.

8.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

8.3A. This area is not used for graphic materials.

8.4. PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

- 8.4A. Preliminary rule
- 8.4B. General rule
- 8.4C. Place of publication, distribution, etc.
- 8.4D. Name of publisher, distributor, etc.
- 8.4E. Statement of function of publisher, distributor, etc.
- 8.4F. Date of publication, distribution, etc.
- 8.4G. Place of manufacture, name of manufacturer, date of manufacture

8.4A. Preliminary rule**8.4A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

8.4B. General rule

8.4B1. Record information about the place, name, and date of all types of publishing, distributing, etc., activities as instructed in 1.4B.

8.4C. Place of publication, distribution, etc.

8.4C1. Give the place of publication, distribution, etc., of a published graphic item as instructed in 1.4C.

8.4C2. Do not record a place of publication, distribution, etc., for an unpublished graphic item, or for an unpublished collection of graphic items (including those containing published items but not published as collections). Do not record *s.l.* in either case.

8.4D. Name of publisher, distributor, etc.

8.4D1. Give the name of the publisher, etc., and *optionally* the distributor, of a published graphic item as instructed in 1.4D.

Trowbridge, Wiltshire : Micro Colour (International)
 [Fullerton, Calif.] : Ruhle and Associates
 [Leeds] : University of Leeds, Dept. of Spanish

8.4D2. Do not record the name of a publisher, distributor, etc., for an unpublished graphic item, or for an unpublished collection of graphic items (including those containing published items but not published as collections). Do not record *s.n.* in either case.

8.4E. Optional addition. Statement of function of publisher, distributor, etc.

8.4E1. Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

London : Rickett Encyclopedia of Slides [publisher] :
 Voluntary Committee on Overseas Aid & Development
 [distributor]

8.4F. Date of publication, distribution, etc.

8.4F1. Give the date of publication, distribution, etc., of a published graphic item as instructed in 1.4F.

Melbourne : University of Melbourne ; London : EFVA
 [distributor], 1966
 Toronto : Royal Ontario Museum, [197-]
 New York : Personality Posters, c1966

8.4F2. Give the date of creation of an art original, unpublished photograph, or other unpublished graphic item.

Fair Rosamund [GMD] / E. Burne-Jones. - 1863
 (*Dated gouache*)
 Portrait of Charles Dickens [GMD]. - [1861?]
 (*Undated photograph*)

8.4F3. Give the inclusive dates of a collection of graphic materials.

[Pen drawings of birds and flowers of Dorset] [GMD]. --
 [1910- 1937]

8.4G. Place of manufacture, name of manufacturer, date of manufacture

8.4G1. If the name of the publisher is unknown and the place and name of the manufacturer are found in the item, give that place and name as instructed in 1.4G.

[S.l. : s.n., 1966?] (London : Curwen Press)

8.4G2. Optional addition. Give the place, name of manufacturer, and/or date of manufacture if they are found on the item and differ from the place, name of publisher, etc., and date of publication, etc., and are considered important by the cataloguing agency.

8.5. PHYSICAL DESCRIPTION AREA

Contents:

- 8.5A. Preliminary rule
- 8.5B. Extent of item (including specific material designation)
- 8.5C. Other physical details
- 8.5D. Dimensions
- 8.5E. Accompanying material

8.5A. Preliminary rule**8.5A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
 Precede this area by a full stop, space, dash, space *or* start a new paragraph.
 Precede other physical details by a colon.
 Precede dimensions by a semicolon.
 Precede each statement of accompanying material by a plus sign.
 Enclose physical details of accompanying material in parentheses.

8.5B. Extent of item (including specific material designation)

8.5B1. Record the number of physical units of a graphic item by giving the number of parts in arabic numerals and one of the following terms as appropriate:

activity card
 art original
 art print
 art reproduction
 chart
 filmstrip
 filmstrip
 flash card
 flip chart
 photograph
 picture
 postcard
 poster
 radiograph
 slide
 stereograph
 study print
 technical drawing
 transparency
 wall chart

1 wall chart
 3 wall charts
 100 slides
 12 transparencies

Add *cartridge* or *reel* to *filmstrip* and *stereograph* when appropriate.

- 1 filmstrip cartridge
- 3 stereograph reels

Optionally, add a more specific term to one of those listed above.

- 50 identical sets of 10 slides

If none of the terms listed above is appropriate, give the specific name of the item as concisely as possible.

- 7 flannel board pieces

If the parts of the item are very numerous and the exact number cannot be readily ascertained, give an approximate number.

- ca. 1,000 photographs

8.5B2. Add, to the designation for a filmstrip or filmstrip, the number of frames or double frames.

- 1 filmstrip (36 fr.)
- 1 filmstrip (10 double fr.)

Add, to the designation for a stereograph, the number of pairs of frames.

- 1 stereograph reel (7 pairs of fr.)

If the frames are unnumbered and their number cannot be readily ascertained, give an approximate number.

- 1 filmstrip (ca. 100 fr.)

If the title frames are separately numbered, give the number of title frames after the number of other frames.

- 1 filmstrip (41 fr., 4 title fr.)

8.5B3. Add, to the designation for flip charts, the number or approximate number of sheets.

- 1 flip chart (8 sheets)

8.5B4. Add, to the designation for transparencies, the number or approximate number of overlays, if any. If the overlays are attached, indicate this.

- 1 transparency (5 overlays)
- 1 transparency (5 attached overlays)

8.5B5. If the parts of a multipart filmstrip, filmstrip, stereograph, flip chart, or transparency have the same number of components (e.g., frames, sheets) or approximately the same number of components, use the form *3 filmstrips (50 fr. each)* or *3 transparencies (ca. 10 overlays each)*, etc. Otherwise, give the total number of components if they are consecutively numbered or omit the statement of the number of components.

- 4 filmstrips (50 double fr. each)
- 2 transparencies (20 overlays)
- 4 flip charts

8.5B6. If the item is in a raised image format, add (*tactile*) to the statement of extent (see 8.5B1–8.5B5).

1 chart (tactile)

Optionally, if general material designations are used (see 1.1C1) and the general material designation indicates the tactile nature of the item, omit the addition.

If the item is a thermoform copy, add *thermoform* to the parenthetical addition, preceded by a comma. If there is no parenthetical addition (see *option* above), add *thermoform* in parentheses.

1 chart (tactile, thermoform)

or 1 chart (thermoform)

8.5C. Other physical details

8.5C1. Medium-specific details. Give, for each of the media listed below, the details specified.

- a) *Art originals.* Give the medium (e.g., *chalk, oil, pastel*) and the base (e.g., *board, canvas, fabric*).

1 art original : oil on canvas

- b) *Art prints.* Give the process in general terms (e.g., *engraving, lithograph*) or specific terms (e.g., *copper engraving, chromolithograph*).

2 art prints : engraving

1 art print : sugar lift aquatint

- c) *Art reproductions.* Give the method of reproduction (e.g., *photogravure, collotype*).

1 art reproduction : photogravure

- d) *Charts and flip charts.* If the charts are double sided, indicate this.

1 flip chart (8 sheets) : double sided

- e) *Filmstrips and filmstrips.* Give *sd.* if the sound is integral. If the sound is not integral, describe the accompanying sound as accompanying material (see 8.5E).

1 filmstrip (41 fr., 4 title fr.) : sd.

- f) *Flash cards.* Give *sd.* if the sound is integral. If the sound is not integral, describe the accompanying sound as accompanying material (see 8.5E).

200 flash cards : sd.

- g) *Photographs.* If the photograph is a transparency not designed for projection or a negative print, indicate this. *Optionally*, give the process used.

3 photographs : negative

1 photograph : glass photonegative

- h) *Slides.* Give *sd.* if the sound is integral. If the sound is not integral, describe the accompanying sound as accompanying material (see 8.5E).

12 slides : sd.

j) *Technical drawings.* Give the method of reproduction (e.g., *blueprint, photocopy*), if appropriate.

1 technical drawing : blueprint

8.5C2. Colour. Give an indication of colour (e.g., *col., b&w, sepia*) for all graphic media other than art originals, radiographs, and technical drawings.

1 art print : engraving, tinted

3 filmstrips : col.

16 flash cards : col.

1 photograph : sepia

1 picture : col.

4 postcards : tinted

7 posters : blue and white

14 slides : b&w and col.

1 stereograph reel (7 pairs of fr.) : col.

1 study print : col.

3 transparencies (5 overlays each) : col.

8.5D. Dimensions

8.5D1. Give the height × width in centimetres, to the next whole centimetre up, for all graphic materials except filmstrips, filmstrips, and stereographs. For these latter, see 8.5D2 and 8.5D3. For additional instructions on the dimensions of art works, slides, technical drawings, transparencies, and wall charts, see 8.5D4–8.5D6.

16 flash cards : col. ; 28 × 10 cm.

1 flip chart (8 sheets) : double sided, col. ; 23 × 18 cm.

24 photographs : b&w ; 13 × 8 cm.

1 picture : b&w ; 20 × 25 cm.

1 radiograph ; 38 × 38 cm.

1 study print : col. ; 34 × 47 cm.

1 technical drawing : blueprint ; 87 × 87 cm.

If the graphic materials in a multipart item differ in size, give the smallest or smaller and the largest or larger size, separated by a hyphen.

8.5D2. Filmstrips and filmstrips. Give the gauge (width) of the film in millimetres.

1 filmstrip (50 fr.) : col. ; 35 mm.

8.5D3. Stereographs. Do not give the dimensions.

8.5D4. Art originals, art prints, art reproductions, and transparencies. Give the height × width of the item, excluding any frame or mount (see also 8.7B10).

- 1 art print : lithograph, col. ; 28 × 36 cm.
- 3 transparencies (15 overlays) : b&w ; 26 × 22 cm.
- 2 art originals : oil on canvas ; 28 × 40 cm.-30 × 45 cm.

8.5D5. Slides. Do not give the dimensions if they are 5 × 5 cm. (2 × 2 in.).

- 1 slide : col.
- 1 slide : b&w ; 7 × 7 cm.

8.5D6. Technical drawings and wall charts. Give the height × width when extended and (when appropriate) folded, separating the dimensions by a comma.

- 1 wall chart : col. ; 244 × 26 cm., folded to 30 × 26 cm.
- 3 technical drawings : blueprint ; 100 × 40 cm.-120 × 60 cm.

8.5E. Accompanying material

8.5E1. Give the details of accompanying material as instructed in 1.5E.

- 1 stereograph reel (12 pairs of fr.) : col. + 1 booklet
- 40 slides : col. + 1 sound disc (30 min. : analog, 33½ rpm, mono. ; 12 in.)
- 1 filmstrip (70 fr.) : sd., col. ; 35 mm. + 1 set of teacher's notes

Give details of integral sound systems as part of "other physical details" (see 8.5C1).

8.6. SERIES AREA

Contents:

- 8.6A. Preliminary rule
- 8.6B. Series statements

8.6A. Preliminary rule

8.6A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Enclose each series statement (see 1.6J) 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 subseries by a comma.

Precede the numbering within a series or subseries by a semicolon.
 Enclose a date following a numeric and/or alphabetic designation in parentheses.
 Precede the title of a subseries, or the designation for a subseries, by a full stop.
 Precede the title of a subseries following a designation for the subseries by a comma.

8.6B. Series statements

8.6B1. Record each series statement as instructed in 1.6.

(Listening, looking, and feeling)
 (At-a-flash time line cards ; set 1)
 (Ward's solo-learn system)
 (The sciences. Man and his environment ; TSB 3)
 (Viewmaster science series. 4, Physics)
 (How the health are you? ; no. 3)
 (Environmental studies, ISSN 8372-7639 ; v. 32)

8.7. NOTE AREA

Contents:

- 8.7A. Preliminary rule
- 8.7B. Notes

8.7A. Preliminary rule

8.7A1. Punctuation

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

8.7A2. In making notes, follow the instructions in 1.7A.

8.7B. Notes

Make notes as set out in the following subrules and in the order given there. However, give a particular note first when it has been decided that note is of primary importance.

8.7B1. Nature or artistic form. Make notes on the nature or artistic form of a graphic item unless it is apparent from the rest of the description.

Cross-cultural survey

8.7B2. Language. Give the language(s) of the spoken or written content of a graphic item and its accompanying sound unless this is apparent from the rest of the description.

Captions in Spanish

Sound tape in Spanish and English

8.7B3. Source of title proper. Make notes on the source of the title proper if it is a container or if it is other than the chief source of information (see 8.0B1).

Title from manufacturer's catalogue

8.7B4. Variations in title. Make notes on titles borne by the item other than the title proper. *Optionally*, give a romanization of the title proper.

Also known as: The blue boy

Title on container: Japan

8.7B5. Parallel titles and other title information. Give the title in another language and other title information not recorded in the title and statement of responsibility area if they are considered to be important.

Subtitle: Cereals of the world

8.7B6. Statements of responsibility. Make notes on variant names of persons or bodies named in statements of responsibility if these are considered to be important for identification. Give statements of responsibility not recorded in the title and statement of responsibility area. Make notes on persons or bodies connected with a work, or significant persons or bodies connected with previous editions and not already named in the description.

Narrator: Rod Serling

Teacher's guide / by M. McComb

Variously attributed to Mathew B. Brady, to Dan Adams, and to Anthony, Edwards & Co.

Donor, source, etc., and previous owner(s). Make notes on the donor or source of an original graphic item and on previous owners if they can be easily ascertained. Add the year or years of accession to the name of the donor or source, and the year or years of ownership to the name of a previous owner.

8.7B7. Edition and history. Make notes relating to the edition being described or to the history of the item.

Originally released in 1965 with sound disc

Spanish version of: Your mouth speaking

Based on the fairy tale by H.C. Andersen

8.7B9. Publication, distribution, etc. Make notes on publication, distribution, etc., details that are not included in the publication, distribution, etc., area and are considered to be important.

First released in 1969

8.7B10. Physical description. Make notes on important physical details that are not included in the physical description area, especially if these affect the use of the item.

Scales vary

Composite photo.

Collage of wood, fabric, and paper

Filmstrip mounted in rigid format for use with Phono-viewer

Images placed in frame both horizontally and vertically

Text on verso

Unmounted

Size when framed: 40 X 35 cm.

8.7B11. Accompanying material. Make notes on the location of accompanying material if appropriate. Give details of accompanying material neither mentioned in the physical description area nor given a separate description (see 1.5E).

With 2 exhibition catalogues: 19th century America : furniture and other decorative arts / by Marilyn Johnson, Marvin D. Schwartz, and Suzanne Boorsch - 19th century America : paintings and sculpture / by John K. Howat and others

8.7B12. Series. Make notes on series data that cannot be given in the series area.

Originally issued in the series:

Series title on container:

(Container bears a variant form of the series title)

8.7B13. Dissertations. If the item being described is a dissertation, make a note as instructed in 1.7B13.

8.7B14. Audience. Make a brief note of the intended audience for, or intellectual level of, a graphic item if this information is stated in the item, its container, or accompanying material.

Intended audience: Elementary grades

For remedial reading programmes

8.7B16. Other formats. Give the details of other formats in which the content of the item has been issued.

Issued also with sound

Issued also with double frames

8.7B17. Summary. Give a brief objective summary of the content of an item unless another part of the description provides enough information.

Aerial view of Champaign-Urbana, Ill.

Summary: Uses the children's tale of Goldilocks and the three bears in a programme of Spanish language instruction

Summary: A reading exercise which presents some little-known facts about gopher snakes, crocodiles, and sea turtles

8.7B18. Contents. List the titles of individually named parts of a graphic item. Add to each title any statements of responsibility not included in the title and statement of responsibility area, and the number of cards, frames, slides, etc., when appropriate.

Contents: Penny, nickel, dime, quarter - Nickel, dime, quarter, half-dollar - Dollar - Use of cent and dollar notation - Addition and subtraction - Making change - Story problems

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.)

Make notes on additional or partial contents when appropriate.

End frames reproduce 5 famous Spanish paintings

8.7B19. Numbers. Give important numbers associated with the item other than ISBNs or ISSNs (see 8.8B).

8.7B20. Copy being described, library's holdings, and restrictions on use. Make these notes as instructed in 1.7B20.

Print (no. 45) signed by artist

8.7B21. "With" notes. If the title and statement of responsibility area contains a title that applies to only a part of an item lacking a collective title and, therefore, more than one entry is made, make a note beginning *With:* and listing the other separately titled works in the item in the order in which they appear there.

With: The doom fulfilled – Ariadne

8.7B22. Note relating to the original. Make a note relating to the original of a reproduced art work as instructed in 1.7B22.

Reproduction of: Femme nue en plein air. 1876. 1 art original : oil on canvas, col. ; 79 X 64 cm. In Louvre Museum, Paris

8.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

Contents:

- 8.8A. Preliminary rule
- 8.8B. Standard number
- 8.8C. Key-title
- 8.8D. Terms of availability
- 8.8E. Qualification

8.8A. Preliminary rule

8.8A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

8.8B. Standard number

8.8B1. Give the International Standard Book Number (ISBN) or International Standard Serial Number (ISSN) assigned to an item as instructed in 1.8B.

8.8B2. Give any other number in a note (see 8.7B19).

8.8C. Key-title

8.8C1. Give the key-title of a resource as instructed in 1.8C.

8.8D. *Optional addition.* Terms of availability

8.8D1. Give the terms on which the item is available as instructed in 1.8D.

Free loan to students

For rent or sale (\$10.00)

8.8E. Qualification

8.8E1. Add qualifications to the standard number and/or terms of availability as instructed in 1.8E.

8.9. SUPPLEMENTARY ITEMS

8.9A. Describe supplementary items as instructed in 1.9.

8.10. ITEMS MADE UP OF SEVERAL TYPES OF MATERIAL

8.10A. Describe items made up of several types of material as instructed in 1.10.

8.11. FACSIMILES, PHOTOCOPIES, AND OTHER REPRODUCTIONS

8.11A. Describe facsimiles, photocopies, and other reproductions as instructed in 1.11.

Electronic Resources

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-

9.0. GENERAL RULES

9.0A. Scope

9.0A1. The rules in this chapter cover the description of electronic resources. Electronic resources consist of data (information representing numbers, text, graphics, images, maps, moving images, music, sounds, etc.), programs (instructions, etc., that process the data for use), or combinations of data and programs. Electronic resources often include components with characteristics found in multiple classes of materials so there will frequently be a need

to consult other chapters. For example, in describing a serially-issued cartographic electronic resource, use chapters 3, 9, and 12.

For cataloguing purposes, electronic resources may be treated in one of two ways depending on whether access is direct (local) or remote (networked). Direct access is understood to mean that a physical carrier can be described. Such a carrier (e.g., disc/disk, cassette, cartridge) must be inserted into a computerized device or into a peripheral attached to a computerized device. Remote access is understood to mean that no physical carrier can be handled. Remote access can only be provided by use of an input-output device (e.g., a terminal), either connected to a computer system (e.g., a resource in a network), or by use of resources stored in a hard disk or other storage device.

9.0B. Sources of information

9.0B1. Chief source of information. The chief source of information for electronic resources is the resource itself.

Take the information from formally presented evidence (e.g., title screen(s), main menus, program statements, initial display(s) of information, home page(s), the file header(s) including "Subject:" lines, encoded metadata (e.g., TEI headers, HTML/XML meta tags), and the physical carrier or its labels¹), including information that has been uncompressed, printed out, or otherwise processed for use. If the information in these sources varies in degree of fullness, prefer the source that provides the most complete information.

If the information required is not available from the resource itself, take it from the following sources (in this order of preference):

- printed or online documentation or other accompanying material
(e.g., publisher's letter, "about" file, publisher's Web page
about an electronic resource)
- information printed on a container issued by the publisher,
distributor, etc.

If the item being described consists of two or more separate physical parts, treat a container or its permanently affixed label that is the unifying element as the chief source of information if it furnishes a collective title and the formally presented information in, or the labels on, the parts themselves do not.

If the information required is not available from the chief source or the sources listed above, take it from the following sources (in this order of preference):

- other published descriptions of the resource
- other sources (e.g., metadata records)

9.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of electronic resources is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

1. *Label* refers to any paper, plastic, etc., label permanently affixed to a physical carrier, or information printed or embossed directly onto the physical carrier by the publisher, creator, etc., of the resource, as opposed to those on the container or to any label added locally.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information, information issued by the publisher, creator, etc., container
Edition	Chief source of information, information issued by the publisher, creator, etc., container
Type and extent of resource	Any source
Publication, distribution, etc.	Chief source of information, information issued by the publisher, creator, etc., container
Physical description	Any source
Series	Chief source of information, information issued by the publisher, creator, etc., container
Note	Any source
Standard number and terms of availability	Any source

9.0C. Punctuation

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

9.0D. Levels of detail in the description

See 1.0D.

9.0E. Language and script of the description

See 1.0E.

9.0F. Inaccuracies

See 1.0F.

9.0G. Accents and other diacritical marks

See 1.0G.

9.0H. Items with several chief sources of information

See 1.0A3.

9.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 9.1A. Preliminary rule
- 9.1B. Title proper
- 9.1C. General material designation

- 9.1D. Parallel titles
- 9.1E. Other title information
- 9.1F. Statements of responsibility
- 9.1G. Items without a collective title

9.1A. Preliminary rule

9.1A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C. Precede the title of a supplement or section (see 1.1B9) by a full stop. 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. For the punctuation of this area for items without a collective title, see 1.1G.

9.1B. Title proper

9.1B1. Transcribe the title proper as instructed in 1.1B.

WordStar
 Practicalc II
 Demon attack
 The CPS 1974 American national election survey
 Krell's logo
 Visitrend + visiplot

9.1B2. Always give the source of the title proper in a note (see 9.7B3). If the title has been supplied (see 1.1B7), give the source of the supplied title in a note (see 9.7B3).

9.1B3. Do not record a file name or a data set name as the title proper unless it is the only name given in the chief source. If desired, give a file name or data set name not used as the title proper in a note (see 9.7B4).

9.1C. *Optional addition.* General material designation

9.1C1. Give immediately following the title proper the appropriate general material designation as instructed in 1.1C.

Gertrude's puzzles [GMD]

9.1C2. If an electronic resource contains parts belonging to materials falling into two or more categories, and if none of these is the predominant component, give either *multimedia* or *kit* as the designation (see 1.1C1 and 1.10C1).

9.1D. Parallel titles**9.1D1.** Transcribe parallel titles as instructed in 1.1D.

Citizen participation in non-work-time activities [GMD] =
Participation des citoyens aux activités hors des heures de
travail

El asistente del instructor [GMD] = Teaching assistant

9.1E. Other title information**9.1E1.** Transcribe other title information as instructed in 1.1E.

Vufile [GMD] : an information retrieval system for use with
files, lists, and data bases of all kinds

A.C.E. [GMD] : Applesoft command editor

9.1F. Statements of responsibility**9.1F1.** Transcribe statements of responsibility relating to those persons or bodies credited with a major role in creating the content of the resource as instructed in 1.1F.

Database [GMD] / Paul Fellows

The China study [GMD] / principal investigator, Angus
Campbell

Memory castle [GMD] / designed by Donna Stanger ;
programmed by Lon Koenig

Class records system [GMD] / by Quercus

Moby Dick [GMD] / by Herman Melville ; compiled and
produced by Princeton University Computer Center under the
direction of Robert Knight

Give all other statements of responsibility in notes (see 9.7B6).

9.1F2. Add a word or short phrase to the statement of responsibility if the relationship between the title and the person(s) or body (bodies) named in the statement is not clear.

A reconstruction of Oliver Benson's Simple diplomatic game
[GMD] / [developed by] Jeff Krend

Redistricting program [GMD] / [prepared by] Stuart Nagel
[for the] Inter-University Consortium for Political Research

9.1G. Items without a collective title**9.1G1.** If an electronic resource lacks a collective title, *either* describe the item as a unit (see 9.1G2 and 9.1G3) *or* make a separate description for each separately titled part (see 9.1G4).**9.1G2.** In describing as a unit an electronic resource lacking a collective title, transcribe the titles of the individual parts as instructed in 1.1G3.

Personal bibliographic system [GMD] / by Victor Rosenberg.
Data transfer system / written by Cyrus Galambor and Peter
Rycus

Let's go to a beer bust [GMD] / written by Sue Beall and Wayne Wyllie ; programmed by Kathy Kothmann. Time out / written by Ruth Cady ; programmed by Kathy Kothmann. Blood alcohol content / by Robert S. Gold

9.1G3. Make the relationship between statements of responsibility and the parts of an item lacking a collective title and described as a unit clear by additions as instructed in 9.1F2.

9.1G4. *Optionally*, make a separate description for each separately titled part of an item lacking a collective title. For the statement of the extent in each of these descriptions, see 9.5B2. Link the separate descriptions with notes (see 9.7B21). For instructions on sources of information, see 9.0B.

9.2. EDITION AREA

Contents:

- 9.2A. Preliminary rule
- 9.2B. Edition statement
- 9.2C. Statements of responsibility relating to the edition
- 9.2D. Statement relating to a named revision of an edition
- 9.2E. Statements of responsibility relating to a named revision of an edition

9.2A. Preliminary rule

9.2A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

9.2B. Edition statement

9.2B1. Transcribe a statement relating to an edition of an electronic resource that contains differences from other editions of that resource, or to a named reissue of a resource, as instructed in 1.2B.

Rev. ed.
 NORC test ed.
 Level 3.4
 Rev. ed. 10/2/82
 3rd update
 Version 5.20
 [Version] 1.1
 Prelim. release 0.5
 Interactive version

Give the source of the edition statement in a note (see 9.7B7) if it is different from the source of the title proper.

9.2B2. In case of doubt about whether a statement is an edition statement, take the presence of words such as *edition*, *issue*, *version*, *release*, *level*, *update* (or their equivalents in other languages) as evidence that the statement is an edition statement, and transcribe it as such.

9.2B3. *Optional addition.* If an electronic resource lacks an edition statement but is known to contain significant changes from other editions (e.g., changes in the data involving content, standardized coding, etc.; changes in the programming including changes in the program statements, programming language, and programming routines and operations; the addition of sound or graphics; improvement of graphics), supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

[Version 7, Rev. version]

[Windows 95 ed.]

9.2B4. Do not treat an issue of a resource that incorporates minor changes as a new edition. Such minor changes include corrections of misspellings of data, changes in the arrangement of the contents, changes in the output format or the display medium, and changes in the physical characteristics (e.g., blocking factors, recording density). If desired, give the details of such changes in a note (see 9.7B7).

9.2B5. If an item consists of multiple physical carriers, including accompanying material, and there are multiple edition statements relating to the whole as well as to parts of the resource, transcribe only the edition statement(s) relating to the whole resource in the edition area. Edition statements relating to parts may be given in a note (see 9.7B7).

9.2B6. If an edition statement appears in more than one language or script, transcribe the statement that is in the language or script of the title proper. If this criterion does not apply, transcribe the statement that appears first. *Optionally*, transcribe the parallel statement(s), each preceded by an equals sign.

9.2B7. If an item lacking a collective title and described as a unit contains one or more works with an associated edition statement, transcribe such statements following the titles and statements of responsibility to which they relate, separated from them by a full stop.

9.2C. Statements of responsibility relating to the edition

9.2C1. Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of a resource as instructed in 1.2C and 9.1F. If desired, transcribe other statements of responsibility relating to the edition in a note (see 9.7B7).

Rev. ed. / program has been converted from BASIC to
FORTRAN IV by Allen P. Smith

9.2D. Statement relating to a named revision of an edition

9.2D1. If an item is a named revision of an edition, transcribe the statement relating to that revision as instructed in 1.2D.

ICPSR ed., OSIRIS IV version

Do not record statements relating to a named revision of an edition when the changes are of a minor nature (see 9.2B4).

Do not record statements relating to a reissue that contains no changes unless the item is considered to be of particular importance to the cataloguing agency.

9.2E. Statements of responsibility relating to a named revision of an edition

9.2E1. Transcribe a statement of responsibility relating to one or more named revisions of an edition (but not to all such revisions) as instructed in 1.2E and 9.1F.

3rd ed., Version 1.2 / programmed by W.G. Toepfer

9.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

9.3A. This area is not used for electronic resources.

9.4. PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

- 9.4A. Preliminary rule
- 9.4B. General rule
- 9.4C. Place of publication, distribution, etc.
- 9.4D. Name of publisher, distributor, etc.
- 9.4E. Statement of function of publisher, distributor, etc.
- 9.4F. Date of publication, distribution, etc.
- 9.4G. Place of manufacture, name of manufacturer, date of manufacture

9.4A. Preliminary rule

9.4A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

9.4B. General rule

9.4B1. Record information about the place, name, and date of all types of publishing, distributing, etc., activities as instructed in 1.4B.

9.4B2. Consider all remote access electronic resources to be published.

9.4C. Place of publication, distribution, etc.

9.4C1. Give the place of publication, distribution, etc., of a published electronic resource as instructed in 1.4C.

9.4C2. Do not record a place of publication, distribution, etc., for an unpublished electronic resource. Do not record *s.l.* in such a case.

9.4D. Name of publisher, distributor, etc.

9.4D1. Give the name of the publisher, etc., and *optionally* the distributor, of a published electronic resource as instructed in 1.4D.

London : Psion

Newton Upper Falls, Mass. ; Ipswich : Practicorp
(*Cataloguing agency in the United Kingdom*)

Prague : [s.n.]

[S.l.] : Bruce & James Program Publishers ; [New York :
Distributed by Simon & Schuster]

Bellevue, Wash. : Temporal Acuity Products ; Owatonna,
Minn. : Distributed exclusively by Musictronic

[Honolulu?] : M.R. Ogden
(*A personal home page*)

9.4D2. Do not record the name of a publisher, distributor, etc., for an unpublished electronic resource. Do not record *s.n.* in such a case.

9.4E. Optional addition. Statement of function of publisher, distributor, etc.

9.4E1. Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

Chicago : National Opinion Research Center ; Storrs, Conn.
: Roper Public Opinion Research Center [distributor]

9.4F. Date of publication, distribution, etc.

9.4F1. Give the date of publication, distribution, etc., of a published electronic resource as instructed in 1.4F.

Ann Arbor : University of Michigan, Institute for Social
Research, 1968

Chicago : University of Chicago, 1961-1962

Richmond, Va. : Rhiannon Software, c1985

[United States : s.n., 198-]

[Jamestown, N.D.] : Northern Prairie Science Center,
[1995?]-

9.4F2. Give the date of creation of an unpublished electronic resource.

9.4F3. Give any other useful dates (e.g., dates of collection of data) in a note (see 9.7B7 and 9.7B9).

9.4F4. If there is no publication, distribution, etc., date which applies to the item as a whole, and the item has multiple copyright dates which apply to various aspects of the production (e.g., programming, sound production, graphics, documentation), transcribe only the latest copyright date.

Optionally, transcribe the other dates in a note (see 9.7B7) or in a contents note (see 9.7B18).

9.4G. Place of manufacture, name of manufacturer, date of manufacture

9.4G1. If the name of the publisher is unknown and the place and name of the manufacturer are found in the item, give that place and name as instructed in 1.4G.

[S.l. : s.n.], 1986 (Cleveland, Ohio : CD Wonderworks)

9.4G2. *Optional addition.* Give the place, name of manufacturer, and/or date of manufacture if they are found in the item and differ from the place, name of publisher, etc., and date of publication, etc., and are considered important by the cataloguing agency.

9.5. PHYSICAL DESCRIPTION AREA

Contents:

- 9.5A. Preliminary rule
- 9.5B. Extent of item (including specific material designation)
- 9.5C. Other physical details
- 9.5D. Dimensions
- 9.5E. Accompanying material

9.5A. Preliminary rule

9.5A1. Applicability

- a) *Direct access electronic resources.* Give a physical description as instructed in 9.5B–9.5E.
- b) *Remote access electronic resources.* Do not give a physical description for an electronic resource that is available only by remote access unless the option at 9.5B3 is applied. See 9.7B1c, 9.7B8, and 9.7B10.

9.5A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

Precede other physical details by a colon.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

9.5B. Extent of item (including specific material designation)

9.5B1. For direct access electronic resources, record the number of physical units of the carrier by giving the number of them in arabic numerals and one of the following terms as appropriate:

computer chip cartridge
 computer disk
 computer optical disc
 computer tape cartridge
 computer tape cassette
 computer tape reel

1 computer disk
 2 computer tape cassettes
 1 computer tape reel
 1 computer optical disc

When new physical carriers are developed for which none of these terms is appropriate, give the specific name of the physical carrier as concisely as possible, preferably qualified by *computer*.

1 computer card
 1 computer optical card

Optionally, use a term in common usage to record the specific format of the physical carrier.

1 CD-ROM
 2 Photo CDs
 1 DVD-ROM

Optionally, give, in addition to the physical carrier, an appropriate term preferably taken from subrule .5B of one of the chapters of part I if considered to be important.

184 remote-sensing images on 1 CD-ROM
 450 maps on 3 CD-ROMs

Give a trade name or other similar specification in a note (see 9.7B1b).

9.5B2. If the description is of a separately titled part of an item lacking a collective title (see 9.1G4), express the fractional extent in the form *on reel 2, on 3 of 5 disks, on 1 disk*, etc.

9.5B3. *Optionally*, record the extent of an electronic resource that is available only by remote access. Use an appropriate term preferably taken from subrule .5B of one of the chapters of part I *or* a term in common usage. See also 9.5C3.

1 photograph
 6 remote-sensing images
 1 sound file
 Web site
 1 electronic text

9.5B4. Give the number or approximate number of files that make up the content (use *file* or *files* preceded by an arabic numeral) and/or the number or approximate number of records (use *records*), statements (use *statements*), or bytes (give the term in either abbreviated or full form), if readily available and considered to be important. Enclose additions in parentheses.

1 CD-ROM (1 file : 240,000 bytes)
 1 computer disk (3 files : 100, 460, 550 records)
 1 zip disk (96 mb)
 1 photograph (14,995 bytes)

If such characteristics cannot be given succinctly, give them in a note (see 9.7B8).

9.5C. Other physical details

9.5C1. If the resource is specified to have sound or is known to produce sound, give *sd*. If it is specified or known to display in two or more colours, give *col*.

1 computer chip cartridge : sd.
 1 computer disk : col.
 1 computer disk cartridge : sd., col.

Give details of the requirements for the production of sound or the display of colour in a note (see 9.7B1b).

9.5C2. *Optionally*, give other physical characteristics (e.g., recording density, sectoring), if readily available and if they are considered to be important.

1 computer disk : sd., col., single sided, single density, soft sectored
 2 computer tape reels : 6,250 bpi

If such characteristics cannot be given succinctly, give them in a note (see 9.7B10).

9.5C3. When recording the extent of an electronic resource that is available only by remote access, give other details about the resource (e.g., file types) if readily available and considered to be important.

1 photograph : digital, TIFF file
 69 p. : digital, PDF file
 3 sound files : digital, mp3 file
 1 electronic text : HTML file

If such characteristics cannot be given succinctly, give them in a note (see 9.7B10).

9.5D. Dimensions

9.5D1. Give the dimensions of the physical carrier as instructed below.

a) *Discs/Disks.* Give the diameter of the disc or disk in inches, to the next $\frac{1}{4}$ inch up.

1 computer disk : col. ; $5\frac{1}{4}$ in.

1 computer optical disc : col. ; $4\frac{3}{4}$ in.

b) *Cartridges.* Give, in inches to the next $\frac{1}{4}$ inch up, the length of the side of the cartridge that is to be inserted into the machine.

1 computer chip cartridge ; $3\frac{1}{2}$ in.

c) *Cassettes.* Give the length and height of the face of the cassette in inches, to the next $\frac{1}{8}$ inch up.

1 computer tape cassette ; $3\frac{7}{8} \times 2\frac{1}{2}$ in.

Optionally, give the dimensions of the physical carriers described in a)-c) in centimetres to the next whole centimetre up.

d) *Reels.* Do not give dimensions for reels.

e) *Other carriers.* Give the appropriate dimensions of other physical carriers in inches or in centimetres, rounding up as appropriate.

1 computer card ; 9×6 cm.

9.5D2. If the item consists of more than one physical carrier and they differ in size, give the smallest or smaller and the largest or larger size, separated by a hyphen.

3 computer disks ; $3\frac{1}{2}$ - $5\frac{1}{4}$ in.

or 3 computer disks ; 9-14 cm.

9.5E. Accompanying material

9.5E1. Give the details of accompanying material as instructed in 1.5E.

1 computer disk ; $5\frac{1}{4}$ in. + 1 user's guide

1 computer disk : col. ; $3\frac{1}{2}$ in. + 1 v. (51 p. : ill. ; 20 cm.)

1 computer disk ; $5\frac{1}{4}$ in. + 1 user manual and addendum
(*Accompanying material has title: User manual and addendum*)

1 computer tape cassette : col. ; $3\frac{7}{8} \times 2\frac{1}{2}$ in. + 1 sound cassette (20 min. : analog, stereo.)

1 computer disk ; $3\frac{1}{2}$ in. + 1 demonstration disk + 1 codebook

2 identical computer disks ; $5\frac{1}{4}$ in.

1 computer tape cassette ; $3\frac{7}{8} \times 2\frac{1}{2}$ in. + 7 maps

9.5E2. If no physical description is given (see 9.5A1), give details of any accompanying material in a note (see 9.7B11).

9.6. SERIES AREA

Contents:

- 9.6A. Preliminary rule
- 9.6B. Series statements

9.6A. Preliminary rule

9.6A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
Precede this area by a full stop, space, dash, space.
Enclose each series statement (see 1.6J) 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 subseries by a comma.
Precede the numbering within a series or subseries by a semicolon.
Enclose a date following a numeric and/or alphabetic designation in parentheses.
Precede the title of a subseries, or the designation for a subseries, by a full stop.
Precede the title of a subseries following a designation for the subseries by a comma.

9.6B. Series statements

9.6B1. Record each series statement as instructed in 1.6.

(Practicorp no-nonsense software)

(American national election study series ; no. 13)

(Series C. Machine-readable texts of Greek authors)

9.7. NOTE AREA

Contents:

- 9.7A. Preliminary rule
- 9.7B. Notes

9.7A. Preliminary rule

9.7A1. Punctuation

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each.
Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

9.7A2. In making notes, follow the instructions in 1.7A.

9.7B. Notes

Make notes as set out in the following subrules and in the order given there. However, give a particular note first when it has been decided that note is of primary importance.

9.7B1. Nature and scope, system requirements, and mode of access

- a) *Nature and scope.* Make notes on the nature or scope of the resource unless it is apparent from the rest of the description.

Game

Word processor

Combined time series analysis and graph plotting system

Spreadsheet, with word processing and graphic capabilities

- b) *System requirements.* Make a note on the system requirements of the resource if the information is readily available. Begin the note with *System requirements:*. Give the following characteristics in the order in which they are listed below. Precede each characteristic, other than the first, by a semicolon.

the make and model of the computer(s) on which the resource is designed to run

the amount of memory required

the name of the operating system

the software requirements (including the programming language)

the kind and characteristics of any required or recommended peripherals

the type of any required or recommended hardware modifications

System requirements: 48K RAM; Apple Disk II with controller; col. monitor

(Resource requires colour monitor for display)

System requirements: IBM PC; 64K; colour card; 2 disk drives

System requirements: Apple II, II+, or IIe; 48K; DOS 3.3; Applesoft in ROM

System requirements: IBM PC or 100% compatible; 128K; DOS 1.1 to DOS 2.1

System requirements: RTI Series 500 CD-ROM DataDrive

System requirements: IBM PC AT or XT; CD-ROM player and drive

System requirements: 486/33MHz PC, Macintosh, or Power Macintosh; 8MB RAM; Windows 3.1 (or higher) or System 7.0.1 (or higher); Java-capable Web browser; VGA Monitor

(May also be given as separate system requirement statements for each make and model of the computer)

- c) *Mode of access.* If a resource is available only by remote access, always specify the mode of access. Begin the note with *Mode of access:*.

Mode of access: AUSINET

Mode of access: Electronic mail using ARPA

Mode of access: World Wide Web

Mode of access: Internet via ftp

9.7B2. Language and script. Give the language(s) and/or script(s) of the spoken or written content of a resource unless this is apparent from the rest of the description.

In German

Greek language transcribed in medieval manuscript tradition

Screen text and audio in English and French

Record the programming language as part of the system requirements note (see 9.7B1b).

9.7B3. Source of title proper. Always give the source of the title proper.

Title from title screen

Title from "catalogue record" provided by the producer

Title from codebook

Title supplied in correspondence by creator of the resource

Title supplied by cataloguer

Title from Web page (viewed on May 29, 1999)

(Source of title note combined with item described note)

9.7B4. Variations in title. Make notes on titles borne by the item other than the title proper. *Optionally*, give a romanization of the title proper.

Title on manual: Compu-math decimals

Also known as: MAXLIK

Title in HTML header: American Birding Association home page

Second title screen: Personal finances and other applications

Optionally, transcribe a file name or data set name if it differs from the title proper. For a locally assigned file name or data set name, see 9.7B20.

File name: CC.RIDER

9.7B5. Parallel titles and other title information. Give the title in another language and other title information not recorded in the title and statement of responsibility area if they are considered to be important.

Subtitle on container: Life & work of explorer Thor Heyerdahl

Parallel title in HTML header: Légende et réalité : les héros historiques et légendaires du Canada

9.7B6. Statements of responsibility. Make notes on variant names of persons or bodies named in statements of responsibility if they are considered to be important for identification. Give statements of responsibility not recorded in the title and statement of responsibility area. Make notes on persons or bodies connected with a work, or significant persons or bodies connected with previous editions and not already named in the description.

Data collected in collaboration with Christiane Klapisch, École pratique des hautes études, Paris

Additional contributors to program: Eric Rosenfeld, Debra Spencer

Simulation rev. and reprogrammed by John Smith for use in an online time-sharing environment

Systems designer, Henry Letow ; sound, LF Acoustics

User's guide by John Unger Zussman

Program initially developed by Richard Strauss, Jean Foss, and Mable Kinzie and ported to HTML by Bill Looney, Jason Mitchell, and Mable Kinzie

Web site hosted by the University of Edinburgh Dept. of Geography

9.7B7. Edition and history. Give the source of the edition statement if it is different from the source of the title proper.

Ed. statement from container label

Make notes relating to the edition being described or to the history of the item.

Updated version of 1982 program

Program first issued in 1981

Re-published on the Internet, Nov. 1997

Issued in part in print as: Protected areas of the world : a review of national systems. Gland, Switzerland : IUCN, c1991-c1992; and as latest ed. of: United Nations list of national parks and protected areas

Originally published in print: Pierre, SD : South Dakota Dept. of Game, Fish & Parks, Wildlife Division, c1991. (Report / South Dakota Division of Wildlife ; no. 91-04)

Give details of minor changes such as those listed in 9.2B4 if they are considered to be important.

Mnemonic tags substituted for numeric tags

Monochrome version recoded for colour

Cite other works upon which the item depends for its content.

Based on: *Historiae / Thucydides* ; edited by H.S. Jones and J.E. Powell. Oxford : Clarendon Press, 1967-1970

Give the following dates and details about them if they are considered to be important to the understanding of the content, use, or nature of the resource:

the date(s) covered by the content of a resource
 the date(s) when data were collected
 the date(s) of accompanying material not described separately if
 they differ from those of the resource being described

New England sermons, 1790-1900
 Data collected May-Aug. 1981
 Manual dated 1983
 Includes supplementary file dated 1981

9.7B8. Type and extent of resource. Give information relating to the type and extent of the resource if it is considered to be important and not found elsewhere in the description.

Electronic data (2 files : 800, 1250 records) and programs
 (3 files : 7260, 3490, 5076 bytes)
 Hierarchical file structure
 Number of variables: 960
 Number of routines: 102
 File size: 520, 300, 280, 400, 320, 400, 500 records
 File size varies
 File size unknown
 ASCII character set
 Blocked BCDs, 40 records per block, 90 characters per
 record

9.7B9. Publication, distribution, etc. Make notes on publication, distribution, etc., details that are not included in the publication, distribution, etc., area and are considered to be important.

Solely distributed by the Laboratory
 User's manual distributed by the American Political
 Science Association, Washington, D.C.

9.7B10. Physical description. Make notes on important physical details that are not included in the physical description area, especially if these affect the use of the item.

Stereo. sd.
 Displays in red, yellow, and blue
 Not copy-protected

9.7B11. Accompanying material. Make notes on the location of accompanying material if appropriate. Give details of accompanying material neither mentioned in the physical description area nor given a separate description (see 1.5E).

Accompanied by a series of 5 programs in PL/1, with
 assembler subroutines
 Accompanied by documentation: 1980 census user's guide.
 Pts. 1-2. Washington, D.C. : Supt. of Docs., 1982

Set accompanied by one teacher's and parents' guide, titled: Using primary sources / by James A. Peroco; and one user's guide. A teacher's guide accompanies each disc

Accompanied by 1 tutorial, 1 installation and performance guide, 1 AutoLISP programmer's reference, 1 IGES interface specifications, 1 addendum, 1 plastic template

9.7B12. Series. Make notes on series data that cannot be given in the series area.

Originally issued in series: European Community study series

9.7B13. Dissertations. If the item being described is a dissertation, make a note as instructed in 1.7B13.

Thesis (M.A.)—University of Illinois at Urbana-Champaign, 1984

9.7B14. Audience. Make a brief note of the intended audience for, or intellectual level of, a resource if this information is stated in or on the item, its container, or accompanying material.

For ages 7-10

Intended audience: High school students

For use by qualified medical practitioners only

Designed for those with a professional interest in analyzing spatial data (e.g., geographers, planners, meteorologists)

9.7B16. Other formats. Give the details of other formats in which the content of the resource has been issued.

Data issued also in printed form and in microform

Issued also for IBM PC and PC-compatible hardware

Database also on CD-ROM; included in: Arctic and Antarctic regions (National Information Services Corp.)

Database and other associated documentation available in a Mac version and in four PC-compatible formats: tab-delimited ASCII file; SPSS portable file; Excel file; SAS formatted file

9.7B17. Summary. Give a brief objective summary of the purpose and content of an item unless another part of the description provides enough information.

Summary: Can be used to manipulate, weigh, and aggregate raw data in any manner desired. By assigning values to the coordinate locations of data points or data zones, the user may produce three types of map: contour, proximal, or conformant

Summary: Responses of New York City adults to Harris study questionnaire used during Apr. and May 1969

Summary: Eight versions of a video game for 1-2 players. To survive, players use laser cannons to destroy flying demons

Summary: A simulation of Operation Barbarossa, the German invasion of Russia during World War II

Summary: Utility program, featuring a screen saver with video clips from the TV show, wallpaper, and sound effects

9.7B18. Contents. List the parts of a resource.

Contents: 1. Idaho - 2. Montana - 3. Oregon -
4. Washington

Contents: Moby Dick -- Last of the Mohicans - Huckleberry Finn - Scarlet letter

Make notes on additional or partial contents when appropriate.

Contains information on all 50 states

Each record contains selected fields from the records with fewer than 2049 characters issued on LC MARC tape v. 6, no. 5

9.7B19. Numbers. Give important numbers associated with the item other than ISBNs or ISSNs (see 9.8B).

APX-10050

9.7B20. Copy being described, library's holdings, and restrictions on use. Make these notes as instructed in 1.7B20. If desired, give a locally assigned file or data set name. If desired, give the date when the content of the resource was copied from, or transferred to, another source.

Local data set name: RBBIT.1

Library's set lacks disk 7

Copied June 1983

Restricted to scholarly use

Resource copied Apr. 1999 from local area network

Restricted to users at subscribing institutions

9.7B21. "With" notes. If the title and statement of responsibility area contains a title that applies to only a part of an item lacking a collective title and, therefore, more than one entry is made, make a note beginning *With:* and listing the other separately titled works in the item in the order in which they appear there.

With: Uncle Sam's jigsaw - U.S. Constitution tutor -
Scramble

9.7B22. Item described. For remote access resources, always give the date on which the resource was viewed for description.

Description based on contents viewed Sept. 16, 1998

9.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

Contents:

- 9.8A. Preliminary rule
- 9.8B. Standard number
- 9.8C. Key-title
- 9.8D. Terms of availability
- 9.8E. Qualification

9.8A. Preliminary rule**9.8A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
 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.

9.8B. Standard number

9.8B1. Give the International Standard Book Number (ISBN) or International Standard Serial Number (ISSN) assigned to a resource as instructed in 1.8B.

ISBN 0-89138-111-2 (codebook)

9.8B2. Give any other number assigned to a resource in a note (see 9.7B19).

9.8C. Key-title

9.8C1. Give the key-title of a resource as instructed in 1.8C.

9.8D. *Optional addition.* Terms of availability

9.8D1. Give the terms on which the item is available as instructed in 1.8D.

\$800.00

ISBN 0-87085-315-5 : \$99.95

Free to universities and colleges, for hire to others

9.8E. Qualification

9.8E1. Add qualifications to the standard number and/or terms of availability as instructed in 1.8E.

ISBN 0-87490-399-8 : \$49.00 (\$19.00 for students)

9.9. SUPPLEMENTARY ITEMS

9.9A. Describe supplementary items as instructed in 1.9.

9.10. ITEMS MADE UP OF SEVERAL TYPES OF MATERIAL

9.10A. Describe items made up of several types of material as instructed in 1.10.

CHAPTER

10

Three-Dimensional Artefacts
and Realia

Contents

- 10.0 GENERAL RULES
 - 10.0A Scope
 - 10.0B Sources of information
 - 10.0C Punctuation
 - 10.0D Levels of detail in the description
 - 10.0E Language and script of the description
 - 10.0F Inaccuracies
 - 10.0G Accents and other diacritical marks
 - 10.0H Items with several chief sources of information

- 10.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA
 - 10.1A Preliminary rule
 - 10.1A1 Punctuation
 - 10.1B Title proper
 - 10.1C General material designation
 - 10.1D Parallel titles
 - 10.1E Other title information
 - 10.1F Statements of responsibility
 - 10.1G Items without a collective title

- 10.2 EDITION AREA
 - 10.2A Preliminary rule
 - 10.2A1 Punctuation
 - 10.2B Edition statement
 - 10.2C Statements of responsibility relating to the edition
 - 10.2D Statement relating to a named revision of an edition
 - 10.2E Statements of responsibility relating to a named revision of an edition

- 10.3 MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

- 10.4 PUBLICATION, DISTRIBUTION, ETC., AREA
 - 10.4A Preliminary rule
 - 10.4A1 Punctuation
 - 10.4B General rule
 - 10.4C Place of publication, distribution, etc.
 - 10.4D Name of publisher, distributor, etc.

- 10.4E Statement of function of publisher, distributor, etc.
- 10.4F Date of publication, distribution, etc.
- 10.4G Place of manufacture, name of manufacturer, date of manufacture

- 10.5 PHYSICAL DESCRIPTION AREA
 - 10.5A Preliminary rule
 - 10.5A1 Punctuation
 - 10.5B Extent of item (including specific material designation)
 - 10.5C Other physical details
 - 10.5C1 Material
 - 10.5C2 Colour
 - 10.5D Dimensions
 - 10.5E Accompanying material

- 10.6 SERIES AREA
 - 10.6A Preliminary rule
 - 10.6A1 Punctuation
 - 10.6B Series statements

- 10.7 NOTE AREA
 - 10.7A Preliminary rule
 - 10.7A1 Punctuation
 - 10.7B Notes

- 10.8 STANDARD NUMBER AND TERMS OF AVAILABILITY AREA
 - 10.8A Preliminary rule
 - 10.8A1 Punctuation
 - 10.8B Standard number
 - 10.8C Key-title
 - 10.8D Terms of availability
 - 10.8E Qualification

- 10.9 SUPPLEMENTARY ITEMS
- 10.10 ITEMS MADE UP OF SEVERAL TYPES OF MATERIAL

10.0. GENERAL RULES

10.0A. Scope

10.0A1. The rules in this chapter cover the description of three-dimensional objects of all kinds (other than those covered in previous chapters), including models, dioramas, games (including puzzles and simulations), braille cassettes, sculptures and other three-dimensional art works, exhibits, machines, and clothing. They also cover the description of naturally occurring objects, including microscope specimens (or representations of them) and other specimens mounted for viewing. For the description of three-dimensional cartographic materials (e.g., relief models, globes), see chapter 3.

10.0B. Sources of information

10.0B1. Chief source of information. The chief source of information for the materials covered in this chapter is the object itself together with any accompanying textual material and container issued by the publisher or manufacturer of the item. Prefer information found on the object itself (including any permanently affixed labels) to information found in the accompanying textual material or on a container.

10.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of these materials is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information
Publication, distribution, etc.	Chief source of information
Physical description	Any source
Series	Chief source of information
Note	Any source
Standard number and terms of availability	Any source

10.0C. Punctuation

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

10.0D. Levels of detail in the description

See 1.0D.

10.0E. Language and script of the description

See 1.0E.

10.0F. Inaccuracies

See 1.0F.

10.0G. Accents and other diacritical marks

See 1.0G.

10.0H. Items with several chief sources of information

10.0H1. Multipart items with a container that is a unifying element. Prefer information found on a container that is the unifying element of a multipart item to information found on the objects.

10.0H2. Multipart items without a container that is a unifying element. See 1.0A3.

10.0H3. Single part items. See 1.0A3.

10.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 10.1A. Preliminary rule
- 10.1B. Title proper
- 10.1C. General material designation
- 10.1D. Parallel titles
- 10.1E. Other title information
- 10.1F. Statements of responsibility
- 10.1G. Items without a collective title

10.1A. Preliminary rule**10.1A1. Punctuation**

- For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
- 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.
- For the punctuation of this area for items without a collective title, see 1.1G.

10.1B. Title proper**10.1B1.** Transcribe the title proper as instructed in 1.1B.

Human development models
 Solar system simulator
 Muscular dynamism, or, Unique forms of continuity in space
 1787
 Adventure with sea-shells
 [Woman's dress]
 Tooth development
 [United States silver dollar]
 Pet rock

If the title proper is not taken from the chief source of information, give the source of the title in a note (see 10.7B3).

10.1C. *Optional addition.* General material designation

10.1C1. Give immediately following the title proper the appropriate general material designation as instructed in 1.1C.

10.1C2. If an item contains parts belonging to materials falling into two or more categories, and if none of these is the predominant constituent of the item, give either *multimedia* or *kit* as the designation (see 1.1C1 and 1.10C1).

10.1D. Parallel titles

10.1D1. Transcribe parallel titles as instructed in 1.1D.

Tarot cards [GMD] = L'ancien tarot

10.1E. Other title information

10.1E1. Transcribe other title information as instructed in 1.1E.

The language arts box [GMD] : 150 games, activities,
manipulatives

10.1F. Statements of responsibility

10.1F1. Transcribe statements relating to persons or bodies responsible for the creation of the item, or for its display or selection, as instructed in 1.1F.

Hang-up [GMD] / developed by W.J. Gordon and T. Poze

Rosetta Stone unit [GMD] / consultant, Edward L.B. Terrace

A trip to the zoo [GMD] / created by the fourth grade class
of Washington Elementary School, Berkeley, CA

10.1F2. Add a word or short phrase to the statement of responsibility if the relationship between the title and the person(s) or body (bodies) named in the statement is not clear.

10.1G. Items without a collective title

10.1G1. If an item lacks a collective title, transcribe the titles of the individual parts as instructed in 1.1G.

10.1G2. Make the relationship between statements of responsibility and the parts of an item lacking a collective title clear by additions as instructed in 10.1F2.

10.2. EDITION AREA

Contents:

10.2A. Preliminary rule

10.2B. Edition statement

10.2C. Statements of responsibility relating to the edition

10.2D. Statement relating to a named revision of an edition

10.2E. Statements of responsibility relating to a named revision of an edition

10.2A. Preliminary rule**10.2A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

10.2B. Edition statement

10.2B1. Transcribe a statement relating to an edition of an artefact that contains differences from other editions of that artefact, or to a named reissue of an artefact, as instructed in 1.2B.

The fable game [GMD] = Il gioco delle favole / Enzo Mari. –
2nd ed. / with cards re-drawn in colour

Subbuteo table soccer [GMD]. – World Cup ed.

10.2B2. In case of doubt about whether a statement is an edition statement, follow the instructions in 1.2B3.

10.2B3. *Optional addition.* If an item lacks an edition statement but is known to contain significant changes from other editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

[New ed.]

[5^e éd.]

10.2B4. If an edition statement appears in more than one language or script, transcribe the statement that is in the language or script of the title proper. If this criterion does not apply, transcribe the statement that appears first. *Optionally*, transcribe the parallel statement(s), each preceded by an equals sign.

10.2B5. If an item lacking a collective title contains one or more works with an associated edition statement, transcribe such statements following the titles and statements of responsibility to which they relate, separated from them by a full stop.

10.2C. Statements of responsibility relating to the edition

10.2C1. Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of an artefact as instructed in 1.2C and 10.1F.

10.2D. Statement relating to a named revision of an edition

10.2D1. If an item is a named revision of an edition, transcribe the statement relating to that revision as instructed in 1.2D.

Do not record statements relating to a reissue that contains no changes unless the item is considered to be of particular importance to the cataloguing agency.

10.2E. Statements of responsibility relating to a named revision of an edition

10.2E1. Transcribe a statement of responsibility relating to one or more named revisions of an edition (but not to all such revisions) as instructed in 1.2E and 10.1F.

10.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

10.3A. This area is not used for three-dimensional artefacts and realia.

10.4. PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

- 10.4A. Preliminary rule
- 10.4B. General rule
- 10.4C. Place of publication, distribution, etc.
- 10.4D. Name of publisher, distributor, etc.
- 10.4E. Statement of function of publisher, distributor, etc.
- 10.4F. Date of publication, distribution, etc.
- 10.4G. Place of manufacture, name of manufacturer, date of manufacture

10.4A. Preliminary rule**10.4A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

10.4B. General rule

10.4B1. Record information about the place, name, and date of all types of publishing, distributing, etc., activities as instructed in 1.4B.

10.4C. Place of publication, distribution, etc.

10.4C1. Give the place of publication, distribution, etc., of a published artefact as instructed in 1.4C.

10.4C2. Do not record a place of publication, distribution, etc., for a naturally occurring object (other than one mounted for viewing or packaged for presentation) or for an artefact not intended primarily for communication. Do not record *s.l.* in such a case.

10.4D. Name of publisher, distributor, etc.

10.4D1. Give the name of the publisher, etc., and *optionally* the distributor, as instructed in 1.4D.

Philadelphia : DCA Educational Products

Circle Pines, Minn. : American Guidance Service

10.4D2. Do not record the name of a publisher, distributor, etc., for a naturally occurring object (other than one mounted for viewing or packaged for presentation) or for an artefact not intended primarily for communication. Do not record *s.n.* in such a case.

10.4E. Optional addition. Statement of function of publisher, distributor, etc.

10.4E1. Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

10.4F. Date of publication, distribution, etc.

10.4F1. Give the date of publication, distribution, etc., as instructed in 1.4F.

Chicago : Science Research Associates, 1971

Cambridge, Mass. : Synetics Education Systems, c1969

10.4F2. In the case of naturally occurring objects (other than those mounted for viewing or packaged for presentation), do not give a date. In the case of artefacts not intended primarily for communication, give the date of manufacture.

[English Victorian costume] [GMD]. — [186-?]

[United States silver dollar] [GMD]. — 1931

10.4G. Place of manufacture, name of manufacturer, date of manufacture

10.4G1. If the name of the publisher is unknown or if there is no publisher (see 10.4C2 and 10.4D2), and the place and the name of the manufacturer are known, give that place and name as instructed in 1.4G.

[Wooden chair] [GMD]. — 1881 (Chiswick : Morris & Co.)

[Millefiori paperweight] [GMD]. — [1890?] (Paris : Reynaud frères)

10.4G2. If the person or body responsible for the manufacture of the object has been named in a statement of responsibility (see 10.1F), do not repeat the place and name here.

[Appliqué quilt, album style, Baltimore, Md.] [GMD] / Anna Putney Farrington. — 1857

(Quilt is signed and dated)

10.4G3. Optional addition. Give the place, name of manufacturer, and/or date of manufacture if they are found on the item or in accompanying textual material or on a container and differ from the place, name of publisher, etc., and date of publication, etc., and are considered important by the cataloguing agency.

London : Her Majesty's Stationery Office, 1976 (London : UDO (Litho))

10.5. PHYSICAL DESCRIPTION AREA

Contents:

- 10.5A. Preliminary rule
- 10.5B. Extent of item (including specific material designation)
- 10.5C. Other physical details
- 10.5D. Dimensions
- 10.5E. Accompanying material

10.5A. Preliminary rule**10.5A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

Precede other physical details by a colon.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

10.5B. Extent of item (including specific material designation)

10.5B1. Record the number of physical units of a three-dimensional artefact or object by giving the number of parts in arabic numerals and one of the terms listed below, as appropriate.

art original
 art reproduction
 braille cassette
 diorama
 exhibit
 game
 microscope slide
 mock-up
 model

1 game

2 dioramas

1 microscope slide

2 braille cassettes

6 microscope slides

If none of these terms is appropriate, give the specific name of the item or the names of the parts of the item as concisely as possible.

1 clockwork toy train

2 jigsaw puzzles

3 hand puppets

2 feather headbands, 1 pair beaded moccasins

3 quilts

Optionally, if general material designations are used (see 1.1C1) and the general material designation consists of one of the above listed terms, omit that term and give a description of the components alone (see 10.5B2).

1 board, 32 pieces, 2 poker dice

10.5B2. Add to the designation, when appropriate, the number and the name(s) of the component pieces.

1 jigsaw puzzle (1,000 pieces)

1 game (1 board, 50 cards, 5 role cards, 2 dice)

If the pieces cannot be named concisely or if their number cannot be readily ascertained, add (*various pieces*) and *optionally* give the details of the pieces in a note (see 10.7B10).

2 games (various pieces)

1 diorama (various pieces)

Note: Contains 1 small stage, 5 foreground transparencies,
2 backgrounds, 5 story sheets, and 1 easel

10.5C. Other physical details

10.5C1. Material. When appropriate, give the material(s) of which the object is made. If the material(s) cannot be named concisely, either omit the statement or give it in a note. Give the material of which a microscope slide is made if it is other than glass.

2 models (various pieces) : polystyrene

1 diorama (various pieces) : plywood and papier mâché

1 statue : marble

2 paperweights : glass

1 quilt : cotton

1 jigsaw puzzle : wood

1 microscope slide : plastic

10.5C2. Colour. When appropriate, give *col.* for multicoloured objects, or name the colour(s) of the object if it is in one or two colours, or give *b&w* for black and white objects. If a microscope slide is stained, state this.

1 bowl : porcelain, blue and white

1 model : wood, blue

1 paperweight : glass, col.

1 model : balsa wood and paper, b&w

1 microscope slide : stained

10.5D. Dimensions

10.5D1. When appropriate, give the dimensions of the object. Give them in centimetres, to the next whole centimetre up. If necessary, add a word to indicate which dimension is being given. If multiple dimensions are given, give them as height × width × depth (for microscope slides, height × width).

1 sculpture : polished bronze ; 110 cm. high

6 microscope slides : stained ; 3 × 8 cm.

10.5D2. If the object is in a container, name the container and give its dimensions either after the dimensions of the object or as the only dimensions, separating the dimensions by a comma when appropriate.

1 model (10 pieces) : col. ; 16 × 32 × 3 cm., in case
17 × 34 × 6 cm.

1 diorama (various pieces) : col. ; in box 30 × 25 ×
13 cm.

1 jigsaw puzzle : wood, col. ; in box 25 × 32 × 5 cm.

10.5D3. If, in a multipart item, the objects and/or their containers differ in size, give the smallest or smaller and the largest or larger size, separated by a hyphen.

3 sculptures : marble ; 150-210 cm. high

2 jigsaw puzzles : cardboard, col. ; in boxes 20 × 30
× 5 cm.-26 × 35 × 6 cm.

10.5E. Accompanying material

10.5E1. Give the details of accompanying material as instructed in 1.5E.

5 models : col. ; in box 20 × 20 × 12 cm. + 1 teacher's
guide (3 v. ; 30 cm.)

1 hand puppet : red and blue ; 20 cm. long + 1 sound disc
(20 min. : analog, 33 $\frac{1}{3}$ rpm, mono. ; 12 in.)

10.6. SERIES AREA

Contents:

10.6A. Preliminary rule

10.6B. Series statements

10.6A. Preliminary rule

10.6A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Enclose each series statement (see 1.6J) 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 subseries by a comma.

Precede the numbering within a series or subseries by a semicolon.

Enclose a date following a numeric and/or alphabetic designation in parentheses.

Precede the title of a subseries, or the designation for a subseries, by a full stop.

Precede the title of a subseries following a designation for the subseries by a comma.

10.6B. Series statements

10.6B1. Record each series statement as instructed in 1.6.

(Dioramas of American history ; 7)

(Beatrix Potter jigsaw puzzles ; no. 3)

10.7. NOTE AREA

Contents:

10.7A. Preliminary rule

10.7B. Notes

10.7A. Preliminary rule**10.7A1. Punctuation**

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

10.7A2. In making notes, follow the instructions in 1.7A.

10.7B. Notes

Make notes as set out in the following subrules and in the order given there. However, give a particular note first when it has been decided that note is of primary importance.

10.7B1. Nature of the item. Give the nature of the item unless it is apparent from the rest of the description.

Study of a figure in motion

Section of fetal pig mandible

10.7B3. Source of title proper. Make notes on the source of the title proper if it is other than the chief source of information.

Title supplied by cataloguer

Title taken from sales catalogue

10.7B4. Variations in title. Make notes on titles borne by the item other than the title proper. *Optionally*, give a romanization of the title proper.

Title on container: DNA-RNA protein synthesis model kit

10.7B5. Parallel titles and other title information. Give the title in another language and other title information not recorded in the title and statement of responsibility area if they are considered to be important.

Subtitle on container: Elementary dental model

10.7B6. Statements of responsibility. Make notes on variant names of persons or bodies named in statements of responsibility if these are considered to be important for identification. Give statements of responsibility not recorded in the title and statement of responsibility

area. Make notes on persons or bodies connected with a work, or significant persons or bodies connected with previous editions and not already named in the description.

“Developed by Frederick A. Rasmussen of E[ducational] R[esearch] C[ouncil of America]”

10.7B7. Edition and history. Make notes relating to the edition being described or to the history of the item. Cite other works upon which the item depends for its intellectual or artistic content.

Recast in bronze from artist’s plaster original of 1903

Game based on: Lateral thinking / by M. Freedman

10.7B9. Publication, distribution, etc. Make notes on publication, distribution, etc., details that are not included in the publication, distribution, etc., area and are considered to be important.

10.7B10. Physical description. Make notes on important physical details that are not included in the physical description area, especially if these affect the use of the item. If the physical description includes *various pieces* and a description of the pieces is considered to be useful, give such a description.

Four times actual size. – The parts of the ear are painted to show anatomical structure

Includes headdress, beaded shirt, trousers, and moccasins

Pattern: Pennsylvania wild goose

Contains 1 small stage, 5 foreground transparencies, 2 backgrounds, 5 story sheets, and 1 easel

10.7B11. Accompanying material. Make notes on the location of accompanying material if appropriate. Give details of accompanying material neither mentioned in the physical description area nor given a separate description (see 1.5E).

Teacher’s guide / by Robert Garry Shirts. 24 p.

With instructor and student guides, 16 taped lectures, cassette recorder, and course guide (4 v.)

Book (in container) entitled: The adventure book of shells / by Eva Knox Evans

10.7B12. Series. Make notes on series data that cannot be given in the series area.

10.7B13. Dissertations. If the item being described is a dissertation, make a note as instructed in 1.7B13.

Thesis (M.I.D.)—Rhode Island School of Design, 1990

10.7B14. Audience. Make a brief note of the intended audience for, or intellectual level of, an item if this information is stated in the item.

For medical students

Intended audience: Junior high and up

10.7B17. Summary. Give a brief objective summary of the content of an item unless another part of the description provides enough information.

Summary: Illustrations of animals and background scenery, with stands, which may be rearranged to create various scenes of animals at the zoo

Summary: Puppets from a set designed to dramatize real-life situations

10.7B18. Contents. List the individually named parts of an object. Make notes on additional or partial contents when appropriate.

Contents: Colony - Frontier - Reconstruction - Promotion - Intervention - Development

Contents: Sperm cell in uterus - 2-week embryo - 7- to 8-week fetus - 13-week fetus - 18- to 20-week fetus

Includes a simplified version of the game

10.7B19. Numbers. Give important numbers associated with the item other than ISBNs or ISSNs (see 10.8B).

10.7B20. Copy being described, library's holdings, and restrictions on use. Make these notes as instructed in 1.7B20.

Set lacks 2 puppets

10.7B21. "With" notes. If the title and statement of responsibility area contains a title that applies to only a part of an item lacking a collective title and, therefore, more than one entry is made, make a note beginning *With:* and listing the other separately titled works in the item in the order in which they appear there.

With: Backgammon - Checkers

10.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

Contents:

- 10.8A. Preliminary rule
- 10.8B. Standard number
- 10.8C. Key-title
- 10.8D. Terms of availability
- 10.8E. Qualification

10.8A. Preliminary rule

10.8A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

10.8B. Standard number

10.8B1. Give the International Standard Book Number (ISBN) or International Standard Serial Number (ISSN) assigned to an item as instructed in 1.8B.

10.8B2. Give any other number in a note (see 10.7B19).

10.8C. Key-title

10.8C1. Give the key-title of a resource as instructed in 1.8C.

10.8D. *Optional addition.* Terms of availability

10.8D1. Give the terms on which the item is available as instructed in 1.8D.

Free loan to medical students

\$9.00 (medical students only)

10.8E. Qualification

10.8E1. Add qualifications to the standard number and/or terms of availability as instructed in 1.8E.

10.9. SUPPLEMENTARY ITEMS

10.9A. Describe supplementary items as instructed in 1.9.

10.10. ITEMS MADE UP OF SEVERAL TYPES OF MATERIAL

10.10A. Describe items made up of several types of material as instructed in 1.10.

CHAPTER

11

Microforms

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-

11.0. GENERAL RULES

11.0A. Scope

11.0A1. The rules in this chapter cover the description of all kinds of material in microform. Microforms include microfilms, microfiches, microopaques, and aperture cards. Microforms

may be reproductions of existing textual or graphic materials or they may be original publications.

11.0B. Sources of information

11.0B1. Chief source of information. The chief source of information for microfilms is the title frame (i.e., a frame, usually at the beginning of the item, bearing the full title and, normally, publication details of the item). The chief source of information for aperture cards is, in the case of a set of cards, the title card, or, in the case of a single card, the card itself. The chief source of information for microfiches and microopaques is the title frame. If there is no such information or if the information is insufficient, treat the eye-readable data printed at the top of the fiche or opaque as the chief source of information. If, however, the title appears in a shortened form on the "header" and appears in a fuller form on the accompanying eye-readable materials or the container, treat the accompanying eye-readable materials or the container as the chief source of information and make a note (see 11.7B3) giving the source of the title proper. If information normally presented on the title frame or title card is presented on successive frames or cards, treat these frames or cards as the chief source of information.

If information is not available from the chief source, take it from the following sources (in this order of preference):

- the rest of the item (including a container that is an integral part of the item)
- container
- accompanying eye-readable material
- any other source

11.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of microforms is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information, rest of the item, container
Special data	Chief source of information, rest of the item, container
Publication, distribution, etc.	Chief source of information, rest of the item, container
Physical description	Any source
Series	Chief source of information, rest of the item, container
Note	Any source
Standard number and terms of availability	Any source

11.0C. Punctuation

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

11.0D. Levels of detail in the description

See 1.0D.

11.0E. Language and script of the description

See 1.0E.

11.0F. Inaccuracies

See 1.0F.

11.0G. Accents and other diacritical marks

See 1.0G.

11.0H. Items with several chief sources of information

See 1.0A3.

11.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 11.1A. Preliminary rule
- 11.1B. Title proper
- 11.1C. General material designation
- 11.1D. Parallel titles
- 11.1E. Other title information
- 11.1F. Statements of responsibility
- 11.1G. Items without a collective title

11.1A. Preliminary rule**11.1A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
 Precede the title of a supplement or section (see 1.1B9) by a full stop.
 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.
 For the punctuation of this area for items without a collective title, see 1.1G.

11.1B. Title proper**11.1B1. Transcribe the title proper as instructed in 1.1B.**

Early narratives of the Northwest
 Grimm's fairy tales
 Library resources & technical services
 Records of the Socialist Labor Party of America

Index to Sussex parish registers and bishops transcripts
 Beethoven's symphonies
 British masters of the albumen print

If the title proper is not taken from the chief source of information, or if the chief source of information is a container or eye-readable matter, give the source of the title in a note (see 11.7B3).

11.1C. Optional addition. General material designation

11.1C1. Give immediately following the title proper the appropriate general material designation as instructed in 1.1C.

A history of Dalhousie University Main Library, 1867-1931
 [GMD]

11.1C2. If an item contains parts belonging to materials falling into two or more categories, and if none of these is the predominant constituent of the item, give either *multimedia* or *kit* as the designation (see 1.1C1 and 1.10C1).

11.1D. Parallel titles

11.1D1. Transcribe parallel titles as instructed in 1.1D.

Deutschland [GMD] = Allemagne = Germany

11.1E. Other title information

11.1E1. Transcribe other title information as instructed in 1.1E.

The gentleman of Venice [GMD] : a tragi-comedie presented
 at the private house in Salisbury Court by Her Majesties
 servants

A collection in the making [GMD] : works from the Phillipps
 Collection

11.1F. Statements of responsibility

11.1F1. Transcribe statements of responsibility relating to persons or bodies as instructed in 1.1F.

The principles of psychology [GMD] / William James

Books in English [GMD] / British Library Bibliographic
 Services

Selections from the permanent collection [GMD] / Whitney
 Museum of American Art

11.1F2. Add a word or short phrase to the statement of responsibility if the relationship between the title and the person(s) or body (bodies) named in the statement is not clear.

11.1G. Items without a collective title

11.1G1. If a microform lacks a collective title, *either* describe the item as a unit (see 11.1G2 and 11.1G3) *or* make a separate description for each separately titled part (see 11.1G4).

11.1G2. In describing as a unit a microform lacking a collective title, transcribe the titles of the individual parts as instructed in 1.1G3.

Don Juan [GMD] ; and, Childe Harold / Lord Byron

Analysis of the results of the general population census 1964 [GMD] ; The supply of labour in Libya / Libya, Ministry of Economy and Commerce, Census and Statistical Department

The Wilson papers [GMD]. The Cole-Hatt papers

11.1G3. Make the relationship between statements of responsibility and the parts of an item lacking a collective title and described as a unit clear by additions as instructed in 11.1F2.

11.1G4. *Optionally*, make a separate description for each separately titled work on a microform. For the description of the extent in each of these descriptions, see 11.5B3. Link the separate descriptions with notes (see 11.7B21).

11.2. EDITION AREA

Contents:

- 11.2A. Preliminary rule
- 11.2B. Edition statement
- 11.2C. Statements of responsibility relating to the edition
- 11.2D. Statement relating to a named revision of an edition
- 11.2E. Statements of responsibility relating to a named revision of an edition

11.2A. Preliminary rule

11.2A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

11.2B. Edition statement

11.2B1. Transcribe a statement relating to an edition of a microform that contains differences from other editions of that microform, or to a named reissue of a microform, as instructed in 1.2B.

2nd ed.

New ed.

Memorial ed.

Micro ed.

11.2B2. In case of doubt about whether a statement is an edition statement, follow the instructions in 1.2B3.

11.2B3. *Optional addition.* If a microform lacks an edition statement but is known to contain significant changes from other editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

[New ed.]

[3rd ed.]

11.2B4. If an edition statement appears in more than one language or script, transcribe the statement that is in the language or script of the title proper. If this criterion does not apply, transcribe the statement that appears first. *Optionally*, transcribe the parallel statement(s), each preceded by an equals sign.

11.2B5. If an item lacking a collective title and described as a unit contains one or more works with an associated edition statement, transcribe such statements following the titles and statements of responsibility to which they relate, separated from them by a full stop.

Finnegans wake [GMD]. 2nd ed. ; Ulysses / James Joyce

11.2C. Statements of responsibility relating to the edition

11.2C1. Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of a microform as instructed in 1.2C and 11.1F.

3rd ed. / with an introduction by Tom Barbellion

11.2D. Statement relating to a named revision of an edition

11.2D1. If the item is a named revision of an edition, transcribe the statement relating to that revision as instructed in 1.2D.

3rd ed., Corr.

Do not record statements relating to a reissue that contains no changes unless the item is considered to be of particular importance to the cataloguing agency.

11.2E. Statements of responsibility relating to a named revision of an edition

11.2E1. Transcribe a statement of responsibility relating to one or more named revisions of an edition (but not to all such revisions) as instructed in 1.2E and 11.1F.

11.3. SPECIAL DATA FOR CARTOGRAPHIC MATERIALS, MUSIC, AND SERIALS

11.3A. Cartographic materials

11.3A1. Give the mathematical data of a cartographic item in microform as instructed in 3.3.

11.3B. Music

11.3B1. Give the physical presentation of music in microform as instructed in 5.3.

11.3C. Serials

11.3C1. Give the numbering of a serial microform or a serial reproduced in microform as instructed in 12.3.

Library resources & technical services [GMD]. — Vol. 16,
no. 1 (winter 1972)–

The yellow book [GMD] : an illustrated quarterly. — Vol. 1
(Apr. 1894)–v. 13 (Apr. 1897)

11.4. PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

- 11.4A. Preliminary rule
- 11.4B. General rule
- 11.4C. Place of publication, distribution, etc.
- 11.4D. Name of publisher, distributor, etc.
- 11.4E. Statement of function of publisher, distributor, etc.
- 11.4F. Date of publication, distribution, etc.

11.4A. Preliminary rule**11.4A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

11.4B. General rule

11.4B1. Record information about the place, name, and date of all types of publishing, distributing, etc., activities as instructed in 1.4B.

11.4C. Place of publication, distribution, etc.

11.4C1. Give the place of publication, distribution, etc., of a published microform as instructed in 1.4C.

11.4C2. Do not record a place of publication, distribution, etc., for an unpublished microform. Do not record *s.l.* in such a case.

11.4D. Name of publisher, distributor, etc.

11.4D1. Give the name of the publisher of a published microform, and *optionally* the distributor, as instructed in 1.4D.

Los Angeles : University of Southern California

London : Grossman

New York : Readex Microprint

Ann Arbor, Mich. : Xerox University Microfilms
(*Cataloguing agency in the United States*)

Ann Arbor, Mich. ; Tylers Green, Buckinghamshire : Xerox
University Microfilms
(*Cataloguing agency in the United Kingdom*)

11.4D2. Do not record the name of a publisher, distributor, etc., for an unpublished microform. Do not record *s.n.* in such a case.

11.4E. *Optional addition. Statement of function of publisher, distributor, etc.*

11.4E1. Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

New York : Charles & Brown ; London : Salemis
[distributor]

11.4F. *Date of publication, distribution, etc.*

11.4F1. Give the date of publication, distribution, etc., of a published microform as instructed in 1.4F.

New York : Readex Microprint, 1953

London : Challon, 1969

Ann Arbor, Mich. : Xerox University Microfilms, 1973-

Chicago : Library Resources, c1970

11.4F2. Give the date of creation of an unpublished microform, if readily available. Do not record a date if none is readily available.

[Victorian literary letters from the Morgan-Krane
Collection] [GMD]. - 1971
(*Title frame contains: Filmed in 1971*)

11.5. PHYSICAL DESCRIPTION AREA

Contents:

11.5A. Preliminary rule

11.5B. Extent of item (including specific material designation)

11.5C. Other physical details

11.5D. Dimensions

11.5E. Accompanying material

11.5A. Preliminary rule

11.5A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

Precede other physical details by a colon.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.
Enclose physical details of accompanying material in parentheses.

11.5B. Extent of item (including specific material designation)

11.5B1. Record the number of physical units of a microform item by giving the number of them in arabic numerals and one of the following terms as appropriate:

aperture card
microfiche
microfilm
microopaque

Add *cartridge*, *cassette*, or *reel*, as appropriate, to *microfilm*. Add *cassette* if appropriate, to *microfiche*.

25 aperture cards
1 microfilm cassette
2 microfilm reels
3 microfiches
10 microopaques

Optionally, if general material designations are used (see 1.IC1), omit *micro* from the specific material designation.

11.5B2. Add the number of frames of a microfiche or microfiche set if that number can be readily ascertained.

2 microfiches (147 fr.)
1 microfiche (120 fr.)
3 microfiches (ca. 120 fr. each)

11.5B3. If the description is of a separately titled part of a microform lacking a collective title (see 11.1G4), express the fractional extent in the form *on reel 2 of 3 microfilm reels, on no. 4 of 5 microfiches*, etc. (if the parts are numbered or lettered in a single sequence) or *on 1 reel of 3 microfilm reels, on 1 of 5 microfiches*, etc. (if there is no sequential numbering).

on no. 3 of 4 microfilm cassettes
on 3 of 5 microopaques

11.5C. Other physical details

11.5C1. If a microform is negative, indicate this.

1 microfilm reel : negative

11.5C2. If a microform contains, or consists of, illustrations, indicate this as instructed in 2.5C.

1 microfilm cassette : ill.
1 microfiche : all ill.
1 microfiche : ill., music

1 microfiche : chiefly music

1 microfilm reel : negative, ill.

11.5C3. If a microform is wholly or partly coloured, indicate this by giving *col.* (for a coloured microform without illustrations), or *col. & ill.* (for a coloured microform with illustrations), or *col. ill.*, etc. (for a microform on which only the illustrations are coloured).

1 microfilm reel : col.

1 microfilm reel : col. & ill.

1 microfilm reel : col. ill., col. maps

11.5D. Dimensions

11.5D1. Give the dimensions of a microform as set out in the following rules. Give a fraction of a centimetre as the next whole centimetre up.

If the microforms in a multipart item differ in size, give the smallest or smaller and the largest or larger size, separated by a hyphen.

11.5D2. Aperture cards. Give the height \times width of an aperture card mount in centimetres.

20 aperture cards ; 9 \times 19 cm.

11.5D3. Microfiches. If the dimensions of a microfiche are other than 10.5 \times 14.8 cm., give the height \times width in centimetres.

1 microfiche ; 12 \times 17 cm.

2 microfiches ; 11 \times 15 cm.-12 \times 17 cm.

11.5D4. Microfilms. Give the width of a microfilm in millimetres.

1 microfilm reel ; 16 mm.

1 microfilm cartridge ; 35 mm.

11.5D5. Microopaques. Give the height \times width of a microopaque in centimetres.

5 microopaques ; 8 \times 13 cm.

11.5E. Accompanying material

11.5E1. Give the details of accompanying material as instructed in 1.5E.

1 microfilm reel ; 16 mm. + 1 manual

1 microfilm reel ; 16 mm. + 1 v. (30 p. : ill. ; 22 cm.)

11.6. SERIES AREA

Contents:

11.6A. Preliminary rule

11.6B. Series statements

11.6A. Preliminary rule**11.6A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Enclose each series statement (see 1.6J) 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 subseries by a comma.

Precede the numbering within a series or subseries by a semicolon.

Enclose a date following a numeric and/or alphabetic designation in parentheses.

Precede the title of a subseries, or the designation for a subseries, by a full stop.

Precede the title of a subseries following a designation for the subseries by a comma.

11.6B. Series statements

11.6B1. Record each series statement relating to a microform as instructed in 1.6. If the original was published in a series, record it in a note (see 11.7B12).

(Bibliotheca Asiatica ; v. 9)

(PCMI collection)

(AIP-DRP ; 63-2)

(Three centuries of drama. English, 1642-1700)

(Wright American fiction ; reel A-4)

11.7. NOTE AREA

Contents:

11.7A. Preliminary rule

11.7B. Notes

11.7A. Preliminary rule**11.7A1. Punctuation**

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

11.7A2. In making notes, follow the instructions in 1.7A.

11.7B. Notes

Make notes as set out in the following subrules and in the order given there. However, give a particular note first when it has been decided that note is of primary importance. If the item being described is a reproduction of an original in another form, make one note on the original, giving the details in the order of the areas to which they relate (see 11.7B22).

11.7B1. Nature, scope, or artistic or other form of an item. Make notes on these matters unless they are apparent from the rest of the description.

Collection of 18th cent. mss.

11.7B2. Language. Make notes on the language(s) of the item, unless this is apparent from the rest of the description.

Latin, with English translations

11.7B3. Source of title proper. Make notes on the source of the title proper if it is other than the chief source of information, or when the chief source of information is a container or eye-readable matter (see 11.0B1).

Title from container

11.7B4. Variations in title. Make notes on titles borne by the item other than the title proper. *Optionally*, give a romanization of the title proper.

Also known as: NICEM index to educational slides

11.7B5. Parallel titles and other title information. Give the title in another language and other title information not recorded in the title and statement of responsibility area if they are considered to be important.

Subtitle: An analysis of world trends

11.7B6. Statements of responsibility. Make notes on variant names of persons or bodies named in statements of responsibility if these are considered to be important for identification. Give statements of responsibility not recorded in the title and statement of responsibility area. Make notes on persons or bodies connected with a work, or significant persons or bodies connected with previous editions and not already named in the description.

"Edited ... by T.N. Jackson"—Pref.

11.7B7. Edition and history. Make notes on other microform editions of the item being described.

Previous microfiche ed.: 1971

11.7B9. Publication, distribution, etc. Make notes on publication, distribution, etc., details that are not included in the publication, distribution, etc., area and are considered to be important.

Distributed in the U.K. by: MicroFilm Imports

11.7B10. Physical description. Make the following physical description notes.

Reduction ratio. Give the reduction ratio if it is outside the 16×–30× range. Use one of the following terms:

low reduction (for less than 16×)
 high reduction (for 31×–60×)
 very high reduction (for 61×–90×)
 ultra high reduction (for over 90×; for ultra high reduction give also the specific ratio (e.g., *Ultra high reduction, 150×*))
 reduction ratio varies

Reader. Give the name of the reader on which a cassette or cartridge microfilm is to be used if it affects the use of the item.

For Information Design reader

Film. Give details of the nature of the film.

Silver based film

Other physical details. Make notes on other important physical details that are not included in the physical description area.

Image printed on thin paper

11.7B11. Accompanying material. Make notes on the location of accompanying material if appropriate. Give details of accompanying material neither mentioned in the physical description area nor given a separate description (see 1.5E).

With brief notes (3 p.)

In container with facsim. reproductions of p. 1-8 of original

11.7B12. Series. Make notes on any microform series in which the microform has also been issued.

Originally issued in the series: The Afro-American experience

(Microform previously issued as such in a series)

11.7B13. Dissertations. If the item being described is a dissertation, make a note as instructed in 1.7B13.

Thesis (M.A.)—University of New Brunswick, 1975

11.7B14. Audience. Make a brief note of the intended audience for, or intellectual level of, a microform if this information is stated on the item, its container, or accompanying eye-readable material.

Intended audience: High school students

11.7B16. Other formats. Give the details of other formats in which the content of the item has also been issued. For a reproduction of previously existing material, see 11.7B22.

Issued also on 16 mm. microfilm

11.7B17. Summary. Give a brief objective summary of the content of an item unless another part of the description provides enough information.

Summary: Lists the serial holdings of 27 college libraries in Iowa as of 1981

11.7B18. Contents. List the contents of an item, either selectively or fully, if it is considered necessary to show the presence of material not implied by the rest of the description; to stress items of particular importance; or to list the contents of a collection. When recording titles formally, take them from the head of the part to which they refer rather than from contents lists, etc.

Includes bibliography

Contents: Surrey - Kent - Middlesex - Essex

Annual reports for 1957-1971

11.7B19. Numbers. Give important numbers associated with the item other than ISBNs or ISSN (see 11.8B).

11.7B20. Copy being described, library's holdings, and restrictions on use. Make these notes as instructed in 1.7B20.

Available only to researchers with written permission from the copyright holder

Also available as an electronic resource

11.7B21. "With" notes. If the title and statement of responsibility area contains a title that applies to only a part of an item lacking a collective title and, therefore, more than one entry is made, make a note beginning *With:* and listing the other separately titled works in the item in the order in which they appear there.

With: General Sherman / M. Force – Life and campaigns of Major-General J.E.B. Stuart / H. McClennan – General Butler in New Orleans / J. Parton – Life and public services of Ambrose E. Burnside / B. Poore – Life of General George G. Meade / R. Bache

11.7B22. Note relating to the original. Make a note relating to an original as instructed in 1.7A4 and 1.11F.

Reproduction of: *Endymion* / by the Author of *Lothair*. London : Longmans, Green, 1880. 3 v. ; 20 cm.

Reproduction of: 2nd ed. London : Royal Geographic Society, 1924. 1 atlas (5 v.) : 450 maps ; 31 cm. (Atlases of the Western world ; no. 17)

Reproduction of: Vol. 3, no. 58 (Apr. 21, 1841)-v. 4, no. 146 (Sept. 26, 1843). Manchester, Lancashire : Printed and published by John Gadsby, 1841-1843. 93 no. : ill., map, music ; 38-50 cm. Frequency varies. Continues: *Anti-Corn Law circular*. Continued by: *The league*

Reproduction of: London : Printed for the editor, [1798-1807]. 1 score (3 v.) ; 32 cm.

11.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

Contents:

- 11.8A. Preliminary rule
- 11.8B. Standard number
- 11.8C. Key-title
- 11.8D. Terms of availability
- 11.8E. Qualification

11.8A. Preliminary rule

11.8A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

11.8B

MICROFORMS

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.

11.8B. Standard number

11.8B1. Give the International Standard Book Number (ISBN) or International Standard Serial Number (ISSN) assigned to an item as instructed in 1.8B.

11.8B2. Give any other number in a note (see 11.7B19).

11.8C. Key-title

11.8C1. Give the key-title of a resource as instructed in 1.8C.

11.8D. *Optional addition.* Terms of availability

11.8D1. Give the terms on which the item is available as instructed in 1.8D.

11.8E. Qualification

11.8E1. Add qualifications to the standard number and/or terms of availability as instructed in 1.8E.

11.9. SUPPLEMENTARY ITEMS

11.9A. Describe supplementary items as instructed in 1.9.

11.10. ITEMS MADE UP OF SEVERAL TYPES OF MATERIAL

11.10A. Describe items made up of several types of material as instructed in 1.10.

Continuing Resources

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- 12.4 PUBLICATION, DISTRIBUTION, ETC., AREA
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 - 12.4A1 Punctuation
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 - 12.4D Name of publisher, distributor, etc.
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12.9 SUPPLEMENTS

12.10 SECTIONS

12.0. GENERAL RULES**12.0A. Scope**

12.0A1. The rules in this chapter cover the description of continuing resources, whether successively issued (i.e., serials) or integrating (e.g., updating loose-leaves, updating Web sites). These rules also cover the description of the following categories of finite resources (i.e., those with a predetermined conclusion): resources that exhibit characteristics of serials, such as successive issues, numbering, and frequency, but whose duration is limited (e.g., newsletters of events); reprints of serials; and finite integrating resources. The rules in this chapter do not apply to the description of multipart items.

These rules focus on the continuing nature of serials and integrating resources and are applied in conjunction with rules in other chapters of part I. For example, in describing an electronic journal, consult chapter 9 for rules specifically applying to the electronic aspects of the journal and chapter 12 for the continuing aspects.

If a rule does not apply to all continuing resources, the scope of that rule is indicated.

See chapter 21 for guidelines to determine if a change on subsequent issues or parts of a serial or on subsequent iterations of an integrating resource requires a new description. If a new description is not made, see the rules regarding changes in this chapter (e.g., 12.1B8, 12.1D3, 12.1E2) for instructions.

12.0B. Sources of information**12.0B1. Basis of the description**

- a) *Serials.* Base the description of a serial on the first issue or part or, lacking this, on the earliest available issue or part. For numbered serials, the first issue or part is the lowest numbered issue or part. For unnumbered serials, the first issue or part is the issue or part with the earliest publication, distribution, etc., date. Generally prefer the first (or earliest) issue or part over a source associated with the whole serial or with a range of more than one issue or part.

AREA	BASIS OF DESCRIPTION
Title and statement of responsibility	First or earliest issue or part
Edition	First or earliest issue or part
Numbering	First and/or last issues or parts for each system or sequence
Publication, distribution, etc.	
Place and publisher, distributor, etc.	First or earliest issue or part
Place and manufacturer	First or earliest issue or part
Dates	First and/or last issues or parts

(continued)

AREA	BASIS OF DESCRIPTION
Physical description	All issues or parts
Series	All issues or parts
Note	All issues or parts and any other source
Standard number and terms of availability	All issues or parts and any other source

- b) *Integrating resources*. Base the description of an integrating resource, except the beginning date of publication, on the current iteration of that resource.

AREA	BASIS OF DESCRIPTION
Title and statement of responsibility	Current iteration
Edition	Current iteration
Publication, distribution, etc. Place and publisher, distributor, etc.	Current iteration
Place and manufacturer	Current iteration
Dates	First and/or last iterations
Physical description	Current iteration
Series	Current iteration
Note	All iterations and any other source
Standard number and terms of availability	All iterations and any other source

12.0B2. Chief source of information

- a) *Printed resources*. The chief source of information is the title page¹ or the title page substitute. The title page substitute for an item lacking a title page is (in this order of preference) the analytical title page, cover, caption, masthead, editorial pages, colophon, other pages. Specify the source used as the title page substitute in a note (see 12.7B3). If information traditionally given on the title page is given on facing pages, with or without repetition, treat the two pages as the title page.

Use the colophon as the chief source of information for an oriental nonroman script resource if the colophon contains full bibliographic information and the following conditions apply:

- i) the page standing in the position of a title page bears only the title proper
- or ii) the title page bears only a calligraphic version of the title proper
- or iii) the title page bears only a western-language version of the title and other bibliographic information.

- b) *Nonprint resources*. For *direct access electronic serials*, prefer the physical carrier or its labels as the chief source of information. For other nonprint resources, follow the instructions in subrule .0B in the relevant chapter for the resource in question in determining the chief source of information. For example, to determine the chief source of information for a serial sound recording, see 6.0B1.

1. Hereafter in this chapter *title page* includes any substitute (including, for oriental publications, a colophon specified in 12.0B2 as a title page substitute).

12.0B3. Prescribed sources of information

- a) *Printed resources*. The prescribed source(s) of information for each area of the description is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Title page
Edition	Title page, other preliminaries, colophon
Numbering	The whole resource
Publication, distribution, etc.	The whole resource
Physical description	The whole resource
Series	Series title page, analytical title page, cover, caption, masthead, editorial pages, colophon, rest of the resource
Note	Any source
Standard number and terms of availability	Any source

- b) *Nonprint resources*. Follow the instructions in subrule .0B in the relevant chapter in part I (e.g., for sources of information for a serial sound recording, see 6.0B; for an electronic journal, see 9.0B).

12.0C. Punctuation

For the punctuation of the description as a whole, see 1.0C.

For the prescribed punctuation of elements, see the following rules.

12.0D. Levels of detail in the description

See 1.0D.

12.0E. Language and script of the description

See 1.0E.

12.0F. Inaccuracies

For inaccuracies in the title proper, see 12.1B1. For other inaccuracies, see 1.0F.

12.0G. Accents and other diacritical marks

See 1.0G.

12.0H. Items with several chief sources of information

See 1.0A3.

12.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 12.1A. Preliminary rule
- 12.1B. Title proper
- 12.1C. General material designation
- 12.1D. Parallel titles
- 12.1E. Other title information
- 12.1F. Statements of responsibility
- 12.1G. Items without a collective title

12.1A. Preliminary rule**12.1A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede the title of a supplement or section (see 1.1B9), or the designation for a supplement or section, by a full stop.

Precede the title of a supplement or section following a designation for the supplement or section 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.

12.1B. Title proper**12.1B1.** Transcribe the title proper as instructed in 1.1B.

Gallia
 Bulletin
 Le monde
 Boston evening transcript
 Champaign-Urbana news-gazette
 Transactions for the year
 Catalogue & index
 T
 Willing's press guide
 IAVRI bulletin
 Bulletin of the Malaysia-Singapore Commercial Association
 (Inc.)
 941.1
 The audio lawyer
 Thesis theological cassettes

Supplement to The journal of physics and chemistry of solids

Amazon.com

Britannica online

The electronic journal of analytic philosophy

Patient teaching loose-leaf library

Correct obvious typographic errors when transcribing the title proper and give the title as it appears on the resource in a note. 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. Do not give the mark of omission. Give relationships with other bibliographic resources in a note (see 12.7B8).

International gas report

Note: Absorbed: World gas report

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

For omissions from the title proper for dates, names, numbers, etc., that can be expected to vary, see 12.1B7.

Give the source of title proper in a note as instructed in 12.7B3.

12.1B2. When the title appears in full and in the form of an acronym or initialism in the chief source of information, choose the full form as the title proper.

Linguistics and language behavior abstracts

(Title appears in full and as LLBA in the chief source)

12.1B3. In case of doubt about whether a corporate body's name or an abbreviation of that name is part of the title proper, treat the name as such only if it is consistently so presented in various locations in the resource and/or as found in indexes, abstracts, or other sources.

12.1B4. If a resource is a separately published section of, or supplement to, another resource and its title proper as presented in the chief source of information consists of

- a) the title common to all sections (or the title of the main resource)
- and* b) the title of the section or supplement

and if these two parts are grammatically independent of each other, give the common title followed by the section or supplement title. In such a case disregard the order in which the parts of the title proper are presented in the chief source of information.

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

12.1B5. If the title of such a section or supplement (see 12.1B4) is preceded by an enumeration or alphabetic designation, give the common title, followed by the designation, and the section or supplement title.

Journal of polymer science. Part A, General papers
 Progress in nuclear energy. Series II, Reactors

12.1B6. If the title of such a section or supplement is presented in the chief source of information without the title that is common to all sections, give the title of the section or supplement as the title proper. In the case of a section, give the title that is common to all sections as the title proper of the series (see 12.6B). In the case of a supplement, give the title of the main resource in a note (see 12.7B8g).

British journal of applied physics - (Journal of physics ; D)
(Section title only presented in chief source of information. Common title given as series)

12.1B7. For *serials*, if the title 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 give 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

12.1B8. Change in title proper

- a) *Serials*. If a major change in the title proper occurs, make a new description (see 21.2C). If a minor change occurs in the title proper on a subsequent issue or part, in general, give the later title in a note (see 12.7B4.2).
- b) *Integrating resources*. If any change in the title proper occurs on a subsequent iteration, change the title and statement of responsibility area to reflect the current iteration (see 21.2B) and, in general, give the earlier title in a note (see 12.7B4.2).

12.1C. Optional addition. General material designation

12.1C1. Give immediately following the title proper the appropriate general material designation as instructed in 1.1C.

Yoga for health [GMD]
 Pathé pictorial [GMD]
 Audio arts [GMD]

12.1D. Parallel titles**12.1D1. Transcribe parallel titles as instructed in 1.1D.**

Bank of Canada review [GMD] = Revue de la Banque du Canada
 Internationale volkstkundliche Bibliographie [GMD] =
 International folklore bibliography = Bibliographie
 internationale des arts et traditions populaires
 Bulletin of the Association of African Universities [GMD]
 = Bulletin de l'Association des universités africaines

12.1D2. If, in the case of a resource with a title proper made up of a title common to a number of sections and a section title, the common title has a parallel title and the section title has a parallel title, give the common title and the section title that make up the title proper followed by the parallel common title and the parallel section title (see 12.1B4).

Trade of Canada. Exports by commodities [GMD] = Commerce
 du Canada. Exportations par marchandises

12.1D3. Change in parallel title

- a) *Serials*. If a parallel title is added, deleted, or changed on a subsequent issue or part, make a note if the change is considered to be important (see 12.7B5.2).
- b) *Integrating resources*. If a parallel title is added, deleted, or changed on a subsequent iteration, change the title and statement of responsibility area to reflect the current iteration and give any earlier parallel title in a note if considered to be important (see 12.7B5.2).

12.1E. Other title information**12.1E1. Transcribe other title information as instructed in 1.1E if considered to be important.**

Legislação estudantil [GMD] : coletânea de leis, decretos,
 resoluções e pareceres
 Home health nutrition [GMD] : patient education manual
 A century of lawmaking for a new nation [GMD] : U.S.
 Congressional documents and debates, 1774-1873
 Aakrosh [GMD] : Asian journal on terrorism and internal
 conflicts
 9-1-1 [GMD] : hotline to contemporary culture
 Intensidad & altura [GMD] : revista de música en el Perú
 The independence [GMD] : Canadian independent labour news

Always transcribe or supply other title information if it falls within one of the categories below.

- a) If an acronym or initialism of the title appears in the chief source of information with the full form of the title, transcribe the acronym or initialism as other title information.

Twin Cities [GMD] : TC

Review of environmental educational developments [GMD] :
REED

Gaceta de cooperación informativa regional [GMD] : GACIRE

Online dictionary of library and information science [GMD]:
: ODLIS

- b) If a statement of responsibility or the name of a publisher, distributor, etc., is an integral part of the other title information, transcribe it as such (see 1.1E4).

The greenwood tree [GMD] : newsletter of the Somerset and
Dorset Family History Society

941.1 [GMD] : newsletter of AAL in Scotland

Colorado chess informant [GMD] : the official Web site of the
Colorado State Chess Association

Ceramic forum international [GMD] : CFI : Berichte der DKG

- c) If the title proper consists solely of the name of a corporate body, conference, etc., supply a brief addition in the language of the title proper as other title information to explain the title (see 1.1E6).

Hawaii Institute of Physics [GMD] : [report]

Bibliothèque nationale de France [GMD] : [page d'accueil]

Los Angeles County Museum of Art [GMD] : LACMA : [home
page]

Do not transcribe other title information that consists solely of words relating to the currency of the contents or the frequency of updating.

not Texas rules of civil procedure [GMD]
Texas rules of civil procedure [GMD] : including amendments
through order of December 5, 1983, effective April 1, 1984

not Architecture & building news headlines [GMD]
Architecture & building news headlines [GMD] : updated daily

If other title information has not been transcribed in the title and statement of responsibility area, give it in a note (see 12.7B6.1) *or* ignore it.

12.1E2. Change in other title information

- a) **Serials.** If other title information has been recorded in the title and statement of responsibility area and that information changes on a subsequent issue or part, make a note if the change is considered to be important (see 12.7B6.2).
- b) **Integrating resources.** If other title information is recorded in the title and statement of responsibility area and that information changes on a subsequent iteration, change the title and statement of responsibility area to reflect the current iteration and make a note if the change is considered to be important (see 12.7B6.2).

12.1F. Statements of responsibility

12.1F1. Transcribe statements of responsibility relating to persons or bodies as instructed in 1.1F.

Quarterly review (GMD) / Soil Association

Sussex essays in anthropology (GMD) / Anthropology Society of Sussex

Serie de culturas mesoamericanas (GMD) / Universidad Nacional Autónoma de México, Instituto de Investigaciones Históricas

Bieler Jahrbuch (GMD) = Annales biennoises / Herausgeber, Bibliotheksverein Biel

Moot (GMD) / Eunice Wilson

Statistics of energy (GMD) / Organisation for Economic Co-operation and Development = Statistiques de l'énergie / Organisation de coopération et de développement économiques

Application statistics (GMD) / [prepared by] the Research Division of the Council of Ontario Universities and the Ontario Universities' Application Centre

12.1F2. If a statement of responsibility is transcribed, in full or in abbreviated form, as part of the title proper or other title information, do not give a further statement of responsibility unless such a statement appears separately in the chief source of information.

British Library news (GMD)

ARC research review (GMD)

Ethnic minorities and employment (GMD) : quarterly journal of the Employment Section, Community Relations Commission

but

League review (GMD) / League of St. George

EmPHASis (GMD) / Public Health Advisory Service

The K-H newsletter service (GMD) / Stephen King-Hall

12.1F3. Editors

- a) **Serials.** Do not record as statements of responsibility statements relating to persons who are editors. If a statement relating to an editor is considered necessary by the cataloguing agency, give it in a note (see 12.7B7.i).

La cause du peuple (GMD)

Note: Founded, edited, and published by Jean-Paul Sartre

R.L.C.'s museum gazette (GMD)

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

- b) **Integrating resources.** Record statements relating to persons who are editors as statements of responsibility if considered to be important.

... / edited by Cyril H. Wecht

... / [edited by] John C. Minahan, Jr. ; adapted from M. Wagner, Minnesota legal forms

12.1F4. In the case of a resource with a title proper made up of a title common to a number of sections and a section or supplement title, give a statement of responsibility after the part of the title proper to which it refers. In case of doubt, give the statements of responsibility at the end of the title proper.

Länderkurzberichte. Thailand [GMD] / Statistisches
Bundesamt

12.1F5. Change in statements of responsibility

- a) *Serials*. If a person or body recorded in a statement of responsibility is added or deleted on a subsequent issue or part and this change does not require a new description (see 21.3B), give the name of the later person or body in a note or make a note of the deletion (see 12.7B7.2). 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.
- b) *Integrating resources*. If the statement of responsibility is added, deleted, or changed on a subsequent iteration, change the title and statement of responsibility area to reflect the current iteration and make a note if the change is considered to be important (see 12.7B7.2).

12.1G. Items without a collective title

12.1G1. For resources that lack a collective title, see 1.1G.

12.2. EDITION AREA

Contents:

- 12.2A. Preliminary rule
- 12.2B. Edition statement
- 12.2C. Statements of responsibility relating to the edition
- 12.2D. Statement relating to a named revision of an edition
- 12.2E. Statements of responsibility relating to a named revision of an edition
- 12.2F. Change in edition information

12.2A. Preliminary rule

12.2A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

12.2B. Edition statement

12.2B1.

- a) *Serials*. If an edition statement belongs to one of the types below, transcribe it as instructed in 1.2B. (See also 12.2B2.)
 - i) local edition statements
 - Northern ed.
 - ii) special interest edition statements
 - Éd. pour le médecin

iii) special format or physical presentation statements

Airmail ed.
 Braille ed.
 Library ed.
 Microform ed.

iv) language edition statements

English ed.
 Éd. française

v) reprint or reissue statements indicating a reissue or revision of the serial as a whole.

Reprint ed.
 2nd ed.

- b) **Integrating resources.** Transcribe an edition statement as instructed in 1.2B if considered to be important.

12.2B2. Give statements indicating regular revision or frequent updating (e.g., *Rev. ed. issued every 6 months, Frequently updated*) as frequency in the note area (see 12.7B1).

For *serials*, give statements indicating numbering (e.g., *1st ed., 1916 ed.*) in the numbering area (see 12.3).

12.2B3. If an edition statement appears in more than one language or script, transcribe the statement that is in the language or script of the title proper. If this criterion does not apply, transcribe the statement that appears first. *Optionally*, transcribe the parallel statement(s), each preceded by an equals sign.

Canadian ed. = Éd. canadienne

12.2C. Statements of responsibility relating to the edition

12.2C1. Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of a resource as instructed in 1.2C and 12.1F.

12.2D. Statement relating to a named revision of an edition

12.2D1. If the item is a named revision of an edition, transcribe the statement relating to that revision as instructed in 1.2D.

English ed., 2nd ed.

Do not record statements relating to a reissue that contains no changes unless the item is considered to be of particular importance to the cataloguing agency.

12.2E. Statements of responsibility relating to a named revision of an edition

12.2E1. Transcribe a statement of responsibility relating to one or more named revisions of an edition (but not to all such revisions) as instructed in 1.2E and 12.1F.

12.2F. Change in edition information**12.2F1.**

- a) *Serials*. 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 (see 12.7B9.2).
- b) *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 area to reflect the current iteration and make a note if the change is considered to be important (see 12.7B9.2).

12.3. NUMBERING AREA

Contents:

- 12.3A. Preliminary rule
- 12.3B. Numeric and/or alphabetic designation
- 12.3C. Chronological designation
- 12.3D. No designation on first issue or part
- 12.3E. Alternative numbering systems
- 12.3F. Ceased serials
- 12.3G. Change in numbering

12.3A. Preliminary rule**12.3A1. Applicability**

- a) *Serials*. Give this area for serials (with the exception of unnumbered monographic series) if cataloguing from the first and/or last issue or part.
- b) *Integrating resources*. This area is not generally applicable.

12.3A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Follow the numbering of the first issue or part of a serial by a hyphen.

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

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.

12.3B. Numeric and/or alphabetic designation

12.3B1. Give the numeric and/or alphabetic designation of the first and/or last issue or part of a serial in the same terms, but not necessarily with the same punctuation, used in that issue or part. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C.

In describing a facsimile or other reprint, give the numeric and/or alphabetic designation of the original. For serials that have ceased publication, see 12.3F.

Population trends [GMD]. – 1-
 Papers on formal linguistics [GMD]. – No. 1-
 Policy publications review [GMD]. – Vol. 1, no. 1-
 Poetry North-east [GMD]. – Issue no. 1-
 Magic touch [GMD]. – Pt. 1-
 Miscellaneous reports on biodiversity [GMD]. – -no. 10

If the sequence of numbering is continued from a previous serial, give the numbering of the first issue or part of the serial represented by the new description.

Word processing report [GMD]. – International ed. – Vol. 1, no. 6-
(Designation appears on last issue of previous serial as: vol. 1, no. 5)

12.3B2. If a numeric and/or alphabetic designation appears in more than one language or script, give the designation that is in the language or script of the title proper. If this criterion does not apply, give the designation that appears first.

12.3C. Chronological designation

12.3C1. If the first and/or last issue or part of a serial is identified by a chronological designation, give it in the same terms, but not necessarily with the same punctuation, used in that issue or part. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C. For serials that have ceased publication, see 12.3F.

Annual report on consumer policy in OECD member countries [GMD] / Organisation for Economic Co-operation and Development. – 1975-

Buck Jones annual [GMD]. – 1957-

Prince Edward Island tourist exit survey [GMD]. – 1967-

Commonwealth immigration [GMD]. – Jan./Feb. 1964-

International commercial television rate and data book [GMD]. – 1961/2-

(Designation appears on issue as: 1961-2)

Länderberichte. Ecuador [GMD] / Statistisches Bundesamt. – 1965-

Biennial report [GMD]. – 1999/2000-

(Designation appears on issue as: 1999-2000)

Daily mirror [GMD]. – -Dec. 31, 1999

12.3C2. 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.

- ([1975 يوليو] 1395 رجب 1 العدد 1 . [GMD] مجلة الاقتصاد والادارة

12.3C3. If a chronological designation appears in more than one language or script, give the designation that is in the language or script of the title proper. If this criterion does not apply, give the designation that appears first.

May 1977- *not* May 1977 = Mai 1977-

12.3C4. If the first and/or last issue or part of a serial is identified by both a numeric and/or alphabetic designation and a chronological designation, give the numeric and/or alphabetic designation before the chronological designation.

Selected publications in European languages [GMD] : SPEL. - No. 1 (Feb. 1973)-

New locations [GMD]. - No. 1 (Apr./May 1973)-

Renewable energy bulletin [GMD]. - Vol. 1, no. 1 (Jan./Mar. 1974)-

The musical mainstream [GMD] / Division for the Blind and Physically Handicapped, Library of Congress. - Vol. 1, no. 1 (Jan.-Feb. 1977)-

IEEE transactions on acoustics, speech, and signal processing [GMD]. - Vol. ASSP-22, no. 1 (Feb. 1974)-

However, if the designation consists of a year and a number that is a division of the year, give the year before the number.

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

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

12.3D. No designation on first issue or part

12.3D1. 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, give [*No. 1*]- (or its equivalent in the language of the title proper) or a chronological designation for the first issue or part, as appropriate.

[Pt. 1]-
(*Subsequent issues numbered: Part 2, Part 3, etc.*)

[No. 1]-

[1998]-
(*An annual report for which the chronological designation is more appropriate*)

12.3E. Alternative numbering systems

12.3E1. If a serial has more than one separate system of designation, give the systems in the order in which they are presented.

Vol. 3, no. 7- = no. 31-

12.3F. Ceased serials

12.3F1. In describing a serial that has ceased publication, give 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, give only the designation of the last issue or part.

Vol. 3, no. 6 (Aug./Sept. 1970)-v. 5, no. 3 (Mar. 1972)
-v. 10, no. 12 (Dec. 1995)

12.3G. Change in numbering

12.3G1. If the numbering starts a new sequence with a different system, give the designation of the first and/or last issues or parts under the old system, followed by the designation of the first issue or part under the new system.

Vol. 1, no. 1 (Nov. 1943)-v. 10, no. 12 (June 1953) ; no. 1 (July 1974)-
Vol. 1, no. 1 (Jan. 1995)-v. 4, no. 12 (Dec. 1998) ; Jan. 1999-

If a new sequence is accompanied by wording to differentiate the sequence, such as *new series*, include this wording. Distinguish such wording from that of a section title that is to be placed after a common title (see 12.1B4-12.1B6).

Vol. 1, no. 1 (June 1986)-v. 8, no. 12 (Dec. 1993) ; new ser., v. 1, no. 1 (Jan. 1994)-

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 ; [new ser.], no. 1-
No. 1-no. 6 ; [new ser.], no. 1-no. 3 ; [3rd ser.], no. 1-
Vol. 1, no. 1 (Jan. 1992)-v. 4, no. 3 (Mar. 1995) ; [new ser.], v. 1, no. 1 (Jan. 1996)-
No. 1-no. 6 ; [2nd ser.], no. 1- ; -3rd ser., no. 104 ; 4th ser., no. 1-

Give a note for other variations in designations that do not constitute a new sequence if the change is considered to be important (see 12.7B10.2).

12.4. PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

- 12.4A. Preliminary rule
- 12.4B. General rule
- 12.4C. Place of publication, distribution, etc.
- 12.4D. Name of publisher, distributor, etc.
- 12.4E. Statement of function of publisher, distributor, etc.
- 12.4F. Date of publication, distribution, etc.
- 12.4G. Place of manufacture, name of manufacturer, date of manufacture

12.4A. Preliminary rule**12.4A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

12.4B. General rule

12.4B1. Record information about the place, name, and date of all types of publishing, distributing, etc., activities as instructed in 1.4B.

12.4C. Place of publication, distribution, etc.

12.4C1. Give the place of publication, distribution, etc., as instructed in 1.4C.

12.4C2. Change in place of publication, distribution, etc.

- a) *Serials*. If the place of publication, distribution, etc., changes on a subsequent issue or part, give the later place in a note if considered to be important (see 12.7B11.2).
- b) *Integrating resources*. If the place of publication, distribution, etc., changes on a subsequent iteration, change the publication, distribution, etc., area to reflect the current iteration and give the earlier place in a note if considered to be important (see 12.7B11.2).

12.4D. Name of publisher, distributor, etc.

12.4D1. Give the name of the publisher, etc., and *optionally* the distributor, as instructed in 1.4D.

London : On Target Publications

Edinburgh : Palingenesis Press

London : [s.n.]

Ottawa : Canadian Oral History Association

London : Iron and Steel Board : British Iron and Steel
Federation

12.4D2. Change in name of publisher, distributor, etc.

- a) *Serials*. If the name of the publisher, distributor, etc., changes on a subsequent issue or part and this change does not require a new description, give the later name in a note if considered to be important (see 12.7B11.2). If the change is only in the presentation of the name, make a note if the change is considered to be important.
- b) *Integrating resources*. If the name of the publisher, distributor, etc., changes on a subsequent iteration, change the publication, distribution, etc., area to reflect the current

iteration and give the earlier name in a note if considered to be important (see 12.7B11.2).

12.4E. Optional addition. Statement of function of publisher, distributor, etc.

12.4E1. Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

New York : Wiley ; Oxford : Pergamon [distributor]

12.4F. Date of publication, distribution, etc.

12.4F1. Beginning date of publication, distribution, etc. Give the beginning date of publication, distribution, etc., as instructed in 1.4F.

Windsor, Berkshire : Wax & Wane, 1975-

Chicago : University of Chicago Press
(Description not based on first issue or part)

Washington, D.C. : Brookings Institute, [1998?]-
(Description not based on first issue or part; probable beginning date supplied according to option in 1.4F8)

12.4F2. Ending date of publication, distribution, etc.

a) **Serials.** In describing a serial that has ceased publication, give the date(s) of publication as instructed in 1.4F.

Montréal : Canadian Association of Geographers, 1968-1969

Washington, D.C. : American Psychiatric Association

Note: Ceased publication in 1999

(Description not based on either first or last issue or part; ending publication date known)

Cambridge, Mass. : Harvard University Press

Note: Began in Mar. 1982; ceased in Sept. 1996

(Description not based on either first or last issue or part; beginning and ending dates of publication known)

Berkeley : Auditor's Office, -[1997]

(Description not based on either first or last issue or part; ending publication date supplied according to option in 1.4F8)

b) **Integrating resources.** In describing an integrating resource that is complete, give the date(s) of publication as instructed in 1.4F.

, 1996

, 1992-1998

, 1990-1995 [last updated 1996]

12.4G. Place of manufacture, name of manufacturer, date of manufacture

12.4G1. If the name of the publisher is unknown and the place and name of the manufacturer are found in the resource, give that place and name as instructed in 1.4G.

12.4G2. Change in place and/or name of manufacturer

- a) *Serials*. If the place and/or name of the manufacturer changes on a subsequent issue or part and the name of the publisher continues to be unknown, give the later place and/or name of the manufacturer in a note if considered to be important (see 12.7B11.2).
- b) *Integrating resources*. If the place and/or name of the manufacturer changes on a subsequent iteration and the name of the publisher continues to be unknown, change the publication, distribution, etc., area to reflect the current iteration and give the earlier place and/or name of the manufacturer in a note if considered to be important (see 12.7B11.2).

12.4G3. Optional addition. Give the place, name of manufacturer, and/or date of manufacture if they are found in the resource and differ from the place, name of publisher, etc., and date of publication, etc., and are considered important by the cataloguing agency. Make a note of changes as instructed in 12.4G2 if the place and/or name of the manufacturer changes on a subsequent issue, part, or iteration.

12.5. PHYSICAL DESCRIPTION AREA

Contents:

- 12.5A. Preliminary rule
- 12.5B. Extent of item (including specific material designation)
- 12.5C. Other physical details
- 12.5D. Dimensions
- 12.5E. Accompanying material

12.5A. Preliminary rule**12.5A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
 Precede this area by a full stop, space, dash, space *or* start a new paragraph.
 Precede other physical details by a colon.
 Precede dimensions by a semicolon.
 Precede each statement of accompanying material by a plus sign.
 Enclose physical details of accompanying material in parentheses.

12.5B. Extent of item (including specific material designation)

12.5B1. For a resource that is still in progress, give the relevant specific material designation (taken from subrule .5B in the chapter dealing with the type of material to which the resource belongs, e.g., 11.5B for microform resources). For *printed resources*, use the specific material designation *v.* For *updating loose-leafs*, add the qualifier (*loose-leaf*).

- v.*
- v. (loose-leaf)*
- wall charts
- filmstrips
- microfiches

CD-ROMs
computer disks

12.5B2. For a ceased or completed resource, precede the appropriate specific material designation by the number of parts in arabic numerals.

27 posters
16 microfilm reels
103 v.
2 v. (loose-leaf)
(*Updating loose-leaf issued in two binders*)

12.5B3. If a resource consists of, or contains, braille or another tactile system, make additions to the statement of extent as indicated in subrule .5B in the chapter dealing with the type of material to which the resource belongs.

v. of braille
12 v. of music (braille)
2 v. of braille (loose-leaf)

12.5C. Other physical details

12.5C1. Give the other physical details appropriate to the item being described as instructed in subrule .5C in the chapter dealing with the type of material to which the resource belongs (e.g., 6.5C for serial sound recordings).

v. : ill. (some col.)
slides : sd., col.
posters : b&w
sound cassettes : mono.

12.5C2. Change in other physical details

- a) **Serials.** If other physical details are added on a subsequent issue or part, change the physical description area to reflect all the issues or parts as instructed in 12.5C1. If other physical details are omitted or changed on a subsequent issue or part, make a note if the change is considered to be important (see 12.7B12.2).
- b) **Integrating resources.** If other physical details are added, omitted, or changed on a subsequent iteration, change the physical description area to reflect the current iteration and make a note if the change is considered to be important (see 12.7B12.2).

12.5D. Dimensions

12.5D1. Give the dimensions of the resource as instructed in subrule .5D in the chapter dealing with the type of material to which the resource belongs (e.g., 2.5D for printed serials).

23 v. : ill. ; 25 cm.
filmstrips : col. ; 35 mm.
16 film cassettes : sd., col. ; standard 8 mm.

1 v. (loose-leaf) ; 28 cm.
 computer optical discs : col. ; 4¾ in.
 sound discs ; 4¾ in.

12.5D2. Change in dimensions. If the dimensions of a resource change, or multiple parts differ in size, give the dimensions from smallest or smaller to largest or larger separated by a hyphen unless otherwise instructed in subrule .5D in the chapter dealing with the type of material to which the resource belongs.

v. : ill. ; 27-32 cm.
 v. (loose-leaf) ; 26-29 cm.
 models : col., plastic ; 45 × 60 × 4 cm. or smaller
(Item described is a cartographic resource)

12.5E. Accompanying material

12.5E1.

- a) **Serials.** Give, as instructed in 1.5E, the details of accompanying material that is intended to be issued regularly. Make a note on the frequency of accompanying material (see 12.7B13). If accompanying material is issued irregularly or is issued only once, describe it in a note *or* ignore it.

v. : ill. ; 21 cm. + slides
 filmstrips : col. ; 35 mm. + booklets
 108 v. : ill. ; 25 cm. + 18 maps (col. ; 65 × 90 cm. or smaller)
(Serial has ceased publication)

- b) **Integrating resources.** Give, as instructed in 1.5E, the details of accompanying material if considered to be important.

v. (loose-leaf) : forms ; 25 cm. + 2 computer disks
 (3½ in.)

12.6. SERIES AREA

Contents:

- 12.6A. Preliminary rule
 12.6B. Series statements

12.6A. Preliminary rule

12.6A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
 Precede this area by a full stop, space, dash, space.
 Enclose each series statement (see 1.6J) 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 subseries by a comma.
- Precede the numbering within a series or subseries by a semicolon.
- Enclose a date following a numeric and/or alphabetic designation in parentheses.
- Precede the title of a subseries, or the designation for a subseries, by a full stop.
- Precede the title of a subseries following a designation for the subseries by a comma.

12.6B. Series statements

12.6B1. Record each series statement as instructed in 1.6. For *serials*, do not give series numbering if each issue or part is separately numbered within the series.

(Acta Universitatis Stockholmiensis)

(H.C.)

(Quellenwerke der Schweiz = Statistiques de la Suisse)

(Public Health Service publication ; no. 1124)

(Bulletin of the Iowa Highway Research Board) (Iowa State University bulletin)

(West Virginia University bulletin. Engineering Experiment Station bulletin, ISSN 0083-8640)

12.6B2. Change in series statement

- a) *Serials*. If a series is added, deleted, or changed on a subsequent issue or part and this change cannot be stated clearly in the series area, make a note if the change is considered to be important (see 12.7B14.2).
- b) *Integrating resources*. If a series is added, deleted, or changed on a subsequent iteration, change the series area to reflect the current iteration and make a note if the change is considered to be important (see 12.7B14.2).

12.7. NOTE AREA

Contents:

12.7A. Preliminary rule

12.7B. Notes

12.7A. Preliminary rule

12.7A1. Punctuation

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

12.7A2. In making notes, follow the instructions in 1.7A.

In referring to another bibliographic resource, use the title or name-title under which that resource is entered or would be entered (see chapter 21). If this is not possible, use the title proper and statement of responsibility of the resource.

If it is known that the note does not apply to all issues or parts of a serial or to all iterations of an integrating resource, add appropriate numbering or publication dates.

12.7B. Notes

Make notes as set out in the following subrules and in the order given there. However, give a particular note first if it has been decided that note is of primary importance. Notes may include information not appropriate to other areas of the description or reflect changes in the resource over time.

If the resource being described is a reproduction, give also details of the original (see 1.7A4, 1.11F, and 11.7B22).

12.7B1. Frequency. Make notes on the frequency of the *serial* or the frequency of updates to the *integrating resource* unless it is apparent from the content of the title and statement of responsibility area or is unknown. Also make notes on changes in frequency.

Annual
 Monthly (except Aug.)
 Monthly (during school year)
 Several times a week
 Issued twice a month
 Six issues yearly
 Irregular
 Bimonthly, Nov./Dec. 1980–Mar./Apr. 1992; monthly, May 1992–
 Rev. ed. issued every 4 months
 Updated quarterly
 Continually updated
 Frequency varies

12.7B2. Language. Make notes on the language(s) of the resource unless this is apparent from the rest of the description.

Text in French and English
 In Swedish, English summaries
 English and French, French text on inverted pages
 User may select language of search interface

12.7B3. Source of title proper. For *printed resources*, make a note on the source of the title proper if it is taken from a title page substitute. For *nonprint resources*, follow the instructions in subrule .7B3 in the chapter dealing with the type of material to which the resource belongs.

Title from cover
 Title from caption
 Title from binder
 Title from CD-ROM label
 Title from title screen (viewed on Jan. 20, 2000)
 (Source of title proper note combined with item described note)

Title from home page (viewed on Dec. 18, 1999)
 (Source of title proper note combined with item described note)

12.7B4. Titles

12.7B4.1. Make notes on titles other than the title proper borne by the resource, and changes to such titles, if considered to be important.

Cover title: Proceedings of the ... Annual Glass Symposium, 1989-1995; Proceedings of the Glass Symposium, 1996-

Title on added t.p.: Bulletin / Société canadienne d'histoire orale & sonore

Title bar title: Antarctic Meteorology Research Center home page

Vols. for 1994-1998 have added t.p. in Uzbek

Make notes on titles by which the resource is commonly known if considered to be important.

Commonly known as: LCIB

Optionally, give a romanization of the title proper.

12.7B4.2. Change in title proper

a) **Serials.** Make notes on minor changes in title proper that occur after the first/earliest issue or part (see 12.1B8). If scattered issues or parts have a different title proper, make a general note.

Issues for 1999- have title: Annual report on pipeline safety

(Title proper recorded in title and statement of responsibility area: Annual report of pipeline safety)

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 in title and statement of responsibility area: Antiques)

Title varies slightly

Some issues have title: SLIS newsletter

b) **Integrating resources.** Make notes on earlier titles proper (see 12.1B8).

Title history: Australian industrial safety, health & welfare, 1979-Mar. 1996

Title history: Securities law, fraud-SEC rule 10b-5, 1967-Oct.? 1979; Securities fraud and commodities fraud, 1979-Dec. 1986

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

Former titles: Euroinfo international (viewed on May 10, 1998); Telephone directories international (viewed on Sept. 9, 1999)

Title varies slightly

12.7B5. Parallel titles

12.7B5.1. Make notes on titles in another language and/or script not recorded in the title and statement of responsibility area if considered to be important.

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

Titles also in the organization's other official languages

12.7B5.2. Change in parallel title

- a) *Serials*. Make notes on changes in parallel titles that occur after the first/earliest issue or part if considered to be important (see 12.1D3). If the changes have been numerous, a general statement may be made.

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

Title in French not present on issues after 1998

Order of titles varies

- b) *Integrating resources*. Make notes on parallel titles no longer present on the current iteration, or that appeared in a different form on earlier iterations, if considered to be important (see 12.1D3). If the changes have been numerous, a general statement may be made.

12.7B6. Other title information

12.7B6.1. Make notes on other title information not recorded in the title and statement of responsibility area if considered to be important.

Subtitle: Lesbian newsletter

12.7B6.2. Change in other title information

- a) *Serials*. Make notes on changes in other title information that occur after the first/earliest issue or part if considered to be important (see 12.1E2). If the changes have been numerous, a general statement may be made.

Subtitle: A journal of feminism and film theory (varies slightly)

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

Subtitle varies

- b) *Integrating resources*. Make notes on other title information no longer present on the current iteration, or that appeared in a different form on earlier iterations, if considered to be important (see 12.1E2). If the changes have been numerous, a general statement may be made.

12.7B7. Statements of responsibility

12.7B7.1. Make notes on statements of responsibility that do not appear in the title and statement of responsibility area if considered to be important.

Official journal of: Concrete Products Association, Oct.
1920-Apr. 1930

Give a fuller form of name of a person or body that appears only in abbreviated form in the rest of the description if the fuller form is considered to be necessary.

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
(*Title and statement of responsibility:* Occasional newsletter (GMD) / Alra)

Give 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

12.7B7.2. Change in statements of responsibility

- a) *Serials.* Make notes on changes in statements of responsibility that occur after the first/earliest issue or part if considered to be important (see 12.1F5). 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

- b) *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 considered to be important (see 12.1F5). 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

12.7B8. Bibliographic history and relationships with other resources. Make notes on the bibliographic history and on important relationships between the resource being described and the immediately preceding, immediately succeeding, or simultaneously issued resources.

- a) *Continuation.* If a resource continues a previously published resource, give the name of the preceding resource. (See also 21.2B, 21.2C, and 21.3B.)

Continues: Monthly Scottish news bulletin

Continues the monograph: Total baseball

Rev. ed. of: Canadian regulation of international trade and investment. 1986

Rev. ed. of: Mental capacity : medical and legal aspects of the aging. 1977

If a resource is continued by a subsequently published resource, give the name of the succeeding resource, and *optionally* the date of the change. (See also 21.2B, 21.2C, and 21.3B.)

Continued by: Regina

Continued by a section in: Canadian Association of Geographers' newsletter

Continued by: Shoestyle, 2000

- b) *Merger*. If a resource is the result of the merger of two or more other resources, give the names of 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, give the name(s) of the resource(s) with which it has merged and the name of the new resource.

Merged with: Journal / British Ceramic Society, to become: Transactions and journal of the British Ceramic Society

- c) *Split*. If a resource is the result of the split of a previous resource into two or more resources, give the name of the resource that has been split, and *optionally* the name(s) of the other resource(s) resulting from the split.

Continues in part: Proceedings / the Institution of Mechanical Engineers

If a resource splits into two or more separate resources, give the names of 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

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, give the name of the resource of which it was once a part.

Separated from: Farm journal and country gentleman

- d) *Absorption*. If a resource absorbs another resource, give the name of the resource absorbed, and *optionally* the date of absorption.

Absorbed: The morning post

Absorbed: The worker's friend, 1936

Absorbed: Metals technology; and, in part: Mining and metallurgy

If a resource is absorbed by another resource, give the name of the absorbing resource.

Absorbed by: Quarterly review of marketing

- e) *Translation*. If a resource is a translation of a previously published resource (as opposed to a different language edition of a resource, for which see 12.2B1), give the name of the original.

Translation of: Blé dans le monde

If a resource is translated, give the name of the translation.

Translated as: Plant physiology
(Resource is in Russian)

If the name of the other resource is not readily available, make a general note.

Translation of the German edition

- f) *Simultaneous edition*. If a resource is one of two or more editions differing in partial content and/or in language, give the name of the other edition(s).

English ed. of: Bulletin critique du livre français

If the name of the other edition is not readily available, make a general note.

Issued also in Sanskrit

If a resource is published in more editions than can be named conveniently, make a general note.

Numerous editions

- g) *Supplement*. If a resource is a supplement to another resource, give the name of the main resource.

Supplement to: Philosophical magazine

If a resource has supplement(s) that are described separately, make notes identifying the supplement(s).

Has supplement: Journal of the Royal Numismatic Society

Make brief general notes on irregular, informal, numerous, or unimportant supplements that are not described separately.

Supplements accompany some numbers

Numerous supplements

12.7B9. Edition statement

12.7B9.1. For *electronic resources*, make notes on the source of the edition statement if it is different from the source of the title proper.

Ed. statement from container label

12.7B9.2. Change in edition information

- a) *Serials*. Make notes on changes in edition information that occur after the first/earliest issue or part if considered to be important (see 12.2F). 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)

- b) *Integrating resources*. Make notes on edition information no longer present on the current iteration, or on edition information that appeared in a different form on earlier iterations, if considered to be important (see 12.2F). 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"

12.7B10. Numbering and issuing peculiarities

12.7B10.1. If the period covered by a volume, issue, etc., of an annual or less frequent *serial* is other than a calendar year, give 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

12.7B10.2. Change in numbering. Make notes on complex or irregular numbering not already specified in the numbering area if considered to be important (see 12.3G). Make notes on issuing peculiarities if 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

Some no. issued in combined form

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

12.7B11. Publication, distribution, etc.

12.7B11.1. If a resource suspends publication with the intention of resuming at a later date, give this fact. If publication is resumed, give the dates or designation of the period of suspension.

Suspended with v. 11

No updates issued from 1999 to 2001

Make notes on beginning and/or ending dates of publication not recorded in the publication, distribution, etc., area (see 1.4F8).

Began in 1984

Ceased in 1991

Ceased with no. 25 in 1987

Completed publication in 2000?

Began in 1967; ceased in 1998

No more published after 1993

12.7B11.2. Change in publication, distribution, etc.

- a) *Serials*. Make notes on changes in the place and/or name of publisher and/or manufacturer that occur after the first/earliest issue or part if considered to be important (see 12.4C2, 12.4D2, 12.4G2). If the changes have been numerous, a general statement may be made.

Published: Denver, 1995-1997; Boston, 1998-
(*Publication, distribution, etc., area: Dallas : Association for Kinetic Art, 1991- ; association still the publisher*)

Imprint varies

- b) *Integrating resources*. Make notes on places and/or names of publishers and/or manufacturers no longer present on the current iteration, or that appeared in a different form on earlier iterations, if considered to be important (see 12.4C2, 12.4D2, 12.4G2). If the changes have been numerous, a general statement may be made.

Published by Architext Software, 1994-1997
(*Publication, distribution, etc., area: Portland, Or. : Excite, Inc., c1994- ; Excite, Inc., became publisher in 1998*)

Published: New York : McGraw-Hill, 1974-1975; South Hackensack, N.J. : F.B. Rothman, 1976-1978
(*Publication, distribution, etc., area: Colorado Springs, Colo. : Shepard's of Colorado Springs, 1974- ; Shepard's of Colorado Springs became publisher in 1979*)

Imprint varies

12.7B12. Physical description

12.7B12.1. Make notes on important physical details that are not included in the physical description area.

Printed on hand-made paper

Alternate leaves of print and braille
 In container (28 cm.) with abstracts of contents
 Some issues on CD-ROM
 Issues for Mar. 1999- consist of multiple CD-ROMs

12.7B12.2. Change in physical description

- a) *Serials*. If other physical details are deleted or changed on a subsequent issue or part, make notes if considered to be important (see 12.5C2). If the changes have been numerous, a general statement may be made.
- b) *Integrating resources*. Make notes on physical details no longer present on the current iteration if considered to be important (see 12.5C2). If the changes have been numerous, a general statement may be made.

12.7B13. Accompanying material. Make notes on the location of accompanying material if appropriate. Give details of accompanying material neither mentioned in the physical description area nor given a separate description (see 1.5E). Give the frequency of accompanying materials that are a regular feature of the resource.

Slides in pocket
 Sound disc with last issue of each year
 Accompanied by user manual
 Vol. 7, no. 6 contains wall chart (col. ; 26 × 40 cm.)
 Slides with every 7th issue
 Some volumes accompanied by diskettes
 Accompanied by CD-ROM, no. 19-
 Some issues accompanied by VHS videocassette
 Each issue accompanied by a CD-ROM containing full text journal, graphics, animations, color photographs, and sound and movie clips

12.7B14. Series

12.7B14.1. Give details of the numbering within a series if the numbering varies from issue to issue and is considered to be important.

Each issue numbered 10, 20, 30, etc., in the series

12.7B14.2. Change in series

- a) *Serials*. Make notes on changes in series statements that occur after the first/earliest issue or part if considered to be important (see 12.6B2). If the changes have been numerous, a general statement may be made.

Subtitle of series varies

- b) *Integrating resources*. Make notes on series statements no longer present on the current iteration if considered to be important (see 12.6B2). 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*)

12.7B15. Audience. Make a brief note of the intended audience for, or intellectual level of, a resource if this information is stated in the resource.

Presents articles, crafts, puzzles, games, and other items for readers living on farms and ranches or interested in agriculture and rural life

12.7B16. Other formats. Give the details of other formats in which the content or partial content of the resource is, or has been, issued.

Issued also as an electronic journal

Vols. 1-4 issued also on microfiche

Also issued online and on CD-ROM

Latest tables of contents and other information about the journal available online

Also issued in printed form, 1997-1999

12.7B17. Indexes

- a) **Serials.** Make notes on the presence of cumulative indexes. If possible, give the type of index, the volumes, etc., of the serial indexed, the dates of the serial indexed, and the location of the index in the set or the numbering of the index if it is issued separately. Make a note also on separately published indexes.

Includes indexes

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

Each third volume is an index to all preceding volumes

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

- b) **Integrating resources.** Make notes on the presence and nature of indexes if considered to be important.

Includes unnumbered chronology volume

Includes indexes

12.7B18. Summary. Give a brief objective summary of the content of a resource unless another part of the description provides enough information.

Summary: Contains text of Canadian federal, provincial, and territorial environmental and occupational safety and health laws and implementing regulations; also contains guidelines, objectives, and codes of practice

"This set of pages is a collection of links to sites on the Internet dealing especially with English and American literature, excluding most single electronic texts, and is limited to collections of information useful to academics"
(*Statement appears on chief source of information*)

Summary: Distributes weekly programming, including news and information, comedy and variety, music, and specials and documentaries, with emphasis on developing new talents and program concepts, and on serving diverse audiences. Also provides links to other public radio organizations and industry-related information

Summary: Home page of the British Columbia Archives, located in Victoria, B.C. Includes information about using the archives and its collections. Provides access to digital archival resources, including visual images and textual, genealogical, and cartographic materials

12.7B19. Contents. Make notes on contents as instructed in subrule .7B18 in the chapter dealing with the type of material to which the resource belongs (e.g., 3.7B18 for cartographic resources).

For *serials*, make notes on inserts, other serials included in the serial, and important special items with specific titles. Do not give contents notes for *monographic series*.

Includes: Bibliography of Northwest materials

Issues for 1922-1931 include: The woman voter : official organ of the League of Women Voters

12.7B20. Numbers. Give numbers associated with the resource other than those given in the standard number and terms of availability area if considered to be important (see 12.8B).

Supt. of Docs. no.: HE 20.3047:

12.7B21. Copy being described, library's holdings, and restrictions on use. Make these notes as instructed in 1.7B20.

Library lacks: Vol. 12, v. 16

Vol. 17 lacks 3 illustrations

Restricted to institutions with a print subscription and a site/user ID and password

Restricted to association members

12.7B22. "Issued with" notes. 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

12.7B23. Item described. If the description is not based on the first issue or part or on the first iteration, make a note.

a) *Serials*

- i) *Numbered serials.* Make a note of the issue or part upon which the description is based. 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 area.

Description based on: Vol. 1, no. 3 (Aug. 1999); title
from cover

(Item 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)

- ii) *Unnumbered serials.* Make a note of the earliest issue or part consulted (referring to it as instructed in 12.7A2) and its date of publication. If other issues or parts have also been consulted and the latest issue or part can be identified, also give 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

- b) *Integrating resources.* 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

For *remote access resources*, always give 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)

(Item described note combined with source of title proper note)

12.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

Contents:

- 12.8A. Preliminary rule
- 12.8B. Standard number
- 12.8C. Key-title
- 12.8D. Terms of availability
- 12.8E. Qualification

12.8A. Preliminary rule

12.8A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

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.

12.8B. Standard number

12.8B1. Give the International Standard Serial Number (ISSN) or International Standard Book Number (ISBN) assigned to a resource as instructed in 1.8B.

ISSN 0075-2363

ISSN 0046-225X

ISBN 0-79132-699-3

(Item described is an integrating resource)

ISSN 0027-7495 (corrected)

12.8B2. Give any other number in a note (see 12.7B20).

12.8C. Key-title

12.8C1. Give the key-title, if it is found on the resource or is otherwise readily available, after the International Standard Serial Number (ISSN). Give the key-title even if it is identical to the title proper. If no ISSN is given, do not record the key-title.

ISSN 0479-7469 = Volunteer (Washington)

ISSN 0268-9707 = British Library Bibliographic Services
newsletter

ISSN 0319-3012 = Image (Niagara ed.)

12.8D. Optional addition. Terms of availability

12.8D1. Give the terms on which the resource is available as instructed in 1.8D.

£0.50 per issue

\$6.45 per year

12.8E. Qualification

12.8E1. Add qualifications to the standard number and/or terms of availability as instructed in 1.8E.

\$30.00 per year (\$25.00 to association members)

£3.00 to individuals (£8.40 to libraries)

12.8E2. For *updating loose-leafs*, add the qualification (*loose-leaf*) to the ISBN.

ISBN 0-86325-016-5 (loose-leaf)

12.9. SUPPLEMENTS

12.9A. Describe supplements as instructed in 1.9.

12.10. SECTIONS

12.10A. Do not use the “multilevel” structure (see chapter 13) for the description of sections of a resource. Describe such sections as separate resources (see 12.1B4–12.1B6).

CHAPTER

13

Analysis

Contents

- 13.1 SCOPE
 - 13.2 ANALYTICAL ADDED ENTRIES
 - 13.3 ANALYSIS OF MONOGRAPHIC SERIES AND MULTIPART MONOGRAPHS
 - 13.4 NOTE AREA
 - 13.5 "IN" ANALYTICS
 - 13.6 MULTILEVEL DESCRIPTION
-

13.1. SCOPE

13.1A. Analysis is the process of preparing a bibliographic record that describes a part or parts of an item for which a comprehensive entry might be made. The rules in this chapter offer various ways of achieving analysis. Some of these methods of analysis are related to provisions found in other chapters, but all the methods are collected here with general guidelines to assist in the selection of one of the means of analysis. Cataloguing agencies have their own policies affecting analysis; in particular, a policy predetermining the creation of separate bibliographic records may override any other consideration.

Although the rules in this chapter are stated as instructions, apply them according to the policy of the cataloguing agency.

13.2. ANALYTICAL ADDED ENTRIES

13.2A. If, in a comprehensive entry for a larger work, a part is named either in the title and statement of responsibility area or in the note area, make an added entry for that part. The heading for the added entry consists of the main entry heading (which may include or consist of a uniform title) or title proper of the part (see 21.30M). This method is appropriate when direct access to the part is wanted without creating an additional bibliographic record for the part.

13.3. ANALYSIS OF MONOGRAPHIC SERIES AND MULTIPART MONOGRAPHS

13.3A. If the item is a part of a monographic series or a multipart monograph and has a title not dependent on that of the comprehensive item, prepare an analytical entry consisting of a complete bibliographic description of the part. Give details of the comprehensive item in the series area (see 1.6).

English history, 1914-1945 [GMD] / A.J.P. Taylor. -- Oxford : Clarendon Press, 1965. -- xxvii, 709 p., [1] folded leaf of plates : ill., maps ; 23 cm. -- (The Oxford history of England ; v. 15). -- Bibliography: p. 602-639

13.4. NOTE AREA

13.4A. In making a comprehensive entry for a larger work, list the parts in a contents note. This technique is the simplest means of analysis; the bibliographic description of the part is usually limited to a citation of title or name and title.

The art of Van Gogh [GMD]
Note: Contents: v. 1. Plates -- v. 2. Text

The English Bible [GMD] : essays / by various writers
Note: Contents: The noblest monument of English prose / by John Livingston Lowes -- The English Bible / by W. Macneile Dixon -- The English Bible / by A. Clutton-Brock -- On reading the Bible / by Arthur Quiller-Couch

13.5. "IN" ANALYTICS

13.5A. If more bibliographic description is needed for the part than can be obtained by displaying it in the note area, make an "In" analytic entry.

The descriptive part of an "In" analytic entry consists of a description of the part analyzed followed by a short citation of the whole item in which the part occurs.

Make 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
 numbering (in the case of a serial)
 publication, distribution, etc., details
 extent and specific material designation (when appropriate, in terms of its physical position within the whole item)
 other physical details
 dimensions
 notes

Begin the citation of the whole item with *In* (italicized, underlined, or otherwise emphasized). Follow *In* by:

name and/or uniform title heading (see part II) of the whole item,
 if appropriate
 title proper

statement(s) of responsibility when necessary for identification
 edition statement
 numbering (of a serial) or publication details (of a monographic
 item)

- Miss Mapp [GMD] / E.F. Benson. — 310 p. ; 23 cm.
In [Heading]. 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, 33 $\frac{1}{3}$ 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 [Heading]. Institute on International Standards as Related to Universal Bibliographic Control. — [Los Angeles] : Development Digest, c1976

13.5B. Parts of “In” analytics

13.5B1. In making an “In” analytic entry for a part of an item that is itself catalogued by means of an “In” analytic entry, make an “In” analytic note containing information about the whole item and about the part containing the part being analyzed. Give information about the smaller item first, and then information about the comprehensive item in the form of a series statement.

- The Tão teh king, or, The Tão 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)

13.6. MULTILEVEL DESCRIPTION

13.6A. Multilevel description is normally used by national bibliographies and those cataloguing agencies that prepare entries needing complete identification of both part and comprehensive whole in a single record that shows as its primary element the description of the whole. Use it as an alternative to "In" analytic entries.

Divide the descriptive information into two or more levels. Give at the first level only information relating to the item as a whole. Give 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, give 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 Tão 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.



PART II

HEADINGS, UNIFORM TITLES, AND REFERENCES

INTRODUCTION

20.1. When a standard description for an item has been established according to the rules in part I, add headings and/or uniform titles to that description to create catalogue entries. The only exception is when an entry is made under title proper, in which case the entry may be made under the first words of the description. In this connection, see also 0.6.

The rules in part II deal with the choice of access points for main and added entries (chapter 21), with the form of name headings and uniform titles (chapters 22–25), and with references (chapter 26). In each chapter, general rules precede special rules. Where no specific rule exists for a specific problem, apply the more general rule(s).

The rules in part II apply to works and not to physical manifestations of those works, though the characteristics of an individual item are taken into account in some instances.

The rules in part II apply to all library materials.

20.2. Chapter 23 deals with geographic names. Though often used as part of corporate headings, these names pose a separate problem. Distinguish between the problem of establishing geographic names in a standard form and the related but separate problem of establishing corporate headings involving such names.

20.3. In chapters 22, 23, and 24, there are rules for additions to names used as headings (see 22.17–22.19, 23.4, and 24.4C). Always make such additions in cases of need to distinguish otherwise identical names in a catalogue, and in other cases called for by the rules. In addition, for the optional rules in chapter 22, *optionally* add these elements to all headings, in anticipation of future conflicts. In automated catalogues, such optional additions will always be recorded in the machine-readable record, but they need not necessarily form part of headings in printed entries derived from those records.

EXAMPLES

20.4. As with the examples in part I, those in part II are illustrative and not prescriptive. Moreover, they illustrate only the solutions to the problems dealt with in the rule to which they are appended. Other added entries (in chapter 21) or references (in chapters 22–25) may be necessary in the actual instances cited.

When an example prescribes main (or added) entry under title, interpret *title* as meaning title proper or uniform title as appropriate in the particular case. When a rule or example prescribes a name-title added entry, make an additional added entry under the title concerned, if appropriate.

The presentation of the examples (their layout and typography) is only intended to help in the use of the rules. Do not take it as implying a prescribed layout or typography for headings and uniform titles.

In chapters 22–25, *x* is used to indicate the necessity for a *see* reference and *xx* the necessity for a *see also* reference.

The elements of bibliographic description included in the examples in this part (principally in chapters 21 and 25) are set out according to the provisions of part I. These never constitute a complete description. The elements shown are only those that bear on the choice and/or form of the access point(s).

Choice of Access Points

Contents

- 21.0 INTRODUCTORY RULES
 - 21.0A Main and added entries
 - 21.0B Sources for determining access points
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 - 21.0D Designations of function
- 21.1 GENERAL RULE
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 - 21.1A1 Definition
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- 21.2 CHANGES IN TITLES PROPER
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- 21.3 CHANGES OF PERSONS OR BODIES RESPONSIBLE FOR A WORK
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- 21.4 WORKS FOR WHICH A SINGLE PERSON OR CORPORATE BODY IS RESPONSIBLE
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CHOICE OF ACCESS POINTS

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- 21.8 WORKS OF MIXED RESPONSIBILITY
 - 21.8A Scope

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- 21.9 GENERAL RULE

Modifications of Texts

- 21.10 ADAPTATIONS OF TEXTS
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- 21.16 ADAPTATIONS OF ART WORKS
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- 21.18 GENERAL RULE
 - 21.18A Scope
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- 21.19 MUSICAL WORKS THAT INCLUDE WORDS
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 - 21.19B Pasticcios, ballad operas, etc.
 - 21.19C Writer's works set by several composers
- 21.20 MUSICAL SETTINGS FOR BALLETS, ETC.
- 21.21 ADDED ACCOMPANIMENTS, ETC.
- 21.22 LITURGICAL MUSIC

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- 21.23 SOUND RECORDINGS
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- 21.35E Protocols, amendments, etc.
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21.0. INTRODUCTORY RULES

21.0A. Main and added entries

21.0A1. The rules in this chapter are rules for determining the choice of access points (headings) under which a bibliographic description (see part I) is entered in a catalogue. The rules give instructions on the choice of one of these access points as the main entry heading, the others being added entry headings. In general, each rule only gives instructions on those access points that are explicitly covered by the rule. Certain general points (e.g., series entries and title added entries) are dealt with in the rules on added entries (see 21.29–21.30).

21.0B. Sources for determining access points

21.0B1. Determine the access points for the item being catalogued from the chief source of information (see 1.0A) for the item or any part of the item that is being used as its substitute. Take other statements prominently stated in the item into account (see 0.8). Use information appearing only in the content of an item (e.g., the text of a book; the sound content of a

sound recording) or appearing outside the item only when the statements appearing in the chief source of information are ambiguous or insufficient.

21.0C. Form of examples

21.0C1. The access points to be made are indicated without showing their forms. Determine the forms of these access points as instructed in chapters 22–25. When an example is followed by *Main* (or *Added*) *entry under title*, use the title proper or, when appropriate, the uniform title (see chapter 25).

Title added entries are indicated only when the rule involves consideration of the title as a possible main entry heading. See 21.30J for general rules on making title added entries.

21.0D. Optional addition. Designations of function

21.0D1. In the cases noted below, add an abbreviated designation of function to an added entry heading for a person.

FUNCTION PERFORMED	DESIGNATION
compiler	<i>comp.</i>
editor	<i>ed.</i>
illustrator	<i>ill.</i>
translator	<i>tr.</i>

Add other designations to headings as instructed in particular rules.

In specialist or archival cataloguing, when desirable for identification or file arrangement, add designations from standard lists appropriate to the material being catalogued.

21.1. GENERAL RULE

21.1A. Works of personal authorship

21.1A1. Definition. A personal author is the person chiefly responsible for the creation of the intellectual or artistic content of a work. For particular applications of this definition, see subsequent rules in this chapter. For persons who function solely as performers on sound recordings, see 21.23.

21.1A2. General rule. Enter a work by one or more persons under the heading for the personal author (see 21.4A), the principal personal author (see 21.6B), or the probable personal author (see 21.5B). In some cases of shared personal authorship (see 21.6) and mixed personal authorship (see 21.8–21.27), enter under the heading for the person named first. Make added entries as instructed in 21.29–21.30.

21.1B. Entry under corporate body

21.1B1. Definition. A corporate body is an organization or a group of persons that is identified by a particular name and that acts, or may act, as an entity. Consider a corporate body to have a name if the words referring to it are a specific appellation rather than a general description. Consider a body to have a name if, in a script and language using capital letters for proper names, the initial letters of the words referring to it are consistently capitalized, and/or if, in a language using articles, the words are always associated with a definite article. Typical examples of corporate bodies are associations, institutions, business firms, nonprofit

enterprises, governments, government agencies, projects and programmes, religious bodies, local church groups identified by the name of the church, and conferences.¹

Some corporate bodies are subordinate to other bodies (e.g., the Peabody Museum of Natural History is subordinate to Yale University; the Annual General Meeting is subordinate to the Canadian Library Association).

Consider ad hoc events (such as athletic contests, exhibitions, expeditions, fairs, and festivals) and vessels (e.g., ships and spacecraft) to be corporate bodies.

21.1B2. General rule. Enter a work emanating² from one or more corporate bodies under the heading for the appropriate corporate body (see 21.4B, 21.5B) if it falls into one or more of the following categories:

- a) those of an administrative nature dealing with the corporate body itself
 - or* its internal policies, procedures, finances, and/or operations
 - or* its officers, staff, and/or membership (e.g., directories)
 - or* its resources (e.g., catalogues, inventories)
- b) some legal, governmental, and religious works of the following types:³
 - laws (see 21.31)
 - decrees of the chief executive that have the force of law (see 21.31)
 - administrative regulations (see 21.32)
 - constitutions (see 21.33)
 - court rules (see 21.34)
 - treaties, etc. (see 21.35)
 - court decisions (see 21.36)
 - legislative hearings
 - religious laws (e.g., canon law)
 - liturgical works (see 21.39)
- c) those that record the collective thought of the body (e.g., reports of commissions, committees, etc.; official statements of position on external policies)
- d) those that report the collective activity of a conference (e.g., proceedings, collected papers), of an expedition (e.g., results of exploration, investigation), or of an event (e.g., an exhibition, fair, festival) falling within the definition of a corporate body (see 21.1B1), provided that the conference, expedition, or event is named in the item being catalogued
- e) those that result from the collective activity of a performing group as a whole where the responsibility of the group goes beyond that of mere performance, execution, etc. Publications resulting from such activity include sound recordings, films, videorecordings, and written records of performances. (For corporate bodies that function solely as performers on sound recordings, see 21.23.)
- f) cartographic materials emanating from a corporate body other than a body that is merely responsible for their publication or distribution.

1. Conferences are meetings of individuals or representatives of various bodies for the purpose of discussing and/or acting on topics of common interest, or meetings of representatives of a corporate body that constitute its legislative or governing body.

2. Consider a work to emanate from a corporate body if it is issued by that body *or* has been caused to be issued by that body *or* if it originated with that body.

3. Some legal and governmental works are entered under headings for bodies other than the body from which they emanate.

In case of doubt about whether a work falls into one or more of these categories, treat it as if it does not.

In some cases of shared responsibility (see 21.6) and mixed responsibility (see 21.8–21.27), enter such a work under the heading for the corporate body named first. Make added entries as instructed in 21.29–21.30.

21.1B3. If a work emanates from one or more corporate bodies and falls outside the categories given in 21.1B2, treat it as if no corporate body were involved. Make added entries under the headings for prominently named corporate bodies as instructed in 21.30E.

21.1C. Entry under title

21.1C1. Enter a work under its title proper or, when appropriate, uniform title (see chapter 25) if:

- a) the personal authorship is unknown (see 21.5) or diffuse (see 21.6C2), and the work does not emanate from a corporate body
- or* b) it is a collection of works by different persons or bodies (see 21.7)
- or* c) it emanates from a corporate body but does not fall into any of the categories given in 21.1B2 and is not of personal authorship
- or* d) it is accepted as sacred scripture by a religious group (see 21.37).

Make added entries as instructed in 21.29–21.30.

21.2. CHANGES IN TITLES PROPER

21.2A. Multipart monographs

21.2A1. If a change occurs in the title proper of a multipart monograph between parts, give/retain the title proper of the first or earliest part as the title proper of the whole monograph. In general, give the later title proper in a note and make an added entry as instructed in 21.30J1.

21.2B. Integrating resources

21.2B1. If a change occurs in the title proper of the same integrating resource, do not make a new entry. Instead, replace the title proper with the new title and change the description to reflect the latest iteration. In general, give the earlier title proper in a note (see 12.7B4.2) and make an added entry as instructed in 21.30J1.

21.2C. Serials

21.2C1. If a major change occurs in the title proper of a serial, make a new entry.

21.2C2. Definition of major and minor title changes for serials

- a) **Major changes.** In general, consider as a major change in a title proper of a serial 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 in 21.2C2b.

Consider also as a major change 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.

Also consider as a major change in title proper 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 a minor change in a title proper of a serial:
- 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(s) vs. roman numeral(s); numbers or dates vs. spelled-out form; hyphenated words vs. unhyphenated words; one-word compounds vs. two-word compounds, 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 in the chief 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.

As appropriate, give, in the note area (see 12.7B4.2), those changes not considered to constitute a major change in the title proper. Make added entries as instructed in 21.30J1.

21.3. CHANGES OF PERSONS OR BODIES RESPONSIBLE FOR A WORK

21.3A. Monographs

21.3A1. If a monographic work is modified by a person or corporate body other than the person or body under which the work in its original edition was entered, enter it as instructed in 21.9–21.23.

21.3A2. If a change in responsibility occurs between the parts of a multipart monograph, enter the monograph under the heading appropriate to the first or earliest part. If a different person or corporate body is responsible for a later part(s), make a note and an added entry under the heading for any later person or body.

21.3B. Serials and integrating resources

21.3B1.

- a) *Serials*. Make a new entry for a serial when any of the following conditions arises, even if the title proper remains the same:
- i) if the heading for a corporate body under which a serial is entered changes
 - or ii) if the main entry for a serial is under a personal or corporate heading and the person or body named in that heading is no longer responsible for the serial
 - or iii) if the main entry for a serial is under a uniform title (see 25.5B) with a corporate heading as a qualifier and the corporate heading changes or the body named in that heading is no longer responsible for the serial.
- b) *Integrating resources*. If any of the conditions given in 21.3B1a occurs, do not make a new entry for the same integrating resource. Instead, change the entry to reflect the latest information and give the earlier name or form of name in a note if considered to be important (see 12.7B7.2).

21.4. WORKS FOR WHICH A SINGLE PERSON OR CORPORATE BODY IS RESPONSIBLE

21.4A. Works of single personal authorship

21.4A1. Enter a work, a collection of works, or selections from a work or works by one personal author (or any reprint, reissue, etc., of such a work) under the heading for that person whether named in the item being catalogued or not.

The sun also rises / by Ernest Hemingway
Main entry under the heading for Hemingway

The doom fulfilled / Sir Edward Burne-Jones
Main entry under the heading for Burne-Jones

I.F. Stone's newsletter
Main entry under the heading for Stone

De bello Germanico ... / written in 1918 by the Author of
Undertones of war
*Main entry under the heading for the author of Undertones of war, known to be Edmund
Blunden*

The poetic and dramatic works of Alfred, Lord Tennyson
Main entry under the heading for Tennyson

Virginia Woolf : selections from her essays
Main entry under the heading for Woolf

Symphony no. 4, E minor, for orchestra, op. 98 / by
Johannes Brahms
Main entry under the heading for Brahms

The ecological crisis / Richard Felger
(A filmstrip)
Main entry under the heading for Felger

Diagnosis and management of abdominal emergencies / LeRoy H.
Stahlgren
(A set of slides)
Main entry under the heading for Stahlgren

A short title catalogue of French books, 1601-1700, in the
Library of the British Museum / by V.F. Goldsmith. —
Folkestone : Dawsons
(A catalogue not emanating from the library)
Main entry under the heading for Goldsmith

Fifty years of modern art, 1916-1966 / Edward B. Henning. —
[Cleveland] : Cleveland Museum of Art
(A catalogue of a loan exhibition held at the museum)
Main entry under the heading for Henning

The Tate Gallery / John Rothenstein. — New York : Abrams
(A description of works from the gallery's collections)
Main entry under the heading for Rothenstein

The indispensable Earl Hines
(A selection of recordings by the jazz pianist)
Main entry under the heading for Hines

A tale of a tub : written for the universal improvement of
mankind
(Published anonymously; known to be by Jonathan Swift)
Main entry under the heading for Swift

21.4B. Works emanating from a single corporate body

21.4B1. Enter a work, a collection of works, or selections from a work or works emanating from one corporate body (or any reprint, reissue, etc., of such a work) under the heading for the body if the work or collection falls into one or more of the categories given in 21.1B2.

Board of Directors meeting, 1972, ALA Annual Conference /
Association of State Library Agencies
(Minutes of an unnamed meeting of the parent body)
Main entry under the heading for the association's board

M-Step today : interim report of project activities. -
Baltimore : Multi-State Teacher Education Project
Main entry under the heading for the project

The log of the Bon Homme Richard
Main entry under the heading for the ship

The book of discipline of the United Methodist Church,
1972
Main entry under the heading for the church

The book of common prayer and administration of the
sacraments and other rites and ceremonies of the church,
according to the use of the Church of England
Main entry under the heading for the church

Codex juris canonici / Pii X pontificis maximi iussu
digestus Benedicti papae XV auctoritate
Main entry under the heading for the Catholic Church

Directory / American Bar Association, Section of Patent,
Trademark, and Copyright Law
Main entry under the heading for the association's section

Constitution of the American Society of Zoologists
Main entry under the heading for the society

A room-to-room guide to the National Gallery / by Michael
Levey. - [London] : Publications Dept., the National Gallery
Main entry under the heading for the gallery

The art collection of the First National Bank of Chicago. -
Chicago : First National Bank of Chicago
(*Catalogue of the collection*)
Main entry under the heading for the bank

Roman and pre-Roman glass in the Royal Ontario Museum : a
catalogue / John W. Hayes. - Toronto : Royal Ontario Museum
Main entry under the heading for the museum

Rembrandt in the National Gallery of Art. - [Washington,
D.C. : National Gallery of Art]
(*Catalogue of an exhibition of the gallery's holdings*)
Main entry under the heading for the gallery

Author-title catalog / Library, University of California,
Berkeley. - Boston : G.K. Hall
Main entry under the heading for the library

Oversight hearings on the Service Contract Act of 1965, as
amended : hearings before the Subcommittee on Labor-
Management Relations of the Committee on Education and
Labor, House of Representatives, Ninety-fourth Congress,
second session
Main entry under the heading for the subcommittee

Courts organization : twelfth interim report of the Committee on Court Practice and Procedure. - Dublin : Stationery Office

(Committee established to investigate the operations of the courts and to recommend changes in practice, procedure, etc.)

Main entry under the heading for the committee

Firm action for a fair Britain : the Conservative manifesto, 1974. - [Westminster : Conservative Central Office]

Main entry under the heading for the Conservative Party

Hydrogen sulfide health effects and recommended air quality standard / prepared for the Illinois Institute of Environmental Quality by the Environmental Health Resource Center

Main entry under the heading for the center

Northern communities consultation on local responsible government : a consideration of the possible revision of the Northern Affairs Act to allow thirty-six unincorporated communities a larger role in local government responsibilities : a report / prepared for the Honourable Minister of Northern Affairs, Ron McBryde, by the Manitoba Human Relations Centre

(Recommendations with supporting data)

Main entry under the heading for the centre

General safety standard for installations using non-medical X-ray and sealed gamma-ray sources, energies up to 10 MeV : approved May 24, 1974, American National Standards Institute ... / American National Standards Subcommittee N43-5

Main entry under the heading for the institute's subcommittee

Capital and equality : report of a Labour Party study group

(The study group, which recommends policies to the party, is unnamed)

Main entry under the heading for the party

Institute on International Standards as Related to Universal Bibliographic Control : [proceedings]

(A sound cassette)

Main entry under the heading for the institute

Proceedings of the Symposium on Talc, Washington, D.C., May 8, 1973

Main entry under the heading for the symposium

Ceramics for high-performance applications : proceedings of the Second Army Materials Technology Conference, held at Hyannis, Massachusetts, November 13-16, 1973

Main entry under the heading for the conference

Canones et decreta sacrosancti oecumenici et generalis Concilii Tridentini

Main entry under the heading for the council

- High tide and green grass / the Rolling Stones
(Songs written and performed by the group)
 Main entry under the heading for the group
- Paradise now / collective creation of the Living Theatre ;
 written down by Judith Malina and Julian Beck
(Written record of a play created by the group)
 Main entry under the heading for the group
- Synchronicity concert / the Police ; executive producers,
 Miles Copland, Derek Power, Kim Turner ; directed by Godley
 and Creme
(Videorecording of a performance by the band the Police)
 Main entry under the heading for the band
- Halley Bay, Coats Land, Falkland Island Dependencies,
 1955-1959 / The Royal Society International Geophysical Year
 Antarctic Expedition
 Main entry under the heading for the expedition
- Offizielles Programm : 26.VII-20.VIII / Salzburger
 Festspiele, 1967
 Main entry under the heading for the festival
- Catalogo della 35^a esposizione biennale internazionale
 d'arte, Venezia
 Main entry under the heading for the exhibition
- Watford : 2½ inch map / Ordnance Survey
 Main entry under the heading for the survey
- South America / produced by the Cartographic Division,
 National Geographic Society
(A map)
 Main entry under the heading for the society's division

21.4C. Works erroneously or fictitiously attributed to a person or corporate body

21.4C1. If responsibility for a work is known to be erroneously or fictitiously attributed to a person, enter under the actual personal author or under title if the actual personal author is not known. Make an added entry under the heading for the person to whom the authorship is attributed, unless he or she is not a real person.

- The autobiography of Alice B. Toklas
(The life of Gertrude Stein written by herself as though it were an autobiography of her secretary, Alice B. Toklas)
 Main entry under the heading for Stein
 Added entry under the heading for Toklas
- The hums of Pooh / by Winnie the Pooh
(Written by A.A. Milne)
 Main entry under the heading for Milne
- The adventure of the peerless peer / by John H. Watson ;
 edited by Philip José Farmer
(Written by Farmer as if by the fictitious Dr. Watson)
 Main entry under the heading for Farmer

21.4C2. If responsibility for a work is known to be erroneously or fictitiously attributed to a corporate body, enter the work under the actual personal author, or under the actual corporate body responsible if the work falls into one of the categories given in 21.1B2, or under title if the actual author or responsible corporate body is unknown. Make an added entry under the heading for the corporate body to which responsibility is attributed, unless it is not a real body.

21.4D. Works by heads of state, other high government officials, popes, and other high ecclesiastical officials

21.4D1. Official communications. Enter a work that falls into one of the following categories under the corporate heading for the official (see 24.20 and 24.27B):

- a) an official communication from a head of state, head of government, or head of an international body (e.g., a message to a legislature, a proclamation, an executive order other than one covered by 21.31)
- b) an official communication from a pope, patriarch, bishop, etc. (e.g., an order, decree, pastoral letter, bull, encyclical, constitution, or an official message to a council, synod, etc.).

Make an added entry under the personal heading for the person.

A proclamation of Queen Anne for settling and ascertaining the current rates for foreign coins in America
Main entry under the corporate heading for Anne as sovereign
Added entry under the personal heading for Anne

New York City at war : emergency services : report / by F.H. La Guardia, mayor
Main entry under the corporate heading for La Guardia as mayor
Added entry under the personal heading for La Guardia

Proclamations and executive orders by the President, under, and by virtue of, the Food Control Act of August 10, 1917 : November 25, 1918
 (Communications of President Wilson)
Main entry under the corporate heading for Wilson as president
Added entry under the personal heading for Wilson

Fulgens Corona : on the Marian Year and the dogma of the Immaculate Conception : encyclical letter of His Holiness, Pope Pius XII
Main entry under the corporate heading for Pius XII as Pope
Added entry under the personal heading for Pius XII

Carta pastoral sobre cursilhos de Cristandade / Antônio de Castro Mayer, bispo de Campos
Main entry under the corporate heading for Mayer as Bishop
Added entry under the personal heading for Mayer

Our vocation as children of Saint Francis : being the encyclical letter Divina Providentia of the Most Rev. Fr. General Pacific M. Perantoni, O.F.M.
Main entry under the corporate heading for Perantoni as Minister General of the order
Added entry under the personal heading for Perantoni

Enter a communication that merely accompanies and transmits a document under the heading for the document that it accompanies. Make an added entry under the corporate heading for the transmitting official.

Explosives Regulation Act : message from the President of the United States, transmitting to the Vice President a letter from the Secretary of the Interior, recommending an amendment to the Explosives Regulation Act

(Message of President Wilson)

Main entry under the heading for the Interior Department

Added entry under the corporate heading for Wilson as president

Enter a collection of official communications of more than one holder of one of the offices listed in a) and b) above under the heading for the office. Make an added entry under the heading for a compiler named prominently in the item being catalogued.

Economic report of the President, transmitted to the Congress

(An annual)

Main entry under the heading for the office of president of the United States

Tutte le encicliche dei sommi pontefici / raccolte e annotate da Eucardio Momigliano

Main entry under the heading for the office of Pope

Added entry under the heading for Momigliano

21.4D2. Other works. Enter all other works of such a person under the personal heading. Make an explanatory reference from the corporate heading to the personal heading (see 26.3C1).

Address of President Roosevelt to the Deep Waterway Convention at Memphis, Tennessee, October 4, 1907

Main entry under the personal heading for Roosevelt

The second inaugural address of Abraham Lincoln

Main entry under the personal heading for Lincoln

Non-citizen Americans in the war emergency / by Fiorello H. La Guardia, mayor

(A radio address)

Main entry under the personal heading for La Guardia

Science and the existence of God ; and, Science and philosophy : two addresses / Pope Pius XII

Main entry under the personal heading for Pius XII

21.4D3. Collections of official communications and other works. Enter a collection of official communications and other works by one person under the personal heading. Make an added entry under the corporate heading.

The King to his people : being the speeches and messages of His Majesty King George the Fifth delivered between July 1911 and May 1935

Main entry under the personal heading for George V

Added entry under the corporate heading for George V as sovereign

Discorsi, messaggi, colloqui del Santo Padre Giovanni
XXIII : 28 ottobre 1958-3 giugno 1963
Main entry under the personal heading for John XXIII
Added entry under the corporate heading for John XXIII as Pope

Enter a collection of official communications and other works by more than one holder of an office as a collection (see 21.7). Make an added entry under the heading for the office held.

Papal thought on the state : excerpts from encyclicals and
other writings of recent popes / edited by Gerard F. Yates
(*Includes texts of public addresses*)
Main entry under title
Added entry under the heading for the office of Pope

A compilation of the messages and papers of the Presidents
... / by James D. Richardson
Main entry under title
Added entry under the heading for the office of president of the United States

21.5. WORKS OF UNKNOWN OR UNCERTAIN AUTHORSHIP OR BY UNNAMED GROUPS

21.5A. If a work is of unknown or uncertain personal authorship or if it emanates from a body that lacks a name, enter it under title.

The secret expedition : a farce (in two acts) as it has
been represented upon the political theatre of Europe
(*Author unknown*)
Main entry under title

A memorial to Congress against an increase of duties on
importations / by citizens of Boston and vicinity
Main entry under title

Orthogonal expansions and their continuous analogues :
proceedings of a conference held at Southern Illinois
University, Edwardsville, April 27-29, 1967 / edited by
Deborah Tepper Haimo
Main entry under title

If such a work has been attributed to one or more persons or corporate bodies, either in editions of the work or in reference sources, make added entries under the headings for these persons or corporate bodies.

The law scrutiny, or, Attornies' guide
(*Variouly attributed to Andrew Carmichael and William Norcott*)
Main entry under title
Added entries under the headings for Carmichael and Norcott

La capucinière, ou, Le bijou enlevé à la course : poème
(*Possibly by Pierre-François Tissot; erroneously attributed to Pierre-Jean-Baptiste Nougaret*)
Main entry under title
Added entries under the headings for Tissot and Nougaret

21.5B. If reference sources indicate that a person is the probable author of such a work, enter under the heading for that person. If a work falling into one or more of the categories given in 21.1B2 probably emanates from a particular corporate body, enter under the heading for that body. Make added entries under the headings for other persons or bodies to which the work has been attributed, and under title.

A true character of Mr. Pope
(Author uncertain; generally attributed to John Dennis)
Main entry under the heading for Dennis
Added entry under title

Portrait of Andrew Jackson
(A daguerreotype once attributed to Mathew Brady but generally thought to be by Edward Anthony)
Main entry under the heading for Anthony
Added entries under the heading for Brady and under title

21.5C. If the name of a personal author is unknown and in the chief source of information of the item being catalogued the only indication of authorship is the appearance of a characterizing word or phrase or of a phrase naming another work by the person, enter under the word or phrase in the form given in 22.11D. Make an added entry under title.

Memoir of Bowman Hendry ... / by a Physician
(Name of author unknown)
Main entry under the characterizing word

The unveiled heart : a simple story / by the Author of
 Early impressions
(Name of author unknown)
Main entry under the phrase

If the only indication of authorship is a nonalphabetic and nonnumerical device, enter under title. Do not make an added entry under the device.

Angry thoughts / by *!*!
(Name of author unknown)
Main entry under title

21.6. WORKS OF SHARED RESPONSIBILITY

21.6A. Scope

21.6A1. Apply this rule to:

- a) works produced by the collaboration of two or more persons
- b) works for which different persons have prepared separate contributions
- c) works consisting of an exchange between two or more persons (e.g., correspondence, debates)
- d) works falling into one or more of the categories given in 21.1B2 that emanate from two or more corporate bodies
- e) works listed in a)-c) above that also contain contributions emanating from one or more corporate bodies
- f) works resulting from a collaboration or exchange between a person and a corporate body.

Apply it also to cases of shared responsibility among adapters, arrangers, commentators, reporters, etc., when rules 21.8–21.27 prescribe main entry under the headings for such persons.

Do not apply this rule to:

- a) multipart monographs if there is a change in responsibility between the parts (see 21.3A2)
- b) works that are collections of previously existing works (see 21.7).

For special types of collaboration, see the rules on mixed responsibility (21.8–21.27).

21.6B. Principal responsibility indicated

21.6B1. If, in a work of shared responsibility, principal responsibility is attributed (by the wording or the layout of the chief source of information of the item being catalogued) to one person or corporate body, enter under the heading for that person or body. If the name of another person or corporate body appears first in the chief source of information, make an added entry under the heading for that person or body. Make added entries under the headings for other persons or bodies involved if there are not more than two.

The humanities and the library ... / by Lester Asheim and associates

Main entry under the heading for Asheim

Lady sings the blues / Billie Holiday with William Dufty

Main entry under the heading for Holiday

Added entry under the heading for Dufty

Animal motivation : experimental studies on the albino rat / by C.J. Warden with the collaboration of T.N. Jenkins ... [et al.]

(Three additional collaborators named on title page)

Main entry under the heading for Warden

Faustus : a musical romance ... / composed by T. Cooke, Charles E. Horn, and Henry R. Bishop

(Bishop's name is displayed more prominently than those of the others)

Main entry under the heading for Bishop

Added entries under the headings for Cooke and Horn

"Aaron, r.f." / by Henry Aaron as told to Furman Bisher

Main entry under the heading for Aaron

Added entry under the heading for Bisher

21.6B2. If principal responsibility is attributed to two or three persons or bodies, enter under the heading for the first named of these. Make added entries under the headings for the others. If a work is by two principal persons or corporate bodies and one collaborating person or body, make an added entry also for the third person or body.

Calcium montmorillonite (fuller's earth) in the Lower Greensand of the Baulking area, Berkshire / E.G. Poole and B. Kelk with contributions from J.A. Bain ... [et al.]

(Four additional contributors named on title page)

Main entry under the heading for Poole

Added entry under the heading for Kelk

The United Nations and economic and social co-operation /
by Robert E. Asher, Walter M. Kotschnig, William Adams
Brown, Jr., and associates

Main entry under the heading for Asher

Added entries under the headings for Kotschnig and Brown

The geology of the southern part of the south
Staffordshire coalfield ... / by Talbot H. Whitehead &
T. Eastwood with contributions by T. Robertson

Main entry under the heading for Whitehead

Added entries under the headings for Eastwood and Robertson

21.6C. Principal responsibility not indicated

21.6C1. If responsibility is shared between two or three persons or bodies and principal responsibility is not attributed to any of them by wording or layout, enter under the heading for the one named first. Make added entries under the headings for the others.

Health for effective living : a basic health education
text for college students / Edward Johns, Wilfred C. Sutton,
Lloyd E. Webster

Main entry under the heading for Johns

Added entries under the headings for Sutton and Webster

Mrs. Wilson's diaries / Richard Ingrams and John Wells

Main entry under the heading for Ingrams

Added entry under the heading for Wells

The basement tapes / Bob Dylan & the Band
(Songs written and performed by Dylan and the rock group the Band)

Main entry under the heading for Dylan

Added entry under the heading for the Band

Mail order and trade-paper advertising / by Homer J.
Buckley, G.D. Crain, Jr., and Maxwell Droke

(Contains Mail order advertising by Homer J. Buckley, Industrial and trade-paper
advertising by G.D. Crain, Jr., Advertising letters by Maxwell Droke)

Main entry under the heading for Buckley

Added entries under the headings for Crain and Droke

The correspondence between Benjamin Harrison and James G.
Blaine, 1882-1893

Main entry under the heading for Harrison

Added entry under the heading for Blaine

Debate, subject, resolved that the United States continue
the policy of prohibition as defined in the Eighteenth
Amendment / Clarence Darrow, negative, versus John Haynes
Holmes, affirmative

Main entry under the heading for Darrow

Added entry under the heading for Holmes

If the names of the persons or bodies appear in a different order in the chief sources of information of different editions of the work, enter each edition under the heading for the person or body named first in that edition.

Decision systems for inventory management and production planning / Rein Peterson, Edward A. Silver

Main entry under the heading for Peterson

Added entry under the heading for Silver

Decision systems for inventory management and production planning. — 2nd ed. / Edward A. Silver, Rein Peterson

Main entry under the heading for Silver

Added entry under the heading for Peterson

If the persons or bodies are not named in the item, enter under the one named first in a previous edition or, if there is no previous edition, under the one whose heading comes first in English alphabetic order.

21.6C2. If responsibility is shared among more than three persons or corporate bodies and principal responsibility is not attributed to any one, two, or three, enter under title. Make an added entry under the heading for the first person or corporate body named prominently in the item being catalogued. If editors are named prominently, make an added entry under the heading for each if there are not more than three. If there are more than three named prominently, make an added entry under the heading for the principal editor and/or for the one named first.

Texas country / Willie Nelson ... [et al.]

(A sound recording; three additional performers named on labels)

Main entry under title

Added entry under the heading for Nelson

Reforma agrária / Antônio de Castro Mayer ... [et al.]

(Three additional authors named on title page)

Main entry under title

Added entry under the heading for Mayer

Mélanges d'histoire du moyen âge / offerts à M. Ferdinand Lot par ses amis et ses élèves

Main entry under title

A dictionary of music and musicians (A.D. 1450-1889) / by eminent writers ... ; edited by Sir George Grove

Main entry under title

Added entry under the heading for Grove

A dictionary of American English on historical principles / compiled at the University of Chicago under the editorship of Sir William A. Craigie and James R. Hulbert

Main entry under title

Added entries under the headings for Craigie and Hulbert

Larousse de la musique / publié sous la direction de Norbert Dufourcq avec la collaboration de Félix Raugel, Armand Machabey

Main entry under title

Added entries under the headings for Dufourcq, Raugel, and Machabey

21.6D. Shared pseudonyms

21.6D1. If two or more persons collaborate and use a single pseudonym, use the pseudonym as the heading for a work produced by their collaboration. Refer to the pseudonym from their names (see 26.2C1). If headings for one or more of the persons are also established in the catalogue, refer also from the pseudonym to those headings.

- Deadly weapon / Wade Miller
 (Wade Miller is the joint pseudonym of Bill Miller and Bob Wade)
Main entry under the pseudonym
References to the pseudonym from the headings for Miller and Wade
- The detective short story : a bibliography / by Ellery Queen
 (Ellery Queen is the joint pseudonym of Frederic Dannay and Manfred B. Lee)
Main entry under the pseudonym
References to the pseudonym from the headings for Dannay and Lee
- Philip : the story of a boy violinist / by T.W.O.
 (Initials are the joint pseudonym of Mary C. Hungerford and Virginia C. Young)
Main entry under the initials
References to the pseudonym from the headings for Hungerford and Young
- Rowntree's elect cocoa / Beggarstaff Brothers
 (A poster)
 (Beggarstaff Brothers is the joint pseudonym of the artists James Pryde and Sir William Nicholson, who also did work under their own names)
Main entry under the pseudonym
References to the pseudonym from the headings for Pryde and Nicholson
Reference to the headings for Pryde and Nicholson from the pseudonym

21.7. COLLECTIONS OF WORKS BY DIFFERENT PERSONS OR BODIES**21.7A. Scope**

21.7A1. Apply this rule to:

- a) collections of independent works by different persons or bodies
- b) collections consisting of extracts from independent works by different persons or bodies
- c) works consisting partly of independent works and partly of contributions by different persons or bodies.

For collections of sound recordings, see 21.23C–21.23D.

21.7B. With collective title

21.7B1. Enter a work falling into one of the categories given in 21.7A under its title if it has a collective title. Make added entries under the headings for the compilers/editors if there are not more than three and if they are named prominently in the item being catalogued. If there

are more than three compilers/editors named prominently, make an added entry under the heading for the principal compiler/editor and/or for the one named first.

Working-class stories of the 1890s / edited, with an introduction, by P.J. Keating

Main entry under title

Added entry under the heading for Keating

The Hamish Hamilton book of giants / edited by William Mayne

Main entry under title

Added entry under the heading for Mayne

Economics of the environment : selected readings / edited by Robert Dorfman and Nancy S. Dorfman

Main entry under title

Added entries under the headings for R. Dorfman and N. Dorfman

The Oxford dictionary of quotations

("... under the general editorship of Miss Alice Mary Smyth, who worked, for purposes of selection, with a small committee formed of members of the Press itself"—P. xiii)

Main entry under title

Journal of research of the U.S. Geological Survey

(Contains research papers written by staff members)

Main entry under title

Added entry under the heading for the survey

Motor bus laws and regulations : a complete code of all motor bus regulatory laws ... / compiled and edited by John M. Meighan

Main entry under title

Added entry under the heading for Meighan

Constitutions of nations / [compiled by] Amos J. Peaslee

Main entry under title

Added entry under the heading for Peaslee

Treaty series : treaties and international agreements registered or filed and recorded with the Secretariat of the United Nations

Main entry under title

Conciliorum oecumenicorum decreta

(Contains decrees of councils from the 1st Council of Nicaea to the 1st Vatican Council)

Main entry under title

Codex canonum ecclesiae universae = The canons of the first four general councils of the church, and those of the early local Greek synods : in Greek, with Latin and revised English translations ... / with notes selected by William Lambert

Main entry under title

Added entry under the heading for Lambert

The Éthiopic Didascalía, or, The Éthiopic version of the Apostolical constitutions received in the Church of Abyssinia
Main entry under title

If such an item includes two or three works, make name-title added entries for each of them.

Classic Irish drama / introduced by W.A. Armstrong
 (Contains *The Countess Cathleen* by W.B. Yeats, *The playboy of the western world* by J.M. Synge, *Cock-a-doodle dandy* by Sean O'Casey)
Main entry under title
Added entries (name-title) under the headings for Yeats, Synge, and O'Casey
Added entry under the heading for Armstrong

If there are more than three works but only two or three persons or bodies responsible, make an added entry (or name-title added entry when appropriate) under the heading for each person or body.

Regency poets : Byron, Shelley, Keats / compiled by C.R. Bull
Main entry under title
Added entries under the headings for Byron, Shelley, Keats, and Bull

A Cornish quintette : five original one-act plays from the Cornwall Drama Festivals, 1970-2
 (Contains *A skeleton in the cupboard* and *The happening at Botathen* by Donald R. Rawe, *Wheal Judas* and *The Christmas widow* by Burness Bunn, *Shadows of men* by Gwen Powell Jones)
Main entry under title
Added entries under the headings for Rawe and Bunn
Added entry (name-title) under the heading for Jones

Traffic laws, city and state
 (Contains *ordinances of the city of Houston* and *laws of the state of Texas*)
Main entry under title
Added entries under the headings for Houston and Texas with uniform titles for the ordinances and laws

If more than three persons or bodies are named in the chief source of information, make an added entry under the first person or body named there.

21.7C. Without collective title

21.7C1. If a work falling into one of the categories given in 21.7A1 lacks a collective title, enter it under the heading appropriate to the first work named in the chief source of information of the item being catalogued. If the item lacks a collective chief source of information, enter it under the heading appropriate to the first work in the item. Make added entries for editors/compilers and for the other works as instructed in 21.7B1, insofar as it applies to works without a collective title.

In praise of older women / Stephen Vizinczey. Feramontov / Desmond Cory. The graveyard shift / Harry Patterson
Main entry under the heading for Vizinczey
Added entries (name-title) under the headings for Cory and Patterson

History of the elementary school contest in England / Francis Adams. Together with The struggle for national education / John Morley ; [both] edited, with an introduction, by Asa Briggs

Main entry under the heading for Adams

Added entry (name-title) under the heading for Morley

Added entry under the heading for Briggs

Works of Mixed Responsibility

21.8. WORKS OF MIXED RESPONSIBILITY

21.8A. Scope

21.8A1. A work of mixed responsibility is one to which different persons or bodies make intellectual or artistic contributions by performing different kinds of activity (e.g., writing, adapting, illustrating, editing, arranging, translating).

The rules in this section are divided into the following two types of mixed responsibility:

- a) previously existing works that have been modified (e.g., translations, musical arrangements, adaptations, see 21.9–21.23)
- b) new works to which different persons or bodies have made different kinds of contributions (e.g., collaborative works by a writer and an artist, works reporting interviews, see 21.24–21.27).

Works That Are Modifications of Other Works

21.9. GENERAL RULE

21.9A. Enter a work that is a modification of another under the heading appropriate to the new work if the modification has substantially changed the nature and content of the original or if the medium of expression has been changed. If, however, the modification is an abridgement, rearrangement, etc., enter under the heading appropriate to the original. In some cases the wording of the chief source of information is taken into account; in other cases the nature of the work itself is the basis for the decision on entry.

For specific applications of this general rule, see 21.10–21.23.

Modifications of Texts

21.10. ADAPTATIONS OF TEXTS

21.10A. Enter a paraphrase, rewriting, adaptation for children, or version in a different literary form (e.g., novelization, dramatization) under the heading for the adapter. If the name of the adapter is unknown, enter under title. Make a name-title added entry for the original

work. In case of doubt about whether a work is an adaptation, enter under the heading for the original work.

The science of education : a paraphrase of Dr. Karl Rosenkranz's Paedagogik als System / by Anna C. Brackett
Main entry under the heading for Brackett
Added entry (name-title) under the heading for Rosenkranz

Sinclair Lewis's Dodsworth / dramatized by Sidney Howard
Main entry under the heading for Howard
Added entry (name-title) under the heading for Lewis

The green goddess / by Louise Jordan Miln ... ; based on the play The green goddess by William Archer
Main entry under the heading for Miln
Added entry (name-title) under the heading for Archer

Sam Weller, or, The Pickwickians : a farcical comedy ... / arranged from Charles Dickens's work by W.T. Moncrieff
 (Dramatization of scenes from The Pickwick papers)
Main entry under the heading for Moncrieff
Added entry (name-title) under the heading for Dickens

Adventures of Tom Sawyer / by Mark Twain ; rewritten for young readers by Felix Sutton
Main entry under the heading for Sutton
Added entry (name-title) under the heading for Twain

Harp and psaltery : a group of paraphrases of favorite Psalms / by Frank P. Fletcher
Main entry under the heading for Fletcher
Added entry under the heading for the Psalms

The pilgrim's progress : for the young ...
 (Adapted by an unknown person from John Bunyan's work)
Main entry under title
Added entry (name-title) under the heading for Bunyan

Tristan / Gottfried von Strassburg ; translated ... With the surviving fragments of the Tristan of Thomas, newly translated ...
 (Both works are versions of the Tristan story)
Main entry under the heading for Gottfried
Added entry (name-title) under the heading for Thomas
Added entry under the heading for the Tristan story

21.11. ILLUSTRATED TEXTS

21.11A. General rule

21.11A1. Enter a work that consists of a text for which an artist has provided illustrations under the heading appropriate to the text. Make an added entry under the heading for the

illustrator if appropriate under the provisions of 21.30K2. For instructions on works of collaboration between a writer and an artist, see 21.24.

The bedside manner, or, No more nightmares / by Robert Benchley ; with drawings by Gluyas Williams
Main entry under the heading for Benchley

British butterflies / by E.B. Ford ; with ... colour plates by Paxton Chadwick
(Illustrations occupy more than half the item)
Main entry under the heading for Ford
Added entry under the heading for Chadwick

Stories from the Arabian nights / retold by Laurence Housman ; with drawings by Edmund Dulac
(Dulac is a famous book illustrator)
Main entry under the heading for Housman
Added entry under the heading for Dulac

21.11B. Illustrations published separately

21.11B1. If the illustrations for a text, or for several texts, by one artist are published separately, enter them under the heading for the artist. Make a name-title added entry for the work(s) illustrated if there are not more than three. If, however, the illustrations are for more than three works by one writer, make an added entry under the heading for the writer.

The Doré illustrations for Dante's Divine comedy : 136 plates / by Gustave Doré
Main entry under the heading for Doré
Added entry (name-title) under the heading for Dante

21.12. REVISIONS OF TEXTS

21.12A. Original author considered responsible

21.12A1. Enter an edition of a work that has been revised, enlarged, updated, etc., under the heading for the original author if:

- a) the original author is named in a statement of responsibility in the item being catalogued
- or* b) the original author is named in the title proper and no other person is named in a statement of responsibility or other title information.

Make an added entry under the heading for the reviser, etc.

Anatomy of the human body / by Henry Gray. - 25th ed. / edited by Charles Mayo Goss
Main entry under the heading for Gray
Added entry under the heading for Goss

Guide to the study and use of reference books / by Alice Bertha Kroeger. - 3rd ed. / revised throughout and much enlarged by Isadore Gilbert Mudge
Main entry under the heading for Kroeger
Added entry under the heading for Mudge

Leaves from our Tuscan kitchen ... / Janet Ross and Michael Waterfield

(A revision by Waterfield of Ross' book of the same title)

Main entry under the heading for Ross

Added entry under the heading for Waterfield

A dictionary of modern English usage / by H.W. Fowler. — 2nd ed. / revised by Sir Ernest Gowers

Main entry under the heading for Fowler

Added entry under the heading for Gowers

Hart's Rules for composers and readers at the University Press, Oxford. — 39th ed., completely revised

Main entry under the heading for Hart

Boise's Manual of gem cutting. — 4th rev. ed.

(Reviser, Gerhard Tucker, named only in the introduction)

Main entry under the heading for Boise

Added entry under the heading for Tucker

Enter an abridgement of a work under the heading for the original author. Make an added entry under the heading for the abridger. For condensations that involve rewriting, see 21.10.

John Evelyn's diary : a selection from the diary / edited by Philip Francis

Main entry under the heading for Evelyn

Added entry under the heading for Francis

The people's Marx. — Abridged popular ed. of the three vols. of Capital / edited by Julian Borchardt ; translated by Stephen L. Trask

Main entry under the heading for Marx

Added entry under the heading for Borchardt

21.12B. Original author no longer considered responsible

21.12B1. Enter under the heading for the reviser, etc., or under title, as appropriate, if the wording of the chief source of information of the item being catalogued indicates that the person or body responsible for the original is no longer considered to be responsible for the work (e.g., when the original author is named only in the title proper and some other person or body is named as being primarily responsible in the statement of responsibility or in the statement of responsibility relating to the edition). Make a name-title added entry under the heading for the original author using, if it can be readily ascertained, the title of the last edition to have been entered under the heading for the person or body responsible for the original. Always make a title added entry if the title begins with the name of the original author and the main entry is under the name of the reviser, etc.

Salmond on the law of torts. — 12th ed. / by R.V. Heuston

Main entry under the heading for Heuston

Added entry (name-title) under the heading for Salmond

Added entry under title

Roget's Thesaurus of English words and phrases. — New ed. / completely rev. and modernized by Robert A. Dutch

Main entry under the heading for Dutch

Added entry (name-title) under the heading for Roget

Added entry under title

Guide to reference books. — 7th ed. / by Constance M. Winchell

(Based on Isadore Gilbert Mudge's sixth edition of the same work)

Main entry under the heading for Winchell

Added entry (name-title) under the heading for Mudge

21.13. TEXTS PUBLISHED WITH COMMENTARY

21.13A. Scope

21.13A1. Apply this rule to works consisting of a text, or of texts, by the same person or body, and a commentary, interpretation, or exegesis by a different person or body.

21.13B. Commentary emphasized

21.13B1. If the chief source of information of the item being catalogued presents the item as a commentary, enter it as such (see 21.1–21.7). Make an added entry under the heading appropriate to the text.

Commentary on the Rule of St. Augustine / by Robertus Richardinus

(Includes the text of the Regula)

Main entry under the heading for Richardinus

Added entry (name-title) under the heading for St. Augustine

Averrois Cordubensis Commentarium magnum in Aristotelis De anima libros

(Includes a Latin text of De anima)

Main entry under the heading for Averroes

Added entry (name-title) under the heading for Aristotle

The Federal Expropriation Act : a commentary / by Eric C.E. Todd

(Includes the text of the act)

Main entry under the heading for Todd

Added entry under the heading for the act

21.13C. Edition of the work emphasized

21.13C1. If the chief source of information presents the item as an edition of the original work, enter it as such (see 21.1–21.7). Make an added entry under the heading appropriate to the commentary.

Demosthenes : with an English commentary / by Robert Whiston

Main entry under the heading for Demosthenes

Added entry under the heading for Whiston

The interpreter's Bible : the Holy Scriptures in the King James and Revised Standard versions with general articles and introduction, exegesis, exposition for each book of the Bible

Main entry under the heading for the Bible

The Employment Protection Act, 1975 : with annotations / by Brian Bercusson

Main entry under the heading for the act

Added entry under the heading for Bercusson

Bundesbaugesetz : mit Kommentar / H. Knaup, H. Ingenstau

Main entry under the heading for the law

Added entries under the headings for Knaup and Ingenstau

21.13D. Chief source of information ambiguous

21.13D1. If the information given in the chief source of information is ambiguous, enter the work as a commentary or edition in accordance with the aspect emphasized by (in this order of preference):

- a) the prefatory material
- b) the typographic presentation of the text and commentary
- c) the relative extent of the text and the commentary.

In case of doubt, enter the work as an edition and make an added entry under the heading appropriate to the commentary.

21.14. TRANSLATIONS

21.14A. Enter a translation under the heading appropriate to the original. Make an added entry under the heading for the translator if appropriate under the provisions of 21.30K1.

The philosopher in the kitchen / Jean-Anthelme Brillat-Savarin ; translated by Anne Drayton

(Only English translation)

Main entry under the heading for Brillat-Savarin

A Christmas carol / Charles Dickens

(A Tamil translation by V.A. Venkatachari; only Tamil translation)

Main entry under the heading for Dickens

Fathers and sons / Ivan Turgenev ; translated by Rosemary Edmonds

(One of several English translations)

Main entry under the heading for Turgenev

Added entry under the heading for Edmonds

The Mabinogion / translated by Gwyn Jones and Thomas Jones

(An ancient collection)

Main entry under the heading for the Mabinogion

Added entries under the headings for G. Jones and T. Jones

If the translation involves adaptation or is described as a "free" translation, treat it as an adaptation (see 21.10).

21.14B. Enter a collection of translations of works by different authors as a collection (see 21.7).

21.15. TEXTS PUBLISHED WITH BIOGRAPHICAL/CRITICAL MATERIAL

21.15A. If a work consisting of a work or works by a writer accompanied by (or interwoven with) biographical or critical material by another person is presented in the chief source of information of the item being catalogued as a biographical/critical work, enter it as such (see 21.1–21.7). Make an added entry under the heading appropriate to the work or works included.

Life and letters of Mrs. Jason Lee ... / by Theresa Gay
Main entry under the heading for Gay
Added entry under the heading for Lee

21.15B. If the biographer/critic is represented as editor, compiler, etc., enter under the heading appropriate to the work or works included. Make an added entry under the heading for the biographer/critic.

Life and letters of Catharine M. Sedgwick / edited by
 Mary E. Dewey
Main entry under the heading for Sedgwick
Added entry under the heading for Dewey

Art Works

21.16. ADAPTATIONS OF ART WORKS⁴

21.16A. Enter an adaptation from one medium of the graphic arts to another under the heading for the person responsible for the adaptation. If the name of the adapter is not known, enter under title. Make a name-title added entry for the original work.

Children crying forfeits / engraved by C. Turner from an
 original painting by Joshua Reynolds
Main entry under the heading for Turner
Added entry (name-title) under the heading for Reynolds

A summer night / by Albert Moore
 (An anonymous lithograph of Moore's painting)
Main entry under title
Added entry (name-title) under the heading for Moore

21.16B. Enter a reproduction of an art work (e.g., a photograph, a photomechanical reproduction, or a reproduction of sculpture) under the heading for the original work. Make an added

⁴ *Art works* include paintings, engravings, photographs, drawings, sculptures, etc., and any other creative work that can be represented pictorially (e.g., ceramic designs, tapestries, fabrics).

entry under the heading for the person or body responsible for the reproduction, unless the person or body is merely responsible for manufacture or publication.

Child with a straw hat / Mary Cassatt
(A photomechanical reproduction issued by the National Gallery of Art, Washington)

Main entry under the heading for Cassatt
Added entry under the heading for the gallery

Cat and butterfly : detail from a Japanese handscroll ... /
 by Katsushika Hokusai
(A photomechanical reproduction)

Main entry under the heading for Hokusai

Michelangelo's David
(A plaster reproduction)

Main entry under the heading for Michelangelo

21.17. REPRODUCTIONS OF TWO OR MORE ART WORKS

21.17A. Without text

21.17A1. Enter a work consisting of reproductions of the works of an artist without accompanying text under the heading for the artist.

The paintings of Alma-Tadema
(Twelve coloured reproductions in a folder)
Main entry under the heading for Alma-Tadema

21.17B. With text

21.17B1. If a work consists of reproductions of the works of an artist and text about the artist and/or the works reproduced, enter under the heading appropriate to the text if the person who wrote it is represented as author in the chief source of information of the item being catalogued. Make an added entry under the heading for the artist. Otherwise, enter under the heading for the artist. In case of doubt, enter under the heading for the artist. If the work is entered under the heading for the artist, make an added entry under the heading for the person who wrote the text if his or her name appears in the chief source of information. For works emanating from a corporate body that are catalogues of the holdings of that body, see 21.1B2a.

Mr. Lincoln's camera man, Mathew B. Brady / by Roy
 Meredith
Main entry under the heading for Meredith
Added entry under the heading for Brady

Van Gogh / Palma Buccarelli
Main entry under the heading for Buccarelli
Added entry under the heading for Van Gogh

Van Gogh / par A.-M. Rosset
Main entry under the heading for Rosset
Added entry under the heading for Van Gogh

Renoir : paintings, drawings, lithographs, and etchings /
selected and introduced by Nigel Lambourne

Main entry under the heading for Renoir

Added entry under the heading for Lambourne

The landscapes of George Frederick Watts

(Author of text, Walter Bayes, named in contents list)

Main entry under the heading for Watts

Garden flowers : from plates by Jane Loudon / with an
introduction and notes on the plates by Robert Gathorne-
Hardy

Main entry under the heading for Loudon

Added entry under the heading for Gathorne-Hardy

Musical Works

21.18. GENERAL RULE

21.18A. Scope

21.18A1. Apply this rule to:

- a) arrangements, transcriptions, versions, settings, etc., in which music for one medium of performance has been rewritten for another
- b) simplified versions
- c) arrangements described as “freely transcribed,” “based on . . .,” etc., and other arrangements incorporating new material
- d) arrangements in which the harmony or musical style of the original has been changed.

21.18B. Arrangements, transcriptions, etc.

21.18B1. Enter an arrangement, transcription, etc., of one or more works of one composer (or of parts of one composer’s works) under the heading for that composer (see also 25.35C). If the original composer is unknown, enter under title. Make an added entry under the heading for the arranger or transcriber. *Optionally*, add *arr.* to the added entry heading.

Divertimento, op. 12, no. 2 / L. van Beethoven ;

transcribed for woodwind by George J. Trinkaus

Main entry under the heading for Beethoven

Added entry under the heading for Trinkaus

Suite from The art of fugue / J.S. Bach ; arranged for
chamber orchestra by Anthony Lewis

Main entry under the heading for Bach

Added entry under the heading for Lewis

Michael, row the boat ashore : traditional / arranged by
James Burt

(An anonymous spiritual)

Main entry under title

Added entry under the heading for Burt

21.18C. Adaptations

21.18C1. Enter any of the following types of adaptations of music under the heading for the adapter:

- a) a distinct alteration of another work (e.g., a free transcription)
- b) a paraphrase of various works or of the general style of another composer
- c) a work merely based on other music (e.g., variations on a theme).

If the name of the adapter is not known, enter under title.

If the work is related to one other work or to a part of a work with its own title or designation (e.g., a movement, an aria), make a name-title added entry for that work or part of a work. If the work is otherwise related to the music of another composer, make an added entry under the heading for that composer.

In case of doubt about whether a work is an arrangement, etc., or an adaptation, treat it as an arrangement, etc. (see 21.18B).

Grande fantaisie de bravoure sur La clochette de Paganini
: pour le piano-forte : œuvre 2 / par Fr. Liszt

Main entry under the heading for Liszt

Added entry (name-title) under the heading for Paganini

Du alter Stefansturm : Viennese folk tune : free
transcription for string orchestra / by J.M. Coopersmith

Main entry under the heading for Coopersmith

Nouvelles soirées de Vienne : valse-caprices d'après
J. Strauss / Ch. Tausig

Main entry under the heading for Tausig

Added entry under the heading for Strauss

Variationen über Là ci darem la mano : für das Pianoforte
mit Begleitung des Orchesters / von Friedrich Chopin

(Based on an aria from Mozart's Don Giovanni)

Main entry under the heading for Chopin

Added entry (name-title) under the heading for Mozart

Rapsodie sur un thème de Paganini : pour piano et
orchestre, op. 43 / S. Rachmaninoff

Main entry under the heading for Rachmaninoff

Added entry under the heading for Paganini

21.19. MUSICAL WORKS THAT INCLUDE WORDS**21.19A. General rule**

21.19A1. Enter a musical work that includes words (e.g., a song, opera, musical comedy) under the heading for the composer. For librettos, see 21.28. Make added entries under the

headings for the writers of the words if their work is fully represented in the item being catalogued (e.g., a full score, a vocal score). If the words are based on another text, make a name-title added entry under the heading for the original.

Dedication = Widmung : op. 25, no. 1 / Robert Schumann ;
original poem by Friedrich Rückert
Main entry under the heading for Schumann
Added entry under the heading for Rückert

Rigoletto : opera in three acts / libretto by Francesco
Maria Piave ; music by Giuseppe Verdi
(*A vocal score; libretto based on Le roi s'amuse by Victor Hugo*)
Main entry under the heading for Verdi
Added entry under the heading for Piave
Added entry (name-title) under the heading for Hugo

South Pacific : a musical play / music by Richard Rodgers
; lyrics by Oscar Hammerstein, 2nd ; book by Oscar
Hammerstein, 2nd, and Joshua Logan
(*A vocal score; libretto based on Tales of the South Pacific by James
A. Michener*)
Main entry under the heading for Rodgers
Added entries under the headings for Hammerstein and Logan
Added entry (name-title) under the heading for Michener

21.19B. Pasticcios, ballad operas, etc.

21.19B1. If the music of a pasticcio, ballad opera, etc., consists of previously existing ballads, songs, arias, etc., by various composers, enter the work under title. Make an added entry under the heading for the person who adapted or arranged the music and under the heading for the dramatist.

The beggar's opera / written by Mr. Gay ; to which is
prefix'd the musick to each song
(*The music for this work was adapted by John Christopher Pepusch*)
Main entry under title
Added entries under the headings for Gay and Pepusch

Enter a collection of musical excerpts from such a work under the title of the larger work. Enter a single song under the heading for its own composer, or under its title if the composer is unknown, and make a title added entry for the larger work.

Songs in the opera call'd The beggar's wedding, as it is
perform'd at the theatres
Main entry under the title of the opera

21.19B2. If the music of a pasticcio, ballad opera, etc., was especially composed for it, enter the work as instructed in 21.6.

The most favourite songs in the opera of Muzio Scaevola /
composed by three famous masters
(*The composers are Amadei, Bononcini, and Handel*)
Main entry under the heading for Amadei
Added entries under the headings for Bononcini and Handel

21.19C. Writer's works set by several composers

21.19C1. Enter a collection of musical settings of songs, etc., by one writer made by two or more composers as a collection (see 21.7). Make an added entry under the heading for the writer.

Songs from Shakespeare's tragedies : a collection of songs for concert or dramatic use / edited from contemporary sources by Frederick Sternfeld

Main entry under title

Added entry under the headings for Shakespeare and Sternfeld

Et voici mes chansons / Minou Drouet ; mises en musique par Jean Françaix, Pierre Duclos, Paul Misraki, Bernard Boesch, Marc Lanjean

(Drouet is the author of the words)

Main entry under title

Added entries under the headings for Drouet and Françaix

21.20. MUSICAL SETTINGS FOR BALLETS, ETC.

21.20A. Enter a musical setting for a ballet, pantomime, etc., under the heading for the composer. Make added entries under the headings for choreographers and writers of scenarios, librettos, etc., whose names appear in the chief source of information of the item being catalogued.

Robot : ballet / choreography by Stanislaw Povitch ; music by Walter L. Rosemont

Main entry under the heading for Rosemont

Added entry under the heading for Povitch

Coppélia, ou, La fille aux yeux d'émail / ballet en 2 actes et 3 tableaux, de Ch. Nutter et Saint-Léon ; musique de Léo Delibes

Main entry under the heading for Delibes

Added entries under the headings for Nutter and Saint-Léon

La fête chez Thérèse : ballet-pantomime / scénario de Catulle Mendès ; musique de Reynaldo Hahn

Main entry under the heading for Hahn

Added entry under the heading for Mendès

21.21. ADDED ACCOMPANIMENTS, ETC.

21.21A. Enter a musical work to which an instrumental accompaniment or additional parts have been added under the heading for the original work. Make an added entry under the heading for the composer of the accompaniment or the additional parts.

Sechs Sonaten für Violine solo / von Joh. Seb. Bach ; herausgegeben von J. Hellmesberger ; Klavierbegleitung von Robert Schumann

Main entry under the heading for Bach

Added entries under the headings for Hellmesberger and Schumann

O rosa bella
 (By John Dunstable, with optional contratenors and 3 additional voices by John Bedingham)
Main entry under the heading for Dunstable
Added entry under the heading for Bedingham

21.22. LITURGICAL MUSIC

21.22A. Enter an edition of music that is officially prescribed as part of a liturgy as instructed in 21.39.

The liber usualis : with introduction and rubrics in English / edited by the Benedictines of Solesmes
Main entry under the heading for the Catholic Church

The restored Holy Week liturgy : practical arrangement of the prescribed music for the average church choir / by Carlo Rossini
Main entry under the heading for the Catholic Church

Sound Recordings

21.23. SOUND RECORDINGS

21.23A. One work

21.23A1. Enter a sound recording of one work (music, text, etc.) under the heading appropriate to that work. Make added entries under the headings for the principal performers⁵ (e.g., singers, readers, orchestras) unless there are more than three. If there are more than three principal performers, make an added entry under the one named first.

How many miles to Babylon? / author, Alison Uttley
 (Read by David Davis)
Main entry under the heading for Uttley
Added entry under the heading for Davis

The trout quintet : piano quintet in A major, op. 114 ... / Schubert
 (Performed by Smetana Quartet; Jan Panenka, piano; František Pošta, double bass)
Main entry under the heading for Schubert
Added entries under the headings for the quartet, Panenka, and Pošta

Bury my heart at Wounded Knee / by Dee Brown
 (An abridgement of Brown's book, dramatically presented by Henry Madden and Manu Tupon)
Main entry under the heading for Brown
Added entries under the headings for Madden and Tupon

⁵ Principal performers are those given prominence (by wording or layout) in the chief source of information of the item being catalogued.

21.23B. Two or more works by the same person(s) or body (bodies)

21.23B1. Enter a sound recording of two or more works all by the same person(s) or body (bodies) under the heading appropriate to those works. Make added entries under the headings for the principal performers unless there are more than three. If there are more than three principal performers, make an added entry under the one named first.

Piano rags / Scott Joplin
(Joshua Rifkin, piano)

Main entry under the heading for Joplin

Added entry under the heading for Rifkin

Any day now : songs of Bob Dylan
(Sung by Joan Baez)

Main entry under the heading for Dylan

Added entry under the heading for Baez

The best of Lennon and McCartney
(Songs by Lennon and McCartney sung by Tommy James)

Main entry under the heading for Lennon

Added entries under the headings for McCartney and James

The railway stories / W. Awdry
(Read by Johnny Morris)

Main entry under the heading for Awdry

Added entry under the heading for Morris

A tribute to Woody Guthrie
(Songs and prose by Woody Guthrie, performed by Arlo Guthrie and others)

Main entry under the heading for W. Guthrie

Added entry under the heading for A. Guthrie

21.23C. Works by different persons or bodies. Collective title

21.23C1. If a sound recording containing works by different persons or bodies has a collective title, enter it under the heading for the person or body represented as principal performer.

Pieces of the sky
(Songs by various composers performed by Emmylou Harris)

Main entry under the heading for Harris

All that jazz
(Various pieces by several composers performed by Fats Waller)

Main entry under the heading for Waller

Bonaparte's retreat
(Folk tunes and songs by various composers performed by the band the Chieftains)

Main entry under the heading for the band

Elisabeth Schumann
(Vocal music by various composers sung by Schumann accompanied by various persons and bodies)

Main entry under the heading for Schumann

Adrian Ruiz plays Niels Gade and Christian Sinding
(Two works by Gade and six by Sinding performed by Ruiz)

Main entry under the heading for Ruiz

If there are two or three persons or bodies represented as principal performers, enter under the heading for the first named and make added entries under the heading(s) for the other(s).

Great tenor arias

(Arias by various composers sung by Carlo Bergonzi with the orchestra of the Accademia di Santa Cecilia, Rome)

Main entry under the heading for Bergonzi

Added entry under the heading for the orchestra

Dancer with bruised knees / Kate & Anna McGarrigle

(Songs by the McGarrigle sisters and others performed by them)

Main entry under the heading for K. McGarrigle

Added entry under the heading for A. McGarrigle

Irish rebel songs

(Sung by Mike Barrett and Joe Kiernan)

Main entry under the heading for Barrett

Added entry under the heading for Kiernan

Orchestral suites of the British Isles

(Works by various composers performed by the Edmonton Symphony Orchestra; Uri Mayer, conductor)

Main entry under the heading for the orchestra

Added entry under the heading for Mayer

If there are four or more persons or bodies represented as principal performers or if there is no principal performer, enter under title.

Music of nineteenth century England

(Several musical pieces performed by various persons and bodies)

Main entry under title

Five centuries of music in Reims

(Pieces by various composers performed by various persons and bodies)

Main entry under title

21.23D. Works by different persons or bodies. No collective title

21.23D1. If a sound recording containing works by different persons or bodies has no collective title and is to be catalogued as a unit (see 6.1G), follow one of the instructions below.

- a) If the item being catalogued contains works that are of a type in which the participation of the performer(s) goes beyond that of performance, execution, or interpretation (as is commonly the case in "popular," rock, and jazz music), enter under the heading for the person or body represented as principal performer.

I want to make you smile / Bill Medley ; [sung by] Kenny Rogers. Coward of the county / R. Bowlings, B.E. Wheeler ; [sung by] Kenny Rogers
Main entry under the heading for Rogers

If there are two or three persons or bodies represented as principal performers, enter under the heading for the first named and make added entries under the heading(s) for the other(s).

All my love / Jolson, Akst, Chaplin ; Freddy Martin and his orchestra ; vocal refrain by Clyde Rogers and the Martin Men. When the white roses bloom in Red River Valley / Paul Herrick, Ally Wrubel ; Freddy Martin and his orchestra ; vocal refrain by Stuart Wade and the Martin Men
Main entry under the heading for Martin

If there are four or more persons or bodies represented as principal performers or if there is no principal performer, enter under the heading appropriate to the first work named.

Ko Ko Mo / Forest, Haven ; the Harmonaires with Bob Murray Orchestra. Tweedle dee / Scott ; Joni Downs and the Starliners. Ballad of Davy Crockett / Blackburn, Bruns ; Heck Johns and the Pioneers. How important can it be? / Benjamin, Weiss ; Joan Forrest with Jay Weston Orchestra
Main entry under the heading for Forest

- b) If the works on the recording are of a type in which the participation of the performer(s) does not go beyond that of performance, execution, and interpretation (as is commonly the case in classical and other "serious" music), enter under the heading appropriate to the first work and make added entries for the other works as appropriate (see 21.7C). Make added entries under the headings for the principal performers of each work as instructed in 21.23A1.

Sinfonia in G minor, op. 6, no. 6 / Johann Christian Bach. Symphony in G / Michael Haydn. Cassation in D, K. 62a / Wolfgang Amadeus Mozart

(All performed by the Saint Paul Chamber Orchestra conducted by Dennis Russell Davies)

Main entry under the heading for Bach

Added entries (name-title) under the headings for Haydn and Mozart

Added entries under the headings for Davies and the orchestra

Concerto grosso no. 1 for string orchestra with piano obbligato / Bloch. Spirituals : for string choir and orchestra / Gould

(First work performed by Rafael Kubelik conducting the Chicago Symphony Orchestra. Second work performed by Antal Dorati conducting the Minneapolis Symphony Orchestra)

Main entry under the heading for Bloch

Added entry (name-title) under the heading for Gould

Added entries under the headings for Kubelik, Dorati, and the two orchestras

The Pied Piper / Robert Browning. The hunting of the Snark / Lewis Carroll

(Both works read by Boris Karloff)

Main entry under the heading for Browning

Added entry (name-title) under the heading for Carroll

Added entry under the heading for Karloff

I look back ; Wistful ; Service of all the dead ; A child's grace ; This glittering grief ; The ouselcock / Herbert Elwell. String quartet no. 7 / John Verrall. Spatialis ; Sonata no. 2 ; Spektra / George Walker
(Elwell works performed by Maxine Makas, soprano; Anthony Makas, piano. Verrall work performed by the Berkshire Quartet. Walker works performed by the composer, piano)

Main entry under the heading for Elwell

Added entry (name-title) under the heading for Verrall

Added entries under the headings for M. Makas, A. Makas, the quartet, and Walker

Mixed Responsibility in New Works

21.24. COLLABORATION BETWEEN ARTIST AND WRITER

21.24A. Enter a work that is, or appears to be, a work of collaboration between an artist and a writer under the heading for the one who is named first in the chief source of information of the item being catalogued unless the other's name is given greater prominence by the wording or the layout. Make an added entry under the heading for the other one. For instructions on illustrated texts, see 21.11A.

A color guide to familiar garden and field birds, eggs, and nests / by Jiří Felix ; illustrated by Květoslav Hísek
(A collaborative work)

Main entry under the heading for Felix

Added entry under the heading for Hísek

A Carolina rice plantation of the fifties : 30 paintings in water-colour / by Alice R. Huger Smith ; narrative by Herbert Ravenel Sass ; with chapters from the unpublished memoirs of D.E. Huger Smith

Main entry under the heading for A. Smith

Added entries under the headings for Sass and D. Smith

Say, is this the U.S.A.? / Erskine Caldwell and Margaret Bourke-White

(Text by Caldwell, photographs by Bourke-White)

Main entry under the heading for Caldwell

Added entry under the heading for Bourke-White

Goodbye baby & amen : a saraband for the sixties / David Bailey & Peter Evans

(Photographs by Bailey, text by Evans)

Main entry under the heading for Bailey

Added entry under the heading for Evans

Cartoons / by E.W. Kemble ; limericks by G. Mayo

Main entry under the heading for Kemble

Added entry under the heading for Mayo

Birds : a guide to the most familiar American birds / by
Herbert S. Zim and Ira N. Gabrielson ; illustrated by James
Gordon Irving

(A collaborative work)

Main entry under the heading for Zim

Added entries under the headings for Gabrielson and Irving

21.25. REPORTS OF INTERVIEWS OR EXCHANGES

21.25A. If a report is essentially confined to the words of the person(s) interviewed or of the participants in an exchange (other than the reporter), enter under the principal participant, participant named first in the chief source of information of the item being catalogued, or title as instructed in 21.6. Make an added entry under the heading for the reporter if he or she is named prominently in the item.

Discussion at Workshop between the Rev. R.P. Blakeney ...
and the Rev. J.B. Naghten ... / reported verbatim by Thomas
Whitehead

Main entry under the heading for Blakeney

Added entries under the headings for Naghten and Whitehead

My wartime experiences in Singapore / Mamoru Shinozaki ;
interviewed by Lim Yoon Lin

Main entry under the heading for Shinozaki

Added entry under the heading for Lim

21.25B. If a report is to a considerable extent in the words of the reporter, enter under the heading for the reporter. Make added entries under the headings for the other person(s) involved if they are named in the chief source of information and there are not more than three. If there are more than three such persons named in the chief source of information, make an added entry under the one named first.

Talks with Ralph Waldo Emerson / by Charles J. Woodbury

Main entry under the heading for Woodbury

Added entry under the heading for Emerson

Table-talk of G.B.S. : conversations on things in general
between George Bernard Shaw and his biographer / by
Archibald Henderson

Main entry under the heading for Henderson

Added entry under the heading for Shaw

Interviews impubliables / Gilbert Ganne

(Interviews with 23 persons; none named on the title page)

Main entry under the heading for Ganne

21.26. SPIRIT COMMUNICATIONS

21.26A. Enter a communication presented as having been received from a spirit under the heading for the spirit (see 22.14). Make an added entry under the heading for the medium or other person recording the communication.

Food for the million, or, Thoughts from beyond the borders
of the material / by Theodore Parker ; through the hand of
Sarah A. Ramsdell

Main entry under the heading for the spirit of Parker

Added entry under the heading for Ramsdell

21.27. ACADEMIC DISPUTATIONS

21.27A. Enter a work written for defence in an academic disputation (according to the custom prevailing in universities before the nineteenth century and continued in some cases thereafter) under the heading for the praeses (faculty moderator) unless the authorship of the respondent, defender, etc., can be established.⁶ Make an added entry under the heading for whichever of the praeses, respondent, etc., is not chosen for the main entry. *Optionally*, add the appropriate designation (e.g., *praeses*, *respondent*, *defendant*) to the added entry headings. Do not make an added entry under the name of a person designated as an opponent.

Principium Mosellae Ausonii, ad disputandum publice
propositum / praeside Conrado Samuele Schurzfleischio ;
respondente M. Godefrido Kupfender

Main entry under the heading for Schurzfleisch as praeses

Added entry under the heading for Kupfender as respondent

Observationes circa vermes intestinales ... / praeside ...
Ioanne Quistorp ; auctor Carolus Asmund Rudolphi

(Rudolphi's authorship established)

Main entry under the heading for Rudolphi

Added entry under the heading for Quistorp as praeses

If no one is named as praeses, enter under the heading for (in this order of preference) the proponent; the defendant or respondent.

6. Do not accept the designation *auctor* on the title page as proof of authorship without further evidence. For works dealing with this problem, see the following:

Eichler, Ferdinand. "Die Autorschaft der akademischen Disputationen," *Sammlung bibliothekswissenschaftlicher Arbeiten*, Heft 10 (1896), pp. 24-37; Heft 11 (1898), pp. 1-40.

Horn, Ewald. "Die Disputationen und Promotionen an den deutschen Universitäten, vornehmlich seit dem 16. Jahrhundert," *Centralblatt für Bibliothekswesen*, Beiheft XI (1893).

Kaufmann, Georg. "Zur Geschichte der akademischen Grade und Disputationen," *ibid.*, XI. Jahrg. (Mai 1894), pp. [201]-225.

Wheatley, B.R. "On the Question of Authorship in Academical Dissertations," pp. 105-121 in Wheatley, H.B. *How to Catalogue a Library*. — (London : Stock, 1889).

*Related Works***21.28. RELATED WORKS****21.28A. Scope**

21.28A1. Apply this rule to a separately catalogued work (see also 1.1B9, 1.5E1a, and 1.9) that has a relationship to another work. Such works include:

continuations and sequels
 supplements
 indexes
 concordances
 incidental music to dramatic works
 cadenzas
 scenarios, screenplays, etc.
 choreographies
 librettos and other texts set to music⁷
 subseries
 special numbers of serials
 collections of extracts from serials

Do not apply this rule to a work that has only a subject relationship to another work.

For particular types of relationship (e.g., adaptations, revisions, translations), see 21.8–21.27.

7. Alternative rule. Enter a libretto under the heading appropriate to the musical work. Make an added entry under the heading for the librettist. If the libretto is based on another text, make a name-title added entry under the heading for the original.

Curlew River : a parable for church performance / by William
 Plomer ; set to music by Benjamin Britten
 (A libretto)

Main entry under the heading for Britten
Added entry under the heading for Plomer

Der Rosenkavalier : Komödie für Musik in 3 Aufzügen / von Hugo von
 Hofmannsthal ; Musik von Richard Strauss

Main entry under the heading for Strauss
Added entry under the heading for Hofmannsthal

If, however, a libretto is published without reference to its musical setting, enter it under the heading for the author of the libretto.

Der Rosenkavalier : Komödie für Musik / von Hugo von Hofmannsthal
 (Published as a literary work)

Main entry under the heading for Hofmannsthal

Enter a collection of librettos for works by one composer under the heading for the composer.

21.28B. General rule

21.28B1. Enter a related work under its own heading (personal author, corporate body, or title) according to the appropriate rule in this chapter. Make an added entry⁸ (name-title or title, as appropriate) for the work to which it is related.

An index to the Columbia edition of The works of John Milton / by Frank Allen Patterson ; assisted by French Rowe Fogle

Main entry under the heading for Patterson

Added entry under the heading for Fogle

Added entry (name-title) under the heading for Milton

Teacher's manual / by W.D. Lewis ... to accompany Topical studies in United States history by A.B. Blodgett

Main entry under the heading for Lewis

Added entry (name-title) under the heading for Blodgett

Supplement to The conquest of Peru and Mexico by the Moguls, in the XIII century

(By John Ranking, who is also the author of the work to which the supplement is related)

Main entry under the heading for Ranking

Added entry (name-title) under the heading for Ranking as author of the related work

Supplement to Hain's Repertorium bibliographicum ... / by W.A. Copinger

Main entry under the heading for Copinger

Added entry (name-title) under the heading for Hain

Ergänzungshefte zu den Blättern für Volksbibliotheken und Lesehallen

Main entry under title

Added entry under the heading for the related work

Cumulative book index : a world list of books in the English language ... supplementing The United States catalog

Main entry under title

Added entry under the heading for the related work

Histoire du peuple anglais au XIX^e siècle. Épilogue (1895-1914) / Élie Halévy

Main entry under the heading for Halévy

Added entry (name-title) for the related work not required

A complete concordance to the Iliad of Homer / by Guy Lushington Prendergast

Main entry under the heading for Prendergast

Added entry (name-title) under the heading for Homer

A complete concordance to the Holy Scriptures of the Old and New Testament ... / by Alexander Cruden

Main entry under the heading for Cruden

Added entry under the heading for the Bible

8. Do not make an added entry for the related work in the case of a sequel by the same author.

Astronomie topographique : complément au Traité de topographie générale : cours professé à l'École nationale du génie rural / par A. Carrier

Main entry under the heading for Carrier

Added entry (name-title) under the heading for Carrier as author of the related work

John Jasper's gatehouse : a sequel to the unfinished novel The mystery of Edwin Drood by Charles Dickens / by Edwin Harris

Main entry under the heading for Harris

Added entry (name-title) under the heading for Dickens

Over the garden wall : Mrs. H. and Mrs. C. gossip, as broadcast in Monday night at seven : a series of comedy episodes / by Guy Fane

Main entry under the heading for Fane

Added entry under the heading for Monday night at seven (a radio programme)

United nations : six radio dramatizations presented on The family hour

(Anonymous)

Main entry under title

Added entry under the heading for The family hour (a radio programme)

Hiroshima mon amour : scénario et dialogues / Marguerite Duras

(A film scenario)

Main entry under the heading for Duras

Added entry under the heading for the motion picture

Conrack

(Filmstrip based on The water is wide by Pat Conroy)

Main entry under title

Added entry (name-title) under the heading for Conroy

Art in photography : with selected examples of European and American work / edited by Charles Holme

(Special number of the journal The studio)

Main entry under title

Added entries under the headings for Holme and the journal

Studien zur Musikwissenschaft : Beihefte der Denkmäler der Tonkunst in Österreich

Main entry under title

Added entry under the heading for the Denkmäler

Eli Terry pillar & scroll shelf clocks / by Lockwood Barr

(Supplement to the Bulletin of the National Association of Watch and Clock Collectors)

Main entry under the heading for Barr

Added entry under the heading for the journal

Youth and the new world : essays from The Atlantic monthly / edited by Ralph Boas

Main entry under title

Added entries under the headings for Boas and the journal

The Penguin book of Ximenes crosswords [from] The observer
Main entry under the heading for Ximenes
Added entry under the heading for the newspaper

Les CL Pseaumes de David ecrites en diverses sortes de
 lettres / par Esther Anglois
 (A calligraphic work)
Main entry under the heading for Anglois
Added entry under the heading for the Psalms

Rosamunde : Drama / von H. v. Chézy ; mit Musik von Franz
 Schubert
 (A musical score)
Main entry under the heading for Schubert
Added entry (name-title) under the heading for Chézy

Cadenzas for the Flute concerto in G major (K. 313) by
 Mozart / Georges Barrère
Main entry under the heading for Barrère
Added entry (name-title) under the heading for Mozart

Walt Disney's Alice in Wonderland
 (A sound recording of songs by Oliver Wallace from the motion picture Alice in
 Wonderland)
Main entry under the heading for Wallace
Added entry under the heading for the motion picture

Curlew River : a parable for church performance / by
 William Plomer ; set to music by Benjamin Britten
 (A libretto)
Main entry under the heading for Plomer
Added entry under the heading for Britten

Der Rosenkavalier : Komödie für Musik in 3 Aufzügen / von
 Hugo von Hofmannsthal ; Musik von Richard Strauss
 (A libretto)
Main entry under the heading for Hofmannsthal
Added entry under the heading for Strauss

Added Entries

21.29. GENERAL RULE

21.29A. Make added entries to provide access to bibliographic descriptions in addition to the access provided by the main entry heading.

21.29B. Make added entries under headings for persons, corporate bodies, and titles as instructed in 21.30.

If considered necessary for access, make added entries for persons and corporate bodies as instructed in 21.30 in the following situations (for titles, see 21.30J):

- 1) for later parts of a multipart monograph
- 2) for earlier iterations of an integrating resource
- 3) for later issues or parts of a serial.

21.29C. In addition, make an added entry under the heading for a person or a corporate body or under a title if some catalogue users might suppose that the description of an item would be found under that heading or title rather than under the heading or title chosen for the main entry.

21.29D. If, in the context of a given catalogue, an added entry is required under a heading or title other than those prescribed in 21.30, make it.

21.29E. Construct a heading for an added entry according to the instructions in chapters 22–25. For instructions on the construction of name-title added entries, see 21.30G.

21.29F. If the reason for an added entry is not apparent from the description (e.g., if a person or body whose name is used as the basis for an added entry heading is not named in a statement of responsibility or in the publication details), provide a note giving, as appropriate, the name of the person or body (see 1.7B6) and/or the title (see 1.7B4).

21.29G. *Optionally*, use explanatory references in place of added entries in certain cases (see 26.6).

21.30. SPECIFIC RULES

21.30A. Two or more persons or bodies involved

21.30A1. If the following subrules refer to only one person or corporate body and two or three persons or bodies are involved in a particular instance, make added entries under the headings for each. If four or more persons or bodies are involved in a particular instance, make an added entry when appropriate under the heading for the one named first in the source from which the names are taken.

21.30B. Collaborators

21.30B1. If the main entry is under the heading for one of two or three collaborating persons or bodies, make added entries under the headings for the others.

If the main entry is under the heading for a corporate body or under a title, make added entries under the headings for collaborating persons if there are not more than three, or under the heading for the first named of four or more.

21.30C. Writers

21.30C1. Make an added entry under the heading for a prominently named writer of a work if the main entry is under the heading for another person or a corporate body or under title.

21.30D. Editors and compilers

21.30D1. Make an added entry under the heading for a prominently named editor or compiler. For serials and integrating resources, make an added entry under the heading for an editor if considered to be important.

21.30E. Corporate bodies

21.30E1. Make an added entry under the heading for a prominently named corporate body, unless it functions solely as distributor or manufacturer. Make an added entry under a prominently named publisher if the responsibility for the work extends beyond that of merely publishing the item being catalogued. In case of doubt, make an added entry.

21.30F. Other related persons or bodies

21.30F1. Make an added entry under the heading for a person or corporate body having a relationship to a work not treated in 21.1–21.28 if the heading provides an important access point (e.g., the addressee of a collection of letters; a person honoured by a Festschrift; a museum in which an exhibition is held).

21.30G. Related works

21.30G1. Make an added entry under the heading for a work to which the work being catalogued is closely related (see 21.8–21.28 for guidance in specific cases).

In such a case, the heading is that of the person or corporate body or the title under which the related work is, or would be, entered. If that heading is for a person or body, and the title of the related work differs from that of the work being catalogued, add the title of the related work to the heading to form a name-title added entry heading. When necessary, add the edition statement, date, etc., to the name-title or title added entry heading.

When appropriate, substitute a uniform title (see chapter 25) for a title proper in a name-title or title added entry heading for a related work.

21.30H. Other relationships

21.30H1. Make an added entry under the heading for any other name that would provide an important access point unless the relationship between the name and the work is purely that of a subject. For example, make added entries under the heading for the name of a collection from which reproductions of art works have been taken or under the heading for a collection of books upon which a bibliography is based.

When possible, formulate headings for such names by analogy with corporate name headings.

21.30J. Titles

21.30J1. Title proper. Make an added entry under the title proper of every item entered under a personal heading, a corporate heading, or a uniform title. *Optionally*, make such added entries in accordance with the policy of the cataloguing agency.

If considered necessary for access, make an added entry in the following situations:

- a) the later title proper of a multipart monograph (see 21.2A)
- b) the title proper of an earlier iteration of an integrating resource (see 21.2B)
- c) the changed title proper of a serial that is not a major change (see 21.2C2).

21.30J2. Variant title. If considered necessary for access, make an added entry for any version of the title (e.g., cover title, caption title, running title, panel title, title on container, title bar title) that is significantly different from the title proper.

21.30K. Special rules on added entries in certain cases

21.30K1. Translators. Make an added entry under the heading for a translator if the main entry is under the heading for a corporate body or under title.

If the main entry is under the heading for a person, make an added entry under the heading for a translator if:

- a) the translation is in verse
- or* b) the translation is important in its own right
- or* c) the work has been translated into the same language more than once
- or* d) the wording of the chief source of information of the item being catalogued implies that the translator is the author
- or* e) the main entry heading may be difficult for catalogue users to find (e.g., as with many oriental and medieval works).

21.30K2. Illustrators. Make an added entry under the heading for an illustrator if:

- a) the illustrator's name is given equal or greater prominence in the chief source of information of the item being catalogued to that of the person or corporate body named in the main entry heading
- or* b) the illustrations occupy half or more of the item
- or* c) the illustrations are considered to be an important feature of the work.

21.30L. Series

21.30L1. Make an added entry under the heading for a series for each separately catalogued work in the series if it provides a useful collocation. *Optionally*, add the numeric or other designation of each work in the series.

Do not make added entries under the heading for a series if:

- a) the items in a series are related to each other only by common physical characteristics
- or* b) the numbering suggests that the parts have been numbered primarily for stock control or to benefit from lower postage rates.

In case of doubt, make a series added entry.

21.30M. Analytical entries

21.30M1. Make an analytical added entry under the heading for a work contained within the item being catalogued (see 21.7B–21.7C, 21.13B, and 21.15A for guidance in specific cases). Make additional analytical entries in accordance with the policy of the cataloguing agency. See also chapter 13.

In such a case, the heading is that of the person or corporate body or the title under which the work contained is, or would be, entered. If that heading is for a person or body, add the title of the work contained to form a name-title added entry heading. When necessary, add the edition statement, date, etc., to the name-title or title added entry heading.

When appropriate, substitute a uniform title (see chapter 25) for a title proper in a name-title or title analytical entry heading.

Special Rules

Certain Legal Publications

21.31. LAWS, ETC.

21.31A. Scope

21.31A1. Apply this rule to legislative enactments and decrees of a political jurisdiction and to decrees of a chief executive having the force of law (all hereinafter referred to as laws) other than:

- a) administrative regulations that are not laws (see 21.32A)
- b) constitutions and charters (see 21.33)
- c) court rules (see 21.34)
- d) treaties and similar formal agreements (see 21.35).

For annotated editions of laws and commentaries, see 21.13.

21.31B. Laws of modern jurisdictions

21.31B1. Laws governing one jurisdiction. Enter laws governing one jurisdiction under the heading for the jurisdiction governed by them. Add a uniform title as instructed in 25.15A. Make added entries under the headings for persons and corporate bodies (other than legislative bodies) responsible for compiling and issuing the laws.

Canada Corporations Act : chap. 53, R.S.C. 1952, as amended. — 2nd ed. — Don Mills, Ont. : CCH Canadian
Main entry under the heading for Canada with uniform title for the law
Added entry under the heading for CCH Canadian

Gesetz betreffend die Amortisation der Staatsschuld : auf Befehl e. h. Senats der Freien und Hansestadt Hamburg publicirt den 29. Mai 1865
Main entry under the heading for Hamburg with uniform title for the law

The school law of Illinois ... / prepared by T.A. Reynolds, assistant superintendent ; issued by John A. Wieland, superintendent of public instruction ; amended by the Fifty-ninth General Assembly
Main entry under the heading for Illinois with uniform title for the law
Added entries under the headings for Reynolds and the Department of Public Instruction

Building code of the city of Richmond, Virginia
Main entry under the heading for Richmond with uniform title for the code

Byelaws for the regulation of motor hackney carriages and the drivers thereof in the city of Glasgow
Main entry under the heading for Glasgow with uniform title for the byelaws

The public health acts / annotated by William Golden Lumley and Edmund Lumley
Main entry under the heading for the United Kingdom with uniform title for the laws
Added entries under the headings for W.G. Lumley and E. Lumley

If the laws are enacted by a jurisdiction other than that governed by them, make an added entry under the heading for the enacting jurisdiction. Add a uniform title as instructed in 25.15A to the heading for the jurisdiction.

Code of the public local laws of Worcester County :
 article 24 of the Code of public local laws of Maryland :
 comprising all the local laws of the state of Maryland in
 force in Worcester County to and inclusive of the Acts of
 the General Assembly of 1961 / edited by Carl N. Everstine
Main entry under the heading for Worcester County with uniform title for the laws
Added entry under the heading for Maryland with uniform title for the laws
Added entry under the heading for Everstine

If the laws are decrees of a head of state, chief executive, or ruling executive body (e.g., a junta), make an added entry under the corporate heading for the official (see 24.20) or ruling executive body.

Notverordnungen des Reichspräsidenten
Main entry under the heading for Germany with uniform title for the decrees
Added entry under the corporate heading for the Reichspräsident

Decretos-leyes de carácter electoral / dictados por la
 Junta Militar de Gobierno
 (Decrees of the ruling executive body of Bolivia)
Main entry under the heading for Bolivia with uniform title for the decree laws
Added entry under the heading for the junta

21.31B2. Laws governing more than one jurisdiction. Enter a compilation of laws governing more than one jurisdiction as a collection (see 21.7).

Make added entries under the headings for the jurisdictions governed if there are two or three. If there are four or more jurisdictions and they are named in the chief source of information of the item being catalogued, make an added entry under the heading for the one named first. If all the laws are enacted by a single jurisdiction, make an added entry under the heading for the enacting jurisdiction. Add a uniform title as instructed in 25.15A to each added entry heading.

Motor bus laws and regulations : a complete code of all
 motor bus regulatory laws ... / compiled and edited by
 John M. Meighan
Main entry under title
Added entry under the heading for Meighan

21.31B3. Bills and drafts of legislation. Enter legislative bills under the heading for the appropriate legislative body (see 24.21). Enter other drafts of legislation as instructed in 21.1–21.7.

A bill to designate a building site for the National
 Conservatory of Music of America, and for other purposes :
 70th Congress, 1st session, S.2170
Main entry under the heading for the Senate of the United States

Draft of an act relating to the sale of goods / by Samuel Williston

Main entry under the heading for Williston

Draft of proposed tenement house law / Commission of Immigration and Housing of California

Main entry under the heading for the commission

21.31C. Ancient laws, certain medieval laws, customary laws, etc.

21.31C1. Enter the laws of ancient jurisdictions; laws of non-western jurisdictions before the adoption of legislative institutions based on western models; and customary laws, tribal laws, etc., under (in this order of preference):

- a) a uniform title consisting of the title by which the law or early compilation of laws is known (see 25.15B)
- b) the title proper of the item being catalogued.

If there are one, two, or three compilers or enactors of such laws that are named prominently in the item being catalogued or are associated with the work in reference sources, make added entries under the heading(s) for the compiler(s), etc. If there are four or more such persons, make an added entry under the heading for the first.

Lex Salica : the ten texts with the glosses and the Lex Emendata

Main entry under the uniform title for the Lex Salica

Edictum Diocletiani de pretiis rerum venalium

Main entry under the uniform title for the Edictum

The oldest code of laws in the world : the code of laws promulgated by Hammurabi, King of Babylon

Main entry under the uniform title for the laws

Die Gesetze des Merowingerreiches, 481-714 / herausgegeben von Karl August Eckhardt

Main entry under the title proper

Added entry under the heading for Eckhardt

Fontes iuris romani antejustiniani / in usum scholarum ediderunt S. Riccobono ... [et al.]

(Four additional editors named on title page)

Main entry under the title proper

Added entry under the heading for Riccobono

21.32. ADMINISTRATIVE REGULATIONS, ETC.

21.32A. Administrative regulations, etc., that are not laws

21.32A1. If administrative regulations, rules, etc., are from jurisdictions in which such regulations, etc., are promulgated by government agencies or agents under authority granted by one or more laws (as is the case in the United States), enter them under the heading for the agency or agent. If the regulations, etc., are issued by an agency other than the promulgating agency, make an added entry under the heading for the issuing agency. If the regulations, etc.,

derive from a particular law, make an added entry under the heading and uniform title (see 25.15A) for that law.

Rules and regulations for recreational areas :
 [Recreational Area Licensing Act rules and regulations] /
 Department of Public Health, Bureau of Environmental Health,
 Division of Swimming Pools and Recreation
(Promulgated by the Department of Public Health, State of Illinois)
Main entry under the heading for the department
Added entry under the heading for the division
Added entry under the heading for Illinois with uniform title for the law

21.32A2. If a law or laws and the regulations, etc., derived from it are published together, enter the item under the heading appropriate to whichever is mentioned first in the chief source of information of the item being catalogued. Make an added entry under the heading for the other. However, if only the law(s) or only the regulations, etc., are named in the title proper, enter under the heading appropriate to the one mentioned and make an added entry under the heading for the other. If the evidence of the chief source of information is ambiguous or insufficient, enter under the heading for the law(s) and make an added entry under the heading for the regulations, etc.

Regulations and principal statutes applicable to
 contractors and subcontractors on public building and public
 work and on building and work financed in whole or in part
 by loans or grants from the United States / United States
 Department of Labor
(Includes several statutes, in whole and in part)
Main entry under the heading for the department
Added entry under the heading for the United States with uniform title for the laws

Gewerbsteuer-Veranlagung 1966 : Gewerbesteuergesetz und
 Gewerbesteuer-Durchführungsverordnung mit Gewerbesteuer-
 Richtlinien ...
*(Regulations and guidelines included were promulgated by the Bundesministerium
 der Finanzen of the Federal Republic of Germany)*
*Main entry under the heading for the Federal Republic of Germany with uniform title
 for the law*
Added entry under the heading for the ministry

21.32B. Administrative regulations, etc., that are laws

21.32B1. If administrative regulations, rules, etc., are from jurisdictions in which such regulations, etc., are laws (as is the case in the United Kingdom and Canada), enter them as instructed in 21.31. Make added entries under the headings for the government agencies or agents promulgating and/or issuing them. If the regulations, etc., derive from a particular law, make an added entry under the heading and uniform (see 25.15A) title for that law.

The Building Societies (Fee) Regulations, 1976
*(Promulgated by the Chief Registrar of Friendly Societies under authority granted
 by the Building Societies (Fee) Act)*
*Main entry under the heading for the United Kingdom with uniform title for the
 regulations*
Added entry under the heading for the chief registrar
Added entry under the heading for the United Kingdom with uniform title for the law

Regulations under the Destructive Insect and Pest Act as they apply to the importation of plants and plant products / Department of Agriculture

(Promulgated by the Governor in Council)

Main entry under the heading for Canada with uniform title for the regulations

Added entries under the headings for the governor and the department

Added entry under the heading for Canada with uniform title for the law

21.32C. Collections of administrative regulations, etc.

21.32C1. Enter a collection of regulations that are not laws as a collection (see 21.7). Enter a collection of regulations that are laws according to the instructions in 21.32B.

21.33. CONSTITUTIONS, CHARTERS, AND OTHER FUNDAMENTAL LAWS

21.33A. Enter the constitution, charter, or other fundamental law of a jurisdiction or international intergovernmental body⁹ under the heading for that jurisdiction or body. Enter any amendments to such a document under the same heading. If the document is issued by a jurisdiction other than the one governed by it, make an added entry under the heading for the issuing jurisdiction. If the document is a law, add the appropriate uniform title as instructed in 25.15A to the added entry heading.

The Constitution of the United States

Main entry under the heading for the United States

An Act for the Union of Canada, Nova Scotia, and New Brunswick, and the Government Thereof ... at a Parliament begun and holden at Westminster the first day of February ... 1866

Main entry under the heading for Canada

Added entry under the heading for the United Kingdom with uniform title for the law

Kongeriget Norges grundlov

Main entry under the heading for Norway

Charter of the United Nations

Main entry under the heading for the United Nations

The Constitution of the state of Michigan

Main entry under the heading for Michigan

Constitución política del estado libre y soberano de Chihuahua

Main entry under the heading for Chihuahua

Constitution of the state of Connecticut, and historical antecedents

Main entry under the heading for Connecticut

Charter of the city of Detroit : revised to April 3, 1933 / adopted by the people of the city of Detroit

Main entry under the heading for Detroit

9. *International intergovernmental body* means an international body created by intergovernmental action.

Charter of the city of Nashville, Tennessee : chapter no. 246, Private acts of the General Assembly of the state of Tennessee for the year 1947, as amended through the legislative session of 1949

Main entry under the heading for Nashville

Added entry under the heading for Tennessee with uniform title for the law

The charter granted by His Majesty King Charles II to the Governour & Company of the English colony of Connecticut

Main entry under the heading for Connecticut

Added entry under the corporate heading for Charles II as sovereign

21.33B. Enter the constitution, charter, or other fundamental document of a body emanating from a jurisdiction but applying to a body other than a jurisdiction as instructed in the rule applying to the type of document (e.g., if the document is a law, see 21.31). Enter any amendments to such a document under the same heading. Make an added entry under the heading for the body governed by the constitution, etc., if the main entry is not under that heading.

Charter of the Franklin Bank of Baltimore

(An act of the Maryland legislature)

Main entry under the heading for Maryland with uniform title for the law

Added entry under the heading for the bank

For constitutions, etc., that neither apply to, nor emanate from, a jurisdiction or an intergovernmental body, see 21.1B and 21.4B.

21.33C. Drafts

21.33C1. If a draft of a constitution, charter, etc., is a legislative bill, enter it under the heading for the appropriate legislative body (see 24.21). Enter other drafts of such documents as instructed in 21.1–21.7.

21.34. COURT RULES

21.34A. Enter court rules governing a single court (regardless of their official nature, e.g., laws, administrative regulations) under the heading for that court. If the rules are laws, make an added entry under the heading for the jurisdiction enacting the law and add a uniform title as instructed in 25.15A. Make an added entry under the heading for the agency or agent promulgating the court rules.

Rules of practice and procedure of United States Tax Court
Main entry under the heading for the court

The rules of the Supreme Court, 1965 ... / Lord
Chancellor's Office

(An administrative regulation promulgated by the Lord Chancellor's Office)

Main entry under the heading for the court

Added entry under the heading for the office

Added entry under the heading for the United Kingdom with uniform title for the regulation

21.34B. Enter a collection of rules governing more than one court of a single jurisdiction but enacted as laws of that jurisdiction as instructed in 21.31. Enter all other such collections of court rules under the heading for the agency or agent promulgating them.

If the rules govern two or three courts, make added entries under the headings for the courts governed. If the rules govern four or more courts, make an added entry under the heading for the one named first in the chief source of information of the item being catalogued.

Code de procédure civile de la province de Québec : 13-14
Elizabeth II chap. 80

Main entry under the heading for Québec with uniform title for the law

21.34C. Enter a collection of court rules that are the laws of more than one jurisdiction, or that are promulgated by more than one agency or agent, as a collection (see 21.7). Make an added entry under the heading for any corporate body involved in the compilation and named prominently in the item being catalogued unless it functions solely as a publisher.

West's California rules of court, 1975, state and federal
: with amendments received for January 1, 1975. - St. Paul,
Minn. : West Pub. Co.

(The rules apply to numerous state and federal courts in California; the state rules are promulgated by the California Judicial Council, which is named prominently)

Main entry under title

Added entries under the headings for the Judicial Council and for the publisher, which initiated the compilation

21.35. TREATIES, INTERGOVERNMENTAL AGREEMENTS, ETC.

21.35A. International treaties, etc.

21.35A1. Treaties, etc., between two or three governments. Enter a treaty, or any other formal agreement, between two or three national governments¹⁰ under (in this order of preference):

- a) the heading for the government on one side if it is the only one on that side and there are two governments on the other
- b) the heading for the government whose catalogue entry heading (see 24.3E) is first in English alphabetic order.

Make added entries under the headings for the other government(s). Add uniform titles as instructed in 25.16B1 to the main and added entry headings.

Convention monétaire belgo-luxembourgeoise-néerlandaise
(A convention between the government of the Netherlands, on the one side, and the governments of Belgium and Luxembourg on the other side)

Main entry under the heading for the Netherlands with uniform title for the treaty

Added entries under the headings for Belgium and Luxembourg, each with uniform title for the treaty

10. *National governments* includes bodies exercising treaty powers such as Native American nations and African tribal governments.

Special Economic Assistance : agreement between the United States of America and Burma, effected by exchange of notes
Main entry under the heading for Burma with uniform title for the treaty
Added entry under the heading for the United States with uniform title for the treaty

Traité de paix entre le Japon et la Russie
Main entry under the heading for Japan with uniform title for the treaty
Added entry under the heading for Russia with uniform title for the treaty

Convention between the governments of the United Kingdom, Belgium, and France regarding the supervision and preventive control of the African migratory locust
Main entry under the heading for Belgium with uniform title for the treaty
Added entries under the headings for France and the United Kingdom, each with uniform title for the treaty

21.35A2. Treaties, etc., between four or more governments. Enter a treaty, or any other formal agreement, between four or more national governments under title (either the title proper or a uniform title, see 25.16B2). Make an added entry under the heading for the home government (i.e., the government of the cataloguing agency) if it is a signatory. Make an added entry under the heading for any other government publishing the item being catalogued if that government is a signatory. Make an added entry under the heading for the government named first in the chief source of information if it is neither the home government nor the publishing government. If the treaty, etc., is the product of an international conference, make an added entry under the heading for the conference. Add uniform titles as instructed in 25.16B1 to the added entry headings for parties to the agreement.

The definitive treaty of peace and friendship between His Britannick Majesty, the most Christian King, and the King of Spain : concluded at Paris, the 10th day of February, 1763 : to which the King of Portugal acceded on the same day
(The signatories are Great Britain, France, Spain, and Portugal)
Main entry under the uniform title for the treaty
Added entry under the heading for Great Britain with uniform title for the treaty

Universal Copyright Convention : with protocols 1, 2, and 3 : Geneva, September 6, 1952. — London : H.M.S.O., 1952
(Drawn up by the Intergovernmental Conference on Copyright; the United States and Canada are signatories)
Main entry under the uniform title for the treaty
Added entry under the heading for the United Kingdom (as publisher) with uniform title for the treaty
Added entry under the heading for Canada with uniform title for the treaty
(Cataloguing agency in Canada)
Added entry under the heading for the United States with uniform title for the treaty
(Cataloguing agency in the United States)
Added entry under the heading for the conference

21.35B. Agreements contracted by international intergovernmental bodies

21.35B1. Enter as instructed in 21.35A an agreement between an international intergovernmental body and one or more:

- a) other international intergovernmental bodies
- or b) national governments

- or c) jurisdictions other than national governments
 or d) other corporate bodies.

In the case of c) and d) do not add uniform titles to either main or added entry headings.

Guarantee agreement, Second Agricultural Project, between
 Republic of Iceland and International Bank for
 Reconstruction and Development

Main entry under the heading for Iceland with uniform title for the treaty

Added entry under the heading for the bank with uniform title for the treaty

Agreement between the United Nations and the Food and
 Agriculture Organisation of the United Nations and the
 United Kingdom as administering power of the territories of
 Cyrenaica and Tripolitania regarding technical assistance
 for Cyrenaica and Tripolitania

*Main entry under the heading for the Food and Agriculture Organisation with uniform
 title for the treaty*

*Added entries under the headings for the United Kingdom and the United Nations, each
 with uniform title for the treaty*

Project agreement (First Urban Sewerage Project) between
 International Bank for Reconstruction and Development and
 District de Tunis

Main entry under the heading for the bank

Added entry under the heading for the district

Loan agreement, Paper and Pulp Project, between
 International Bank for Reconstruction and Development and
 Corporación de Fomento de la Producción and Compañía
 Manufacturera de Papeles y Cartones

Main entry under the heading for the bank

Added entries under the headings for the corporation and the company

Enter an agreement contracted by the member governments of an international intergovern-
 mental body acting as individual entities rather than collectively as instructed in 21.35A.

Agreement creating an association between the member
 states of the European Free Trade Association and the
 Republic of Finland – London : H.M.S.O., 1961

(The signatories are the seven members of EFTA acting individually and Finland)

Main entry under the uniform title for the treaty

*Added entries under the headings for the United Kingdom (as publisher) and Finland,
 each with uniform title for the treaty*

21.35C. Agreements contracted by the Holy See

21.35C1. Enter a concordat, *modus vivendi*, convention, or other formal agreement between
 the Holy See and a national government or other political jurisdiction under the party whose
 catalogue entry heading (see 24.3E) is first in English alphabetic order. Make an added entry

under the heading for the other party. Add uniform titles as instructed in 25.16B1 to the main and added entry headings.

Das Konkordat zwischen dem Heiligen Stuhle und dem
Freistaate Baden
Main entry under the heading for Baden with uniform title for the treaty
Added entry under the heading for the Catholic Church with uniform title for the treaty

Concordato celebrado entre su santidad Pío IX y el
gobierno de Ecuador
Main entry under the heading for the Catholic Church with uniform title for the treaty
Added entry under the heading for Ecuador with uniform title for the treaty

21.35D. Other agreements involving jurisdictions

21.35D1. Enter an agreement between two or more jurisdictions below the national level, or between a national government and one or more jurisdictions within its country, as instructed in 21.6C.

Memorandum of agreement between the government of the
province of Ontario and the government of Canada pursuant to
section 4(3) of the Anti-Inflation Act
Main entry under the heading for Ontario
Added entry under the heading for Canada

Joint agreement between the state of Maine and the
province of New Brunswick
Main entry under the heading for Maine
Added entry under the heading for New Brunswick

21.35D2. Enter an agreement involving jurisdictions below the national level and international intergovernmental bodies as instructed in 21.35B.

21.35D3. Enter an agreement between a national government and one or more jurisdictions below the national level outside its country as instructed in 21.35A, but do not add uniform titles to either main or added entry headings.

Protocole relatif aux échanges entre le Québec et la
France en matière d'éducation physique, de sport et
d'éducation populaire : pris en application de l'entente
franco-québécoise du 27 février 1965 sur un programme
d'échange et de coopération dans le domaine de l'éducation
Main entry under the heading for France
Added entry under the heading for Québec

21.35D4. Enter an agreement between a government at any level and a nongovernmental corporate body as instructed in 21.6C. For agreements involving international intergovernmental bodies, see 21.35B.

Master agreement (PIPSC) : agreement between the Treasury
Board and the Professional Institute of the Public Service
of Canada
Main entry under the heading for the board
Added entry under the heading for the institute

Concession agreement between the Government of the
 Republic of Liberia and Liberia Iron and Steel Corporation
Main entry under the heading for the government
Added entry under the heading for the corporation

21.35E. Protocols, amendments, etc.

21.35E1. Enter a separately published protocol, amendment, extension, or other agreement ancillary to a treaty, etc., under the heading for the basic agreement. Add uniform titles as instructed in 25.16B3.

21.35E2. Treat a general revision of a treaty, etc., as an independent work. Make an added entry under the heading for the revised treaty, etc., if the headings differ. Add uniform titles as appropriate.

21.35F. Collections

21.35F1. If a collection of treaties, etc., consists of those contracted between two parties, enter it under the heading for the one party in the same way as a single agreement between those parties (see 21.35A1, 21.35B–21.35E). Add uniform titles to the headings for the parties as instructed in 25.16A1. If such a collection has become known by a collective name, enter it under the uniform title for the name (see 25.16A1). Make an added entry under the heading for a compiler named prominently in the item being catalogued.

21.35F2. If a collection of treaties, etc., consists of those contracted between one party and two or more other parties, enter it under the heading for the one party. Make added entries under the headings for the other parties if there are two of them. Add uniform titles as instructed in 25.16A1 to the main and added entry headings for the parties. If such a collection has become known by a collective name, enter it under the uniform title for the name (see 25.16A1). Make an added entry under the heading for a compiler named prominently in the item being catalogued.

Treaties and other international agreements of the United
 States of America, 1776-1949 / compiled under the direction
 of Charles I. Bevans
Main entry under the heading for the United States with uniform title for the treaties
Added entry under the heading for Bevans

21.35F3. Enter any other collection of treaties, etc., as a collection (see 21.7).

21.36. COURT DECISIONS, CASES, ETC.

21.36A. Law reports

21.36A1. Reports of one court. Enter law reports of one court that are not ascribed to a reporter or reporters by name under:

- a) the heading for the court if the reports are issued by or under the authority of the court
- or* b) title if they are not.

Make an added entry under the heading for an editor or compiler named prominently in the item being catalogued. Make an added entry under the heading for the publisher if its responsibility extends beyond that of publication. Make an added entry under the heading for the court if it is not chosen as the main entry heading.

Canada Federal Court reports / editor, Florence Rosenfeld
(*Issued by the court*)

Main entry under the heading for the court

Added entry under the heading for Rosenfeld

Reports of cases argued and determined in the Court of Appeals of Arizona — St. Paul : West Pub. Co.

(*Publisher acts in an editorial capacity*)

Main entry under title

Added entries under the headings for the court and the publisher

Enter reports of one court that are ascribed to a reporter or to reporters by name under the heading for the court or under the heading for the reporter or first named reporter according to whichever is used as the basis for accepted legal citation practice in the country where the court is located. If that practice cannot be determined readily, enter under:

a) the heading for the court if the reports are issued by or under the authority of the court

or b) the heading for the reporter or first named reporter if they are not.

Make an added entry under the heading for the court or the reporter, whichever is not chosen as the main entry heading. Make an added entry under the heading for an editor, compiler, or additional reporter named prominently in the item being catalogued. Make an added entry under the heading for the publisher if its responsibility extends beyond that of publication.

Reports of cases determined in the Supreme Court of the state of California, October 23, 1969, to January 30, 1970 / Robert E. Formichi, reporter of decisions. — San Francisco : Bancroft-Whitney

(*Cited as California reports*)

Main entry under the heading for the court

Added entry under the heading for Formichi

Common bench reports : cases argued and determined in the Court of Common Pleas / [reported] by James Manning, T.C. Granger, and John Scott. — London : Benning

(*Cited as Manning, Granger & Scott*)

Main entry under the heading for Manning

Added entries under the headings for Granger, Scott, and the court

21.36A2. Reports of more than one court. Enter reports of more than one court under the heading for the reporter if responsible for the reports of all the cases reported. If there is more than one reporter, apply the instructions in 21.6. If the reporter(s) is not responsible for all the reports, or if no reporter is named in the chief source of information of the item being catalogued, enter under title. Make an added entry under the heading for the reporter named first in the chief source of information. Make added entries under the headings for the courts if there are two or three. If there are four or more, make an added entry under the heading for

the court named first in the chief source of information. Make an added entry under the heading for an editor or compiler or a corporate body involved in the publication named prominently in the item being catalogued unless, in the latter case, it functions solely as the publisher.

Reports of cases argued and determined in the Courts of Common Pleas, and Exchequer Chamber, and in the House of Lords ... / by John Bernard Bosanquet and Christopher Puller
Main entry under the heading for Bosanquet
Added entries under the headings for Puller and the courts (including the House of Lords)

Australian law reports : being reports of judgments of the High Court of Australia and the Judicial Committee of the Privy Council and of state supreme courts exercising federal jurisdiction, other federal courts and tribunals, together with selected cases from the Supreme Court of the Northern Territory and reports of the Supreme Court of the Australian Capital Territory (authorized by the judges) / editor, Robert Hayes
(The report for each case signed by its reporter)
Main entry under title
Added entries under the headings for Hayes and the High Court

21.36B. Citations, digests, etc.

21.36B1. Enter citations to, and digests and indexes of, court reports under the heading for the person responsible for them if that person is named prominently in the item being catalogued. Otherwise, enter under title. Make an added entry under the heading for a prominently named corporate body involved in the publication unless it functions solely as the publisher.

Connecticut digest, 1785 to date ... / by Richard H. Phillips
Main entry under the heading for Phillips

Michie's digest of Virginia and West Virginia reports ... / under the editorial supervision of A. Hewson Michie
Main entry under the heading for Michie

Atlantic reporter digest, 1764 to date ... covering Atlantic reporter and corresponding cases in the reports of the Atlantic States - St. Paul, Minn. : West Pub. Co., 1939-
(Publisher acts in an editorial capacity)
Main entry under title
Added entry under the heading for the publisher

21.36C. Particular cases

21.36C1. Proceedings in the first instance. Criminal proceedings. Enter the official proceedings and records of criminal trials, impeachments, courts-martial, etc., under the heading for the person or body prosecuted. If more than one person or body is prosecuted, apply the instructions in 21.6C. *Optionally*, add the appropriate legal designation (e.g., *defendant*, *libellee*) to the heading for a person or body prosecuted. Make an added entry under the heading

for the court or other adjudicating body. Make an added entry under the heading for a reporter named prominently in the item being catalogued. Do not make an added entry under the heading for the jurisdiction bringing the prosecution.

Report of the trial of Leavitt Alley, indicted for the murder of Abijah Ellis, in the Supreme Judicial Court of Massachusetts / reported by Franklin Fiske Heard

Main entry under the heading for Alley as defendant

Added entries under the headings for the court and Heard

Report of the trial of Brig. General William Hull, commanding the North-western Army of the United States, by a court martial held at Albany on Monday, 3rd January, 1814, and succeeding days / taken by Lieut. Col. Forbes

Main entry under the heading for Hull as defendant

Added entries under the headings for the court-martial and for Forbes

Report of the case of the steamship Meteor, libelled for alleged violation of the Neutrality Act ... / edited by F.V. Balch

Main entry under the heading for the ship as libellee

Added entries under the headings for the various courts whose actions are reported and for Balch

21.36C2. Proceedings in the first instance. Other proceedings. Enter the official proceedings and records of civil and other noncriminal proceedings in the first instance (including election cases) under the heading for the person or body bringing the action. If more than one person or body brings the action, apply the instructions in 21.6C. Make added entries under the headings for the persons or bodies on the opposing side if there are one, two, or three. If there are four or more persons or bodies on the opposing side, make an added entry under the heading for the one named first in the item being catalogued. *Optionally*, add the appropriate legal designation (e.g., *plaintiff*, *complainant*, *contestant*, *defendant*, *respondent*, *contestee*) to the heading for a party to the action. Make an added entry under the heading for the court or other adjudicating body. Make an added entry under the heading for a prominently named reporter.

The case of William Brooks versus Ezekiel Byam and others, in equity, in the Circuit Court of the United States, for the First Circuit-District of Massachusetts

Main entry under the heading for Brooks as complainant

Added entry under the heading for Byam as respondent

Added entry under the heading for the court

Contested election case of John A. Smith, contestant, v. Edwin Y. Webb, contestee, from the Ninth Congressional District of North Carolina, before Committee on Elections No. 2

Main entry under the heading for Smith as contestant

Added entry under the heading for Webb as contestee

Added entry under the heading for the committee

The Goodwin Film and Camera Company, complainant, vs.
 Eastman Kodak Company, defendant
(Case heard before the United States Circuit Court, Western District of New York)
Main entry under the heading for the Goodwin Film and Camera Company as
complainant
Added entry under the heading for the Eastman Kodak Company as defendant
Added entry under the heading for the court

21.36C3. Appeal proceedings. Enter the official proceedings and records of appeal proceedings in the same way as the proceedings in the first instance. *Optionally*, add the legal designation appropriate to the appeal to that appropriate in the first instance (e.g., *defendant-appellee, defendant-appellant*).

The Goodwin Film and Camera Company, complainant-appellee,
 vs. Eastman Kodak Company, defendant-appellant : transcript
 of record
(Appeal heard before the United States Circuit Court of Appeals for the Second
Circuit)
Main entry under the heading for the Goodwin Film and Camera Company as
complainant-appellee
Added entry under the heading for the Eastman Kodak Company as defendant-appellant
Added entry under the heading for the court

21.36C4. Indictments. Enter an indictment as instructed in 21.36C1.

Copy of an indictment (No. 1) in the Circuit Court of the
 United States in and for the Pennsylvania District of the
 Middle Circuit
(Indictment of William Duane)
Main entry under the heading for Duane as defendant
Added entry under the heading for the court

21.36C5. Charges to juries. Enter a charge to a jury under the heading for the court. Make an added entry under the heading for the judge delivering the charge. Make added entries under the headings for the first named party on each side, except for the jurisdiction in cases prosecuted by the jurisdiction. *Optionally*, add legal designations (see 21.36C1–21.36C3) to the added entry headings.

The charge of Judge Patterson [i.e., Paterson] to the jury
 in the case of Vanhorne's lessee against Dorrance : tried at
 a Circuit Court for the United States, held at Philadelphia,
 April term, 1795
(The lessee is not named)
Main entry under the heading for the court
Added entry under the heading for Dorrance as defendant
Added entries under the headings for Paterson and Van Horne

21.36C6. Judicial decisions. Enter a judgement or other decision of a court in a case under the heading for the court. Make an added entry under the heading for the first named party on

each side, except for the jurisdiction in cases prosecuted by the jurisdiction. *Optionally*, add legal designations (see 21.36C1–21.36C3) to the added entry headings.

Freedom of the press : opinion of the Supreme Court of the United States in the case of Alice Lee Grosjean, supervisor of public accounts for the state of Louisiana, appellant, v. American Press Company, Inc., et al.

Main entry under the heading for the court

Added entries under the headings for the American Press Company as plaintiff-appellee and Grosjean as defendant-appellant

21.36C7. Judicial opinions. Enter an opinion of a judge under the heading for the judge. Make an added entry under the heading for the first named party on each side, except for the jurisdiction in cases prosecuted by the jurisdiction. *Optionally*, add legal designations (see 21.36C1–21.36C3) to the added entry headings.

Dissenting opinion of Hon. Milton Sutliff, one of the judges : ex parte Simeon Bushnell : ex parte Charles Langston : on habeas corpus

(At head of title: Supreme Court of Ohio)

Main entry under the heading for Sutliff

Added entry under the heading for Bushnell as defendant

21.36C8. Records of one party. Enter a brief, plea, or other formal record of one party to a case under the heading for that party. If that party is not the one under which the proceedings of the trial would be entered (see 21.36C1–21.36C3), make an added entry under the heading for the other party (parties). *Optionally*, add legal designations (see 21.36C1–21.36C3) to the headings for the parties to the action. Make an added entry under the heading for the lawyer concerned.

George B. Morewood, John R. Morewood, Frederic R. Routh, respondents, appellants versus Lorenzo N. Enequist, libellant, appellee : brief for appellants on admiralty jurisdiction / Robert Dodge, attorney for appellants

(At head of title: Supreme Court of the United States, no. 132)

Main entry under the heading for G. Morewood as respondent-appellant

Added entries under the headings for J. Morewood as respondent-appellant, Routh as respondent-appellant, and Enequist as libellant-appellee

Added entry under the heading for Dodge

Enter a courtroom argument presented by a lawyer under the heading for the lawyer. Make an added entry under the heading for the party represented. If that party is not the one under which the proceedings of the trial would be entered (see 21.36C1–21.36C3), make an added entry under the heading for the other party (parties). *Optionally*, add legal designations (see 21.36C1–21.36C3) to the headings for the parties to the action.

Argument of Franklin B. Gowen, Esq., of counsel for the Commonwealth in the case of the Commonwealth vs. Thomas Munley, indicted in the Court of Oyer and Terminer of Schuylkill County, Pa., for the murder of Thomas Sanger ... / stenographically reported by R.A. West

Main entry under the heading for Gowen

Added entry under the heading for Munley as defendant

21.36C9. Collections. Enter a collection of the official proceedings or records of trials as a collection (see 21.7). Make added entries under the headings for the persons or bodies who are parties to all the trials if there are not more than three persons or bodies involved. *Optionally*, add legal designations (see 21.36C1–21.36C3) to the headings for the parties.

Certain Religious Publications

21.37. SACRED SCRIPTURES

21.37A. Enter a work that is accepted as sacred scripture by a religious group, or part of such a work, under title. When appropriate, use a uniform title as instructed in 25.17–25.18. Make an added entry under the heading for one, two, or three persons associated with the work and/or the item being catalogued. If there are four or more such persons, do not make added entries.

The Book of Mormon : an account written by the hand of
Mormon upon plates taken from the plates of Nephi /
translated by Joseph Smith, Jun.
Main entry under the uniform title for the work
Added entry under the heading for Smith

The Koran / translated from the Arabic by J.M. Rodwell
Main entry under the uniform title for the work
Added entry under the heading for Rodwell

The book of Isaiah
Main entry under the uniform title for the work
Added entry under the heading for Isaiah

21.37B. Treat a harmony of different scriptural passages as an edition of the passages harmonized. Make an added entry under the heading for the harmonizer. For harmonies accompanied by commentary, see 21.13.

The life of Our Lord / compiled from the Gospels of the
four Evangelists and presented in the very words of the
Scriptures as one continuous narrative by Reginald G.
Ponsonby
Main entry under the uniform title for the Gospels
Added entry under the heading for Ponsonby

21.38. THEOLOGICAL CREEDS, CONFESSIONS OF FAITH, ETC.

21.38A. Enter a theological creed, confession of faith, etc., accepted by more than one denominational body under title. When appropriate, use a uniform title as instructed in 25.19B. Make an added entry under the heading for one, two, or three persons or corporate

bodies associated with the work and/or item being catalogued. If there are four or more such persons or bodies, do not make added entries.

The Assembly's Shorter catechism as used in the
Presbyterian Church in the United States
(The catechism of the Westminster Assembly of Divines)
Main entry under the uniform title for the Shorter catechism
Added entries under the headings for the church and the Westminster Assembly of
Divines

The Augsburg Confession / translated ... by Richard Taverner
... edited for the use of the Joint Committee of the General
Council, the General Synod, and the United Synod of the
South ... by Henry E. Jacobs
Main entry under the uniform title for the Augsburg Confession
Added entries under the headings for Taverner, the Joint Committee, and Jacobs

21.39. LITURGICAL WORKS

21.39A. General rule

21.39A1. Enter a liturgical work¹¹ under the heading for the church or denominational body to which it pertains. When appropriate, add a uniform title as instructed in 25.19–25.23 to the main entry heading. If the work is special to the use of a particular body within the church (e.g., a diocese, cathedral, monastery, religious order), make an added entry under the heading for that body.

The book of common worship as authorised by the Synod 1962
(Liturgical work of the Church of South India)
Main entry under the heading for the church with uniform title for the work

Horae diurnae Breviarii Romani ex decreto sacrosancti
Concilii Tridentini restituti
Main entry under the heading for the Catholic Church with uniform title for the work

Missale ad vsum sacri et canonici Ordinis
Praemonstratensis
Main entry under the heading for the Catholic Church with uniform title for the work
Added entry under the heading for the order

Common service book of the Lutheran church / authorized by
the United Lutheran Church in America
Main entry under the heading for the United Lutheran Church with uniform title for the
work

The coronation service of Her Majesty Queen Elizabeth II
Main entry under the heading for the Church of England with uniform title for the work

¹¹ *Liturgical work* includes officially sanctioned or traditionally accepted texts of religious observance, books of obligatory prayers to be offered at stated times, calendars and manuals of performance of religious observances, and prayer books known as "books of hours."

21.39A2. Enter an item consisting of readings from sacred scriptures intended for use in a religious service as instructed in 21.39A1. However, enter a single passage from a sacred scripture used in religious services as instructed in 21.37.

Epistles and Gospels for Sundays and holy days / prepared,
with the addition of brief exegetical notes, by the Catholic
Biblical Association of America

Main entry under the heading for the Catholic Church with uniform title for the work

Proper lessons for the Sundays and holy days throughout
the year

*(Published with The book of common prayer . . . according to the use of the
Protestant Episcopal Church in the United States of America)*

Main entry under the heading for the church with uniform title for the work

Miserere mei, Deus : Psalm LI : the morning prayer (Day
10) of the Church of England

Main entry under the uniform title for Psalm LI

Added entry under the heading for the church

21.39A3. Enter the following types of works as instructed in the general rules (21.1–21.7):

- a) books intended for private devotions (*but* enter prayer books known as “books of hours” as liturgical works)
- b) hymnals for congregations and choirs
- c) proposals for orders of worship not officially approved
- d) unofficial manuals
- e) programmes of religious services
- f) lectionaries without scriptural texts.

21.39B. Liturgical works of the Orthodox Eastern Church

21.39B1. Enter a liturgical work in the original language of the liturgy published for the use of a national Orthodox Church or another autocephalous body within the Orthodox Eastern Church as instructed in 21.39A1.

Trebnik. – Sofiā : Sv. Sinod na Bŭlgarskata tsŭrkva
(Romanized title and publication details)

Main entry under the heading for the Bulgarian church with uniform title for the work

Enter any other Orthodox liturgical work under the heading for the church as a whole. When appropriate, add a uniform title as instructed in 25.19–25.23 to the main entry heading.

The ferial Menaion, or, The book of services for the
twelve great festivals and the New-Year’s Day / translated
from a Slavonian edition

*Main entry under the heading for the Orthodox Eastern Church with uniform title for
the work*

21.39C. Jewish liturgical works

21.39C1. Enter a Jewish liturgical work under its title. When appropriate, use a uniform title as instructed in 25.21–25.22. If the work is special to the use of a particular body (association, congregation, synagogue, etc.), make an added entry under the heading for that body.

The Jewish marriage service ...
Main entry under title

Services of the heart : weekday, Sabbath, and festival
services and prayers for home and synagogue / Union of
Liberal and Progressive Synagogues

Main entry under title
Added entry under the heading for the union

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Choice of Name

22.1. GENERAL RULE

22.1A. In general, choose, as the basis of the heading for a person, the name by which he or she is commonly known. This may be the person's real name, pseudonym, title of nobility, nickname, initials, or other appellation. Treat a roman numeral associated with a given name (as, for example, in the case of some popes, royalty, and ecclesiastics) as part of the name.

For the treatment of the names of authors using one or more pseudonyms or a real name and one or more pseudonyms, see 22.2B. For the form of name used in headings, see 22.4–22.16.

- Caedmon
 William Shakespeare
 D.W. Griffith
not David Wark Griffith
 Jimmy Carter
not James Earl Carter
 Capability Brown
not Lancelot Brown
 Anatole France
not Jacques-Anatole Thibault
 Ouida
not Marie Louise de la Ramée
 H.D.
not Hilda Doolittle
 Giorgione
not Giorgio Barbarelli
 Fra Angelico
not Giovanni da Fiesole
 Guido da Siena
 Maria Helena
not Maria Helena Vaquinhas de Carvalho
 Duke of Wellington
not Arthur Wellesley
 John Julius Norwich
not Viscount Norwich
 Sister Mary Hilary
 Sister Mary Joseph Cahill
 Queen Elizabeth II
 Pope John Paul II
 Patriarch Maximos V
 Duke Robert III

22.1B. Determine the name by which a person is commonly known from the chief sources of information (see 1.0A) of works by that person issued in his or her language. If the person works in a nonverbal context (e.g., a painter, a sculptor) or is not known primarily as an author, determine the name by which he or she is commonly known from reference sources¹ issued in his or her language or country of residence or activity.

1. *Reference sources*, as used in this chapter, includes books and articles written about a person.

22.1C. Include any titles of nobility or terms of honour (see also 22.12) or words or phrases (see also 22.8 and 22.16) that commonly appear either wholly or in part in association with names that do not include a surname. Omit such titles, terms, words, or phrases from any name that does include a surname (see also 22.5 and 22.15) unless the name consists only of a surname (see 22.15A) or the name is of a married woman identified only by her husband's name and a term of address (see 22.15B1). Include all terms of rank in headings for nobles when the term commonly appears with the name in works by the person or in reference sources (see 22.6 and 22.12). If an apparent addition to a name including a surname is in fact an intrinsic part of the name, as determined from reference sources or from works by or about that person, include the title. For the treatment of other terms appearing in association with the name, see 22.19B.

Viscountess Astor
 Richard, Duke of York
 Fra Bartolommeo
 Andrea del Castagno
 Otto Fürst von Bismarck
 Richard Acland
not Sir Richard Acland
 Olga Maitland
not Lady Olga Maitland
 Miss Read
 Mrs. Humphry Ward

22.1D. Diacritical marks and hyphens

22.1D1. Accents, etc. Include accents and other diacritical marks appearing in a name. Supply them if it is certain that they are integral to a name but have been omitted in the source(s) from which the name is taken.

Jacques Lefèvre d'Étaples
 Éliphas Lévi
(Sometimes appears without diacritical marks)

22.1D2. Hyphens. Retain hyphens between given names if they are used by the bearer of the name.

Gian-Carlo Menotti
 Jean-Léon Jaurès

Include hyphens in romanized names if they are prescribed by the romanization system adopted by the cataloguing agency.

Ch'oe Sin-dök
 Jung-lu
 Li Fei-kan

Omit a hyphen that joins one of a person's forenames to the surname.

Lucien Graux
 (Name appears as: Lucien-Graux)

22.2. CHOICE AMONG DIFFERENT NAMES

22.2A. Predominant name

22.2A1. If a person (other than one using a pseudonym or pseudonyms, see 22.2B) is known by more than one name, choose the name by which the person is clearly most commonly known, if there is one. Otherwise, choose one name or form of name according to the following order of preference:

- a) the name that appears most frequently in the person's works
- b) the name that appears most frequently in reference sources
- c) the latest name.

22.2B. Pseudonyms

22.2B1. One pseudonym. If all the works by one person appear under one pseudonym, choose the pseudonym. If the real name is known, make a reference from the real name to the pseudonym.

Yukio Mishima
not Kimitake Hiraoka

George Orwell
not Eric Arthur Blair

Martin Ross
not Violet Frances Martin

Nevil Shute
not Nevil Shute Norway

Woody Allen
not Allen Stewart Konigsberg

For the treatment of a pseudonym used jointly by two or more persons, see 21.6D.

22.2B2. Separate bibliographic identities. If a person has established two or more bibliographic identities, as indicated by the fact that works of one type appear under one pseudonym and works of other types appear under other pseudonyms or the person's real name, choose, as the basis for the heading for each group of works, the name by which works in that group are identified. Make references to connect the names (see 26.2C and 26.2D). In case of doubt, do not consider a person to have separate bibliographic identities (for contemporary authors see also 22.2B3).

J.I.M. Stewart
 (Real name used in "serious" novels and critical works)
 Michael Innes
 (Pseudonym used in detective novels)

C. Day-Lewis
(Real name used in poetic and critical works)
 Nicholas Blake
(Pseudonym used in detective novels)
 Charles L. Dodgson
(Real name used in works on mathematics and logic)
 Lewis Carroll
(Pseudonym used in literary works)

22.2B3. Contemporary authors. If a contemporary author uses more than one pseudonym or his or her real name and one or more pseudonyms, use, as the basis for the heading for each work, the name appearing in it. Make references to connect the names (see 26.2C and 26.2D).

Ed McBain
 Evan Hunter
(Pseudonyms used by the same person)

Philippa Carr
 Victoria Holt
 Kathleen Kellow
 Jean Plaidy
 Ellallice Tate
(Pseudonyms used by the same person)

Howard Fast
(Real name used in some works)
 E.V. Cunningham
(Pseudonym used in some works)

Molly Keane
(Real name used in some works)
 M.J. Farrell
(Pseudonym used in some works)

Denys Watkins-Pitchford
(Real name used in some works)
 BB
(Pseudonym used in some works)

Kingsley Amis
(Real name used in most works)
 Robert Markham
(Pseudonym used in one work)

If, in the works of contemporary authors, different names appear in different editions of the same work or two or more names appear in one edition, choose, for all editions, the name most frequently used in editions of the work. If that cannot be determined readily, choose the name appearing in the latest available edition of the work. Make name-title references from the other name or names (see 26.2B1).

The rising tide / M.J. Farrell
(Two editions known. The later published under the name Molly Keane)
 Use Molly Keane as the basis for the heading
 Make a name-title reference using M.J. Farrell as the basis for the reference

Cut thin to win / Erle Stanley Gardner as A.A. Fair
(Two editions known. One published under the name A.A. Fair, the later as above)

Use Erle Stanley Gardner as the basis for the heading

Make a name-title reference using A.A. Fair as the basis for the reference

22.2B4. If a person using more than one pseudonym or his or her real name and one or more pseudonyms

neither has established separate bibliographic identities (see 22.2B2)

nor is a contemporary author (see 22.2B3)

choose, as the basis for the heading, the name by which that person has come to be identified in later editions of his or her works, in critical works, or in other reference sources² (in that order of preference). Make references from other names.

Shimei Futabatei

not Tatsunosuke Hasegawa

R.S. Surtees

not Author of Mr. Sponge's sporting tour

22.2C. Change of name

22.2C1. If a person (other than one using a pseudonym or pseudonyms) has changed his or her name, choose the latest name or form of name unless there is reason to believe that an earlier name will persist as the name by which the person is better known. Follow the same rule for a person who has acquired and become known by a title of nobility (see also 22.6).

Dorothy Belle Hughes

not Dorothy Belle Flanagan
(Name used in works before author's marriage)

Sister Mary Just

not Florence Didiez David
(Name used in works before author entered a religious order)

Éloi-Gérard Talbot

not Frère Éloi-Gérard
(Name without surname originally used in works)

Akiko Yosano

not Akiko Hō
(Name used in works before author's marriage)

Jacqueline Onassis

not Jacqueline Bouvier
 Jacqueline Kennedy
(Names used before marriage and during first marriage)

Ford Madox Ford

not Ford Madox Hueffer
(Name changed from Hueffer to Ford)

2. Disregard reference sources that always enter persons under their real names.

- Muhammad Ali
not Cassius Clay
 (Name changed from Cassius Clay to Muhammad Ali)
- Earl of Longford
not Francis Aungier Pakenham
 (Known successively by personal name, title as baron, and title as earl; best known by latest title)
- Benjamin Disraeli
not Earl of Beaconsfield
 (Title acquired late in life; better known by earlier name)

22.3. CHOICE AMONG DIFFERENT FORMS OF THE SAME NAME

22.3A. Fullness

22.3A1. If the forms of a name vary in fullness, choose the form most commonly found. As required, make references from the other form(s).

J. Barbey d'Aurevilly
 (Most common form: J. Barbey d'Aurevilly)
 (Occasional forms: Jules Barbey d'Aurevilly; Jules-Amédée Barbey d'Aurevilly)
 (Rare form: J.-A. Barbey d'Aurevilly)

Morris West
 (Most common form: Morris West)
 (Occasional form: Morris L. West)

Juan Valera
 (Most common form: Juan Valera)
 (Occasional form: Juan Valera y Alcalá Galiano)

If no one form predominates, choose the latest form. In case of doubt about which is the latest form, choose the fuller or fullest form.

22.3B. Language

22.3B1. Persons using more than one language. If the name of a person who has used more than one language appears in different language forms in his or her works, choose the form corresponding to the language of most of the works.

- George Mikes
not György Mikes
- Philippe Garigue
not Philip Garigue

If, however, one of the languages is Latin or Greek, apply 22.3B2.

In case of doubt, choose the form most commonly found in reference sources of the person's country of residence or activity. For persons identified by a well-established English form of name, see 22.3B3. If the name chosen is written in a nonroman script, see 22.3C.

22.3B2. Names in vernacular and Greek or Latin forms. If a name occurs in reference sources and/or in the person's works in a Greek or Latin form as well as in a form in the person's vernacular, choose the form most commonly found in reference sources.

- Sixt Birck
not Xystus Betulius
- Hugo Grotius
not Hugo de Groot
- Philipp Melanchthon
not Philipp Schwarzerd
- Friedrich Wilhelm Ritschl
not Fridericus Ritschelius

In case of doubt, choose the Latin or Greek form for persons who were active before, or mostly before, A.D. 1400. For persons active after that date, choose the vernacular form.

- Guilelmus Arvernus
not Guillaume d'Auvergne
 (*Died 1249*)
- Giovanni da Imola
not Joannes de Imola
 (*Died 1436*)

22.3B3. Names written in the roman alphabet and established in an English form. Choose the English form of name for a person entered under given name, etc. (see 22.8) or for a Roman of classical times (see 22.9A) whose name has become well established in an English form in English-language reference sources.

- Saint Francis of Assisi
not San Francesco d'Assisi
- Pope John XXIII
not Joannes Papa XXIII
- Horace
not Quintus Horatius Flaccus
- Pliny the Elder
not C. Plinius Secundus
- Charles V
not Karl V
 Carlos I
- King Philip II
not Rey Felipe II
- John Sobieski
not Jan III Sobieski

In case of doubt, use the vernacular or Latin form.

- Sainte Thérèse de Lisieux
not Saint Theresa of Lisieux

22.3B4. Other names. In all cases of names found in different language forms and not covered by 22.3B1–22.3B3, choose the form most frequently found in reference sources of the person's country of residence or activity.

Hildegard Knef
not Hildegarde Neff

22.3C. Names written in a nonroman script³

22.3C1. Persons entered under given name, etc. Choose the form of name that has become well-established in English-language reference sources for a person entered under given name, etc. (see 22.8) whose name is in a language written in a nonroman script. If variant English-language forms are found, choose the form that occurs most frequently. As required, make references from other forms.

Alexander the Great
not Alexandros ho Megas

Avicenna
not al-Ḥusayn ibn 'Abd Allāh ibn Sīnā

Empress Catherine II
not Imperatrit̄sa Ekaterina II

Confucius
not K'ung-tzu

Homer
not Homeros
 Homerus

Isaiah the Prophet
not Yesha'yahu

Maimonides
not Moses ben Maimon
 Mosheh ben Maimon

Theodore Metochites
not Theodōros Metochitēs

Omar Khayyam
not 'Umar Khayyām

King Paul I
not Vasileus Paulos I

If no English romanization is found, or if no one romanization predominates, romanize the name according to the table for the language adopted by the cataloguing agency.

3. Systematic romanizations used in the examples in this chapter follow the tables (published by the Library of Congress in *Cataloging Service*, bulletin 118-) adopted jointly by the American Library Association, the Canadian Library Association, and the Library of Congress.

22.3C2. Persons entered under surname.⁴ If the name of a person entered under surname (see 22.5) is written in a nonroman script, romanize the name according to the table for the language adopted by the cataloguing agency. Add vowels to names that are not vocalized. As required, make references from other romanized forms.

	Lin Yü-t'ang
<i>not</i>	Lin Yutang
	Jamāl 'Abd al-Nāṣir
<i>not</i>	Gamal Abdel Nasser
	P.S. Irāmaccantiran
<i>not</i>	P.S. Ramachandran
	Yi Sūng-man
<i>not</i>	Syngman Rhee
	A.N. Skriābin
<i>not</i>	A.N. Scriabin
	Evgeniĭ Evtushenko
<i>not</i>	Yevgeny Yevtushenko
	Mosheh Dayan
<i>not</i>	Moshe Dayan
	Shelomit Kohen
<i>not</i>	Shlomit Cohen

4. *Alternative rule.* This alternative rule may be applied selectively language by language.

Persons entered under surname. Choose the romanized form of name that has become well-established in English-language reference sources for a person entered under surname (see 22.5) whose name is in a language written in a nonroman script. For a person who uses Hebrew or Yiddish and whose name is not found to be well-established in English-language reference sources, choose the romanized form appearing in his or her works.

If variant romanized forms are found in English-language reference sources, choose the form that occurs most frequently. As required, make references from other romanized forms.

	Lin Yutang
<i>not</i>	Lin Yü-t'ang
	Gamal Abdel Nasser
<i>not</i>	Jamāl 'Abd al-Nāṣir
	P.S. Ramachandran
<i>not</i>	P.S. Irāmaccantiran
	Syngman Rhee
<i>not</i>	Yi Sūng-man
	A.N. Scriabin
<i>not</i>	A.N. Skriābin
	Yevgeny Yevtushenko
<i>not</i>	Evgeniĭ Evtushenko
	Moshe Dayan
<i>not</i>	Mosheh Dayan
	Shlomit Cohen
<i>not</i>	Shelomit Kohen

If the name of a person is found only in a romanized form in his or her works, use it as found.

Ghaoutsi Bouali
not Ghawthi 'Abū 'Alī

If such a person's name is found in more than one romanized form in his or her works, choose the form that occurs most frequently.

If a name is written in more than one nonroman script, romanize it according to the table for the original language of most of the works. As required, make references from other romanized forms.

'Alī Muḥammad Irtizā
not 'Alī Muḥammad Irtiḍā
 (*Wrote primarily in Persian but also in Arabic*)

Raghunātha Sūri
not Irakunātasūri
 (*Wrote primarily in Sanskrit but also in Tamil*)

In case of doubt as to which of two or more languages written in the Arabic script should be used for the romanization, base the choice on the nationality of the person or the language of the area of residence or activity. If these criteria do not apply, choose (in this order of preference): Urdu, Arabic, Persian, any other language.

22.3D. Spelling

22.3D1. If variant spellings of a person's name are found and these variations are not the result of different romanizations, choose the form resulting from an official change in orthography, or, if this does not apply, choose the predominant spelling. In case of doubt, choose the spelling found in the first item catalogued. For spelling differences resulting from different romanizations, see 22.3C.

Entry Element

22.4. GENERAL RULE

22.4A. If a person's name (chosen according to 22.1–22.3) consists of several parts, select as the entry element that part of the name under which the person would normally be listed in authoritative alphabetic lists⁵ in his or her language or country of residence or activity. In applying this general rule, follow the instructions in 22.5–22.9. If, however, a person's preference is known to be different from the normal usage, follow that preference in selecting the entry element.

22.4B. Order of elements

22.4B1. If the entry element is the first element of the name, enter the name in direct order.

Ram Gopal

⁵ *Authoritative alphabetic lists* means publications of the “who's who” type, not telephone directories or similar compilations.

22.4B2. If the first element is a surname, follow it by a comma.

Chiang, Kai-shek
 (Name: Chiang Kai-shek)
 (Surname: Chiang)

Molnár, Ferenc
 (Name: Molnár Ferenc)
 (Surname: Molnár)

Trịnh, Văn Thanh
 (Name: Trịnh Văn Thanh)
 (Surname: Trịnh)

22.4B3. If the entry element is not the first element of the name, transpose the elements of the name preceding the entry element. Follow the entry element by a comma.

Cassatt, Mary
 (Name: Mary Cassatt)

22.4B4. If the entry element is the proper name in a title of nobility (see 22.6), follow it by the personal name in direct order and then by the part of the title denoting rank. Precede the personal name and the part of the title denoting rank by commas.

Leighton, Frederick Leighton, Baron
Caradon, Hugh Foot, Baron

22.5. ENTRY UNDER SURNAME

22.5A. General rule

22.5A1. Enter a name containing a surname or consisting only of a surname under that surname unless subsequent rules (e.g., 22.6, 22.10, 22.28) provide for entry under a different element.

Bernhardt, Sarah
Fitzgerald, Ella
Byatt, A.S.
Ching, Francis K.W.
Mantovani

If the surname is represented by an initial, but at least one element of the name is given in full, enter under the initial that represents the surname.

G., Michael

22.5B. Element other than the first treated as a surname⁶

22.5B1. If the name does not contain a surname but contains an element that identifies the individual and functions as a surname, enter under this element followed by a comma and the rest of the name.

6. For Islamic names, see 22.22, 22.26C1a, and 22.27.

Hus, Jan
 Maḥfūz, Ḥusayn 'Alī
 al-Bāshā, 'Abd al-Raḥmān
 Alī, Muhammad
 (*The American boxer*)
 X, Malcolm
 Kurd 'Alī, Muḥammad

22.5C. Compound surnames

22.5C1. Preliminary rule. The following rules deal with the entry of surnames consisting of two or more proper names (referred to as “compound surnames”) and names that may or may not contain compound surnames. Apply the rules in the order given. Refer from elements of compound surnames not chosen as the entry element.

22.5C2. Preferred or established form known. Enter a name containing a compound surname under the element by which the person bearing the name prefers to be entered.⁷ If this is unknown, enter the name under the element under which it is listed in reference sources⁸ in the person’s language or country of residence or activity.

Fénelon, François de Salignac de La Mothe-
 Lloyd George, David
 (*Paternal surname: George*)
 Machado de Assis, Joaquim Maria
 (*Paternal surname: de Assis*)

22.5C3. Hyphenated surnames. If the elements of a compound surname are regularly or occasionally hyphenated, enter under the first element (see also 22.5E1).

Day-Lewis, C.
 Enäjärvi-Haavio, Elsa
 Chaput-Rolland, Solange
 Henry-Bordeaux, Paule
 Lykke-Seest, Hans
 Landová-Štychová, Luisa

7. Take regular or occasional initializing of an element preceding a surname as an indication that that element is not used as part of the surname.

Chavarri, Eduardo López
 (*Name sometimes appears as: Eduardo L. Chavarri*)
 Szentpál, Mária Sz.
 (*Name appears as: Sz. Szentpál Mária*)
 (*Husband’s surname: Szilágyi*)
 Campbell, Julia Morilla de
 (*Name sometimes appears as: Julia M. de Campbell*)

8. Disregard reference sources that list compound surnames in a uniform style regardless of preference or customary usage.

22.5C4. Other compound surnames, except those of married women whose surname consists of surname before marriage and husband's surname. Enter under the first element of the compound surname unless the person's language is Portuguese. If the person's language is Portuguese, enter under the last element.

Janković Mirijevski, Teodor
 Friis Møller, Kai
 Huber Noodt, Ulrich
 Johnson Smith, Geoffrey
 Hungry Wolf, Adolf
 Castres Saint Martin, Gaston
 Strauss und Torney, Lulu von
 Halasy Nagy, József
 Kőrösi Csoma, Sándor
 Imbriani Poerio, Matteo Renato
 Smitt Ingebretsen, Herman
 Budai Deleanu, Ion
 Cotarelo y Mori, Emilio

but Silva, Ovidio Saraiva de Carvalho e

22.5C5. Other compound surnames. Married women whose surname consists of surname before marriage and husband's surname. Enter under the first element of the compound surname (regardless of its nature) if the person's language is Czech, French, Hungarian, Italian, or Spanish. In all other cases, enter under the husband's surname. For hyphenated names, see 22.5C3.

Semetkayné Schwanda, Magda
 (*Language of person: Hungarian*)
 Bonacci Brunamonti, Alinda
 (*Language of person: Italian*)
 Molina y Vedia de Bastianini, Delfina
 (*Language of person: Spanish*)

but

Figueiredo, Adelpha Silva Rodrigues de
 (*Language of person: Portuguese*)
 Stowe, Harriet Beecher
 (*Language of person: English*)
 Wang Ma, Hsi-ch'un
 (*Language of person: Chinese*)

22.5C6. Nature of surname uncertain. If a name has the appearance of a compound surname but its nature is not certain, treat it as a compound surname unless the language of the person is English, Danish, Faroese, Norwegian, or Swedish.

If the person's language is English, enter under the last part of the name and do not refer from the preceding part unless the name has been treated as a compound surname in reference sources.

Adams, John Crawford

Robertson, E. Arnot

If the person's language is Danish, Faroese, Norwegian, or Swedish, enter under the last part of the name and refer from the preceding part.

Mahrt, Haakon Bugge

x Bugge Mahrt, Haakon

Olsen, Ib Spang

x Spang Olsen, Ib

22.5C7. Place names added to surnames. Treat a place name added to a person's surname and connected to it by a hyphen as part of the surname (see 22.5C3).

Müller-Breslau, Heinrich

22.5C8. Words indicating relationship following surnames. Treat *Filho*, *Junior*, *Neto*, *Netto*, or *Sobrinho* following a Portuguese surname as part of the surname.

Castro Sobrinho, Antonio Ribeiro de

Marques Junior, Henrique

Omit similar terms (e.g., *Jr.*, *Sr.*, *filis*, *père*) occurring in languages other than Portuguese. If such a term is required to distinguish between two or more identical names, add it as instructed in 22.19B.

22.5D. Surnames with separately written prefixes

22.5D1. Articles and prepositions. If a surname includes an article or preposition or combination of the two, enter under the element most commonly used as entry element in alphabetically arranged directories, etc., in the person's language or country of residence or activity. The rules listed under languages and language groups below summarize entry element practice.

If such a name is listed in a nonstandard fashion in reference sources in the person's language or country of residence, enter under the entry element used in those sources.

If a person has used two or more languages, enter the name according to the language of most of that person's works. In case of doubt, follow the rules for English if English is one of the languages. Otherwise, if the person is known to have changed his or her country of residence, follow the rules for the language of the adopted country. As a last resort, follow the rules for the language of the name.

Languages and language groups:

AFRIKAANS. Enter under the prefix.

De Villiers, Anna Johanna Dorothea

Du Toit, Stephanus Johannes

Van der Post, Christiaan Willem Hendrik

Von Wielligh, Gideon Retief

CZECH AND SLOVAK. If the surname consists of a place name in the genitive case preceded by *z*, enter under the part following the prefix. Refer from the place name in the nominative case. Omit the *z* from the reference.

Žerotína, Karel *z*
 x Žerotín, Karel

DANISH. See Scandinavian languages.

DUTCH. If the surname is Dutch, enter under the part following the prefix unless the prefix is *ver*. In that case, enter under the prefix.

Aa, Pieter van der
 Beeck, Leo op de
 Braak, Menno ter
 Brink, Jan ten
 Driessche, Albert van
 Hertog, Ary den
 Hoff, Jacobus Henricus van 't
 Wijngaert, Frank van den
 Winter, Karel de
 Ver Boven, Daisy

If the surname is not Dutch, enter the name of a Netherlander under the part following the prefix and the name of a Belgian according to the rules for the language of the name.

Faille, Jacob Baart de la
 (Netherlander)
 Long, Isaäc le
 (Netherlander)
 Du Jardin, Thomas
 (Belgian; French name)

ENGLISH. Enter under the prefix.

À Beckett, Gilbert Abbott
 D'Anvers, Knightley
 De Morgan, Augustus
 De la Mare, Walter
 Du Maurier, Daphne
 Le Gallienne, Richard
 Van Buren, Martin
 Von Braun, Wernher

FLEMISH. See Dutch.

FRENCH. If the prefix consists of an article or of a contraction of an article and a preposition, enter under the prefix.

Le Rouge, Gustave
 La Bruyère, René
 Du Méril, Édélestand Pontas
 Des Granges, Charles-Marc

Otherwise, enter under the part of the name following the preposition.

Aubigné, Théodore Agrippa d'
 Musset, Alfred de
 La Fontaine, Jean de

GERMAN. If the name is German and the prefix consists of an article or of a contraction of an article and a preposition, enter under the prefix.

Am Thym, August
 Aus'm Weerth, Ernst
 Vom Ende, Erich
 Zum Busch, Josef Paul
 Zur Linde, Otto

Follow the same rule for Dutch names with a prefix consisting of an article or of a contraction of an article and a preposition.

De Boor, Hans Otto
 (*Name of Dutch origin*)
 Ten Bruggencate, Paul
 (*Name of Dutch origin*)

Enter other German and Dutch names under the part of the name following the prefix.

Goethe, Johann Wolfgang von
 Mühl, Peter von der
 Urff, Georg Ludwig von und zu

Enter names that are neither German nor Dutch according to the rules for the language of the name.

Du Bois-Reymond, Emil
 Le Fort, Gertrud

ITALIAN. Enter modern names under the prefix.

A Prato, Giovanni
 D'Arienzo, Nicola
 Da Ponte, Lorenzo
 De Amicis, Pietro Maria

Del Lungo, Isidoro
 Della Volpaia, Eufrosino
 Di Costanzo, Angelo
 Li Greci, Gioacchino
 Lo Savio, Niccolò

For medieval and early modern names, consult reference sources about whether a prefix is part of a name. If a preposition is sometimes omitted from the name, enter under the part following the preposition. *De*, *de'*, *degli*, *dei*, and *de li* occurring in names of the period are rarely part of the surname.

Alberti, Antonio degli
 Anghiera, Pietro Martire d'
 Medici, Lorenzo de'

Do not treat the preposition in an Italian title of nobility used as an entry element (see 22.6A) as a prefix.

NORWEGIAN. See Scandinavian languages.

PORTUGUESE. Enter under the part of the name following the prefix.

Fonseca, Martinho Augusto da
 Santos, João Adolpho dos

ROMANIAN. Enter under the prefix unless it is *de*. In that case, enter under the part of the name following the prefix.

A Mariei, Vasile
 Pușcariu, Emil de

SCANDINAVIAN LANGUAGES. Enter under the part of the name following the prefix if the prefix is of Scandinavian, German, or Dutch origin (except for the Dutch *de*). If the prefix is the Dutch *de* or is of another origin, enter under the prefix.

Hallström, Gunnar Johannes af
 Linné, Carl von
 De Geer, Gerard
 De la Gardie, Magnus Gabriel
 La Cour, Jens Lassen

SLOVAK. See Czech and Slovak.

SPANISH. If the prefix consists of an article only, enter under it.

Las Heras, Manuel Antonio

Enter all other names under the part following the prefix.

Figueroa, Francisco de

Casas, Bartolomé de las
Río, Antonio del

SWEDISH. See Scandinavian languages.

22.5D2. Other prefixes. If the prefix is neither an article, nor a preposition, nor a combination of the two, enter under the prefix.

'Abd al-Ḥamīd, Aḥmad
Abū Zahrah, Muḥammad
Āl Yāsīn, Muḥammad Ḥasan
Ap Rhys Price, Henry Edward
Ben Maẓr, Berl
Ó Faoláin, Seán
Mac Muireadach, Niall Mór

22.5E. Prefixes hyphenated or combined with surnames

22.5E1. If the prefix is regularly or occasionally hyphenated or combined with the surname, enter the name under the prefix. As required, refer from the part of the name following the prefix.

FitzGerald, David
MacDonald, William
Têr-Pōghosian, Petros
Debure, Guillaume
x Bure, Guillaume de
Fon-Lampe, A. A.
x Lampe, A. A. Fon-

22.5F. Members of royal houses entered under surname, etc.

22.5F1. Enter the name of a member of a royal house no longer reigning or of a royal house that has lost or renounced its throne, and who is no longer identified as royalty, under surname or the part of the name by which he or she is identified in his or her works or in reference sources (e.g., name of the house or dynasty, territorial title) if there is no surname. Add titles that the person still uses as instructed in 22.12. Refer from the given name followed by the title as instructed in 22.16A1–22.16A4.

Bernadotte, Folke
x Bernadotte af Wisborg, Folke, greve
x Folke, Count Bernadotte of Wisborg
x Wisborg, Folke Bernadotte, greve af
Habsburg, Otto
x Otto, Archduke of Austria
Hohenzollern, Franz Joseph, Fürst von
x Franz Joseph, Prince of Hohenzollern

Paris, Henri, comte de
 x Henri, Count of Paris

Wied, Maximilian, Prinz von
 x Maximilian, Prince of Wied

22.6. ENTRY UNDER TITLE OF NOBILITY

22.6A. General rule

22.6A1. Enter under the proper name in a title of nobility (including courtesy titles) if the person is commonly known by that title. Apply this rule to those persons who:

- a) use their titles rather than their surnames in their works
- or b) are listed under their titles in reference sources.⁹

Follow the proper name in the title by the personal name (excluding unused forenames) in direct order and the term of rank¹⁰ in the vernacular. Omit the surname and term of rank if the person does not use a term of rank or a substitute for it. Refer from the surname (see 26.2A3) unless the proper name in the title is the same as the surname.

Byron, George Gordon Byron, Baron

Macaulay, Thomas Babington Macaulay, Baron

Nairne, Carolina Nairne, Baroness

Abrantès, Laure Junot, duchesse d'
 x Junot, Laure, duchesse d'Abrantès

Bolingbroke, Henry St. John, Viscount
 x St. John, Henry, Viscount Bolingbroke

Cavour, Camillo Benso, conte di
 x Benso, Camillo, conte di Cavour

Willoughby de Broke, Richard Greville Verney, Baron
 x Broke, Richard Greville Verney, Baron Willoughby de
 x Verney, Richard Greville, Baron Willoughby de Broke

Winchilsea, Anne Finch, Countess of
 x Finch, Anne, Countess of Winchilsea

Monluc, Blaise de
 (Name appears as: Blaise de Monluc)
 x Lasseran Massencome, Blaise de, seigneur de Monluc
 x Massencome, Blaise de Lasseran, seigneur de Monluc

Norwich, John Julius
 (Name appears as: John Julius Norwich)
 x Cooper, John Julius, Viscount Norwich

9. Disregard reference sources that list members of the nobility either all under title or all under surname.

10. The terms of rank in the United Kingdom peerage are *duke*, *duchess*, *marquess (marquis)*, *marchioness*, *earl*, *countess*, *viscount*, *viscountess*, *baron*, and *baroness*. The heir of a British peer above the rank of baron usually takes the next to highest title of the peer during the peer's lifetime.

22.6B. Special rules

22.6B1. Some titles in the United Kingdom peerage include a territorial designation that may or may not be an integral part of the title. If the territorial designation is an integral part of the title, include it.

Russell of Liverpool, Edward Frederick Langley Russell,
Baron

If it is not an integral part of the title, or if there is doubt that it is, omit it.

Bracken, Brendan Bracken, Viscount
not Bracken of Christchurch, Brendan Bracken, Viscount

22.6B2. Apply 22.6A1 to judges of the Scottish Court of Session bearing a law title beginning with *Lord*.

Kames, Henry Home, Lord
x Home, Henry, Lord Kames

22.6B3. If a person acquires a title of nobility, disclaims such a title, or acquires a new title of nobility, follow the instructions in 22.2C in choosing the name to be used as the basis for the heading.

Caradon, Hugh Foot, Baron
(Previously Hugh Foot)

George-Brown, George Brown, Baron
(Previously George Brown)

Grigg, John
(Previously Baron Altrincham; peerage disclaimed)

Hailsham of St. Marylebone, Quintin Hogg, Baron
(Originally Quintin Hogg; became Viscount Hailsham, 1950; peerage disclaimed, 1963; became Baron Hailsham of St. Marylebone, 1970)

22.7. ENTRY UNDER ROMANIAN PATRONYMIC

22.7A. If a name of a person whose language is Romanian contains a patronymic with the suffix *ade*, enter under that patronymic.

Heliade Rădulescu, Ion

22.8. ENTRY UNDER GIVEN NAME, ETC.¹¹**22.8A. General rule**

22.8A1. Enter a name that does not include a surname and that is borne by a person who is not identified by a title of nobility under the part of the name under which the person is listed in reference sources. In case of doubt, enter under the last element, following the instructions in 22.5B. Include in the name any words or phrases denoting place of origin, domicile, occupation, or other characteristics that are commonly associated with the name in works by the

11. For Islamic names, see 22.22, 22.26C1, and 22.27.

person or in reference sources. Precede such words or phrases by a comma. Refer, as appropriate, from the associated words or phrases, from variant forms of the name, and from other names by which the person is known.

John, the Baptist

Paulus, Diaconus

- x Paulus, Casinensis
- x Casinensis, Paulus
- x Paulus, Levita
- x Levita, Paulus
- x Paulus, Warnefridus
- x Warnefridus, Paulus
- x Paul, the Deacon
- x Paolo, Diacono

Iolo, Goch

Joannes, Braidensis

- x Braidensis, Joannes
- x Joannes, de Brera
- x Brera, Joannes de

Leonardo, da Vinci

- x Vinci, Leonardo da

Alexander, of Aphrodisias

- x Aphrodisias, Alexander of
- x Alexander, Aphrodisiensis
- x Alexander, von Aphrodisias
- x Alexandre, d'Aphrodise

Judah, ha-Levi

- x Halevi, Judah

Judas Iscariot

- x Iscariot, Judas

22.8A2. If a person with such a name is listed in reference sources by a part of the name other than the first, follow the instructions in 22.5B.

Planudes, Maximus

Helena, Maria

22.8B. Names including a patronymic

22.8B1. If a name consists of one or more given names and a patronymic, enter it under the first given name, followed by the rest of the name in direct order. If the patronymic precedes the given name(s), transpose the elements to bring the first given name into first position. Refer from the patronymic. For Icelandic names, see 22.9B.

'Abé Gubānā

(Given name: 'Abé)

(Patronymic: Gubānā)

- x Gubānā, 'Abé

Solomon Gebre Christos*(Given name: Solomon)**(Patronymic: Gebre Christos)**x Gebre Christos, Solomon***Kidāna Māryām Gétāhun***(Given names: Kidāna Māryām)**(Patronymic: Gétāhun)**x Gétāhun, Kidāna Māryām***Gabra 'Iyasus Hāyla Māryām***(Given names: Gabra 'Iyasus)**(Patronymic: Hāyla Māryām)**x Hāyla Māryām, Gabra 'Iyasus***Isaac ben Aaron***(Given name: Isaac)**(Patronymic: ben Aaron)**x Aaron, Isaac ben***Shiréndév, B.***(Name appears as: B. Shiréndév)**(Initial of patronymic: B.)**(Given name: Shiréndév)**x B. Shiréndév***Moses ben Jacob, of Coucy***(Given name: Moses)**(Patronymic: ben Jacob)**(Words denoting place: of Coucy)**x Jacob, Moses ben, of Coucy**x Jacob, of Coucy, Moses ben**(To be made only when warranted in a particular catalogue)***22.8C. Names of royal persons**

22.8C1. If the name by which a royal person is known includes the name of a royal house, dynasty, territorial designation, etc., or a surname, enter the name in direct order. Add titles as instructed in 22.16A.

John II Comnenus ...**Louis Bonaparte ...****Chandragupta Maurya ...****Eleanor, of Aquitaine ...¹²****Daulat Rao Sindhia ...****Ming T'ai-tsu ...****Shuja-ud-daulah ...**

12. For additions to the names of consorts of royal persons, see 22.16A3.

22.9. ENTRY OF OTHER NAMES**22.9A. Roman names**

22.9A1. Enter a Roman active before, or mostly before, A.D. 476 under the part of the name most commonly used as entry element in reference sources.

Caesar, Gaius Julius

Messalina, Valeria

Messala Corvinus, Marcus Valerius

Antoninus Pius

In case of doubt, enter the name in direct order.

Martianus Capella

22.9B. Icelandic names

22.9B1. Enter an Icelandic name under the first given name, followed by the other given names (if present), by the patronymic, and by the family name, in direct order. If a phrase naming a place follows the given name(s), patronymic, or family name, treat it as an integral part of the name. Refer from the patronymic and from the family name.

Svava Jakobsdóttir

(Given name: Svava)

(Patronymic: Jakobsdóttir)

x Jakobsdóttir, Svava

Halldór Laxness

(Given name: Halldór)

(Family name: Laxness)

x Laxness, Halldór

Bjarni Benediktsson frá Hofteigi

(Given name: Bjarni)

(Patronymic: Benediktsson)

(Words denoting place: frá Hofteigi)

x Benediktsson frá Hofteigi, Bjarni

x Benediktsson, Bjarni

(To be made only when warranted in a particular catalogue)

Jóhannes úr Kötlum

(Given name: Jóhannes)

(Words denoting place: úr Kötlum)

22.10. ENTRY UNDER INITIALS, LETTERS, OR NUMERALS

22.10A. Enter a name consisting of initials, or separate letters, or numerals, or consisting primarily of initials, under those initials, letters, or numerals in direct order. Include typographic devices when they appear as part of multi-letter abbreviations of a name, but omit them when they follow single-letter initials. Include any words or phrases associated with the initials, letters, or numerals. In the case of initials or letters, make a name-title reference from an inverted form beginning with the last letter for each item catalogued. Make a reference from

any phrase associated with the initials as required. In the case of numerals, make a name-title reference from the numbers as words for each item catalogued.

H.D.

- x D., H.
By Avon River
- x D., H.
Flowering of the rod
- [etc.]

J.W.

- (Name appears as: J*** W*****)
- x W., J.
Narrative of a commuted pensioner

A. de O.

- x O., A. de
Indiscretions of Dr. Carstairs

E. B-s

- x B-s, E.
Lettre sur la Grèce

B., abbé de

- (Name appears as: abbé de B ...)

D.S., Master

- x S., D., Master
- x Master D.S.

i.e., Master

- x e., i., Master
- x Master i.e.

110908

- x One Hundred and Ten Thousand, Nine Hundred and Eight
Per ardua ad astra
- x One, One, Zero, Nine, Zero, Eight
Per ardua ad astra

22.11. ENTRY UNDER PHRASE

22.11A. Enter in direct order a name that consists of a phrase or appellation that does not contain a forename.

Dr. X

Father Time

Pan Painter

Also enter in direct order a phrase that consists of a forename or forenames preceded by words other than a term of address or a title of position or office. Make a reference from the forename(s) followed by the initial word(s).

Poor Richard

x Richard, *Poor*

Buckskin Bill

x Bill, *Buckskin*

Calamity Jane

x Jane, *Calamity*

Boy George

x George, *Boy*

If, however, such a name has the appearance of a forename, forenames, or initials, and a surname, enter under the pseudosurname. Refer from the name in direct order.

Other, A.N.

x A.N. Other

If such a name does not convey the idea of a person, add in parentheses a suitable designation in English.

River (*Writer*)**Taj Mahal** (*Musician*)

22.11B. If a phrase consists of a forename preceded by a term of address (e.g., a word indicating relationship) or a title of position or office (e.g., a professional appellation), enter under the forename. Treat other word(s) as additions to the forename(s) (see 22.8A1). Refer from the name in direct order.

Fannie, *Cousin*

x Cousin Fannie

Jemima, *Aunt*

x Aunt Jemima

Marcelle, *Tante*

x Tante Marcelle

Pierre, *Chef*

x Chef Pierre

22.11C. If a phrase by which a person is commonly identified contains the name of another person, enter it in direct order. Make references to link the phrase and the heading for the other person if works by the person identified by the phrase have been ascribed to the other person (see 26.2C2 and 26.2D1).

Pseudo-Brutus

see also **Brutus, Marcus Junius**

Brutus, Marcus Junius

For the Greek letters erroneously attributed to this person, see

Pseudo-Brutus

22.11D. Enter a characterizing word or phrase, or a phrase naming another work by a person, in direct order. Omit an initial article (see Initial Articles, appendix E). Consider such a word or phrase to be the heading for a person if that person is commonly identified by it in the chief sources of information of his or her works and in reference sources. Refer, when appropriate, from the title of the other work in the form [*Title*], *Author of*.

Physician

Memoir of Bowman Hendry ... / by a Physician

Author of Early impressions

The unveiled heart : a simple story / by the Author of
Early impressions

x Early impressions, Author of

If a person is commonly identified by a real name or another name (see 22.2A), and a word or phrase characterizing that person or including the title of another work has appeared in the chief source of information of any of his or her works, refer from the word or phrase. Also refer, when appropriate, from the title of the other work in the form [*Title*], *Author of*.

Bagnold, Enid

Serena Blandish, or, The difficulty of getting married /
by a Lady of Quality

x Lady of Quality

Sassoon, Siegfried

Memoirs of an infantry officer / by the Author of
Memoirs of a fox-hunting man

x Author of Memoirs of a fox-hunting man

x Memoirs of a fox-hunting man, Author of

Additions to Names

General

22.12. TITLES OF NOBILITY

22.12A. Add, to the name of a nobleman or noblewoman not entered under title (see 22.6), the title of nobility in the vernacular if the title or part of the title or a substitute for the title¹³ commonly appears with the name in works by the person or in reference sources.¹⁴ In case of doubt, add the title.

Bismarck, Otto, Fürst von

Nagy, Pál, felsőbüki

Sévigné, Marie Rabutin-Chantal, marquise de

Johan, de Middelste, Graaf van Nassau-Siegen

but

13. United Kingdom peers (other than dukes and duchesses) usually use the terms of address *Lord* or *Lady* in place of their titles. For example, George Gordon, Baron Byron, is almost invariably referred to as *Lord Byron*.

14. Disregard, in this context, reference sources dealing with the nobility.

Buchan, John

(Title Baron Tweedsmuir not used in the majority of his works)

Campbell, Patrick

(Title Baron Glenavy not used in his works)

Visconti, Luchino

(Title conte di Modrone not used in his works)

22.13. SAINTS

22.13A. Add *Saint* after the name of a Christian saint, unless the person was a pope, emperor, empress, king, or queen, in which case follow 22.16A–22.16B.

Alban, Saint

Teresa, of Avila, Saint

Francis, of Assisi, Saint

John, Climacus, Saint

Francis Xavier, Saint

More, Thomas, Saint

Seton, Elizabeth Ann, Saint

Arundel, Philip Howard, Earl of, Saint

Chantal, Jeanne-Françoise de, Saint

(Not identified by title baronne)

22.13B. Add any other suitable word or phrase necessary to distinguish between two saints.

Augustine, Saint, Archbishop of Canterbury

Augustine, Saint, Bishop of Hippo

22.14. SPIRITS

22.14A. Add *(Spirit)* to a heading established for a spirit communication (see 21.26).

Parker, Theodore (Spirit)

Beethoven, Ludwig van (Spirit)

Espirito Universal (Spirit)

22.15. ADDITIONS TO NAMES ENTERED UNDER SURNAME

22.15A. If the name by which a person is known consists only of a surname, add the word or phrase associated with the name in works by the person or in reference sources. As required, refer from the name in direct order.

Deidier, abbé

Moses, Grandma
x Grandma Moses

Read, Miss
x Miss Read

Seuss, Dr.
x Dr. Seuss

If no such word or phrase exists, make additions to surnames alone only when they are needed to distinguish two or more persons with the same name (see 22.19B).

22.15B. Terms of address of married women

22.15B1. Add the term of address of a married woman if she is identified only by her husband's name. Add the term after the last element of the husband's name.

Ward, Humphry, Mrs.

22.15B2. Include the enclitic *né* attached to the names of some Hungarian married women.

Magyary, Zoltánné

Beniczkyné Bajza, Lenke

22.15C. Do not add other titles or terms associated with names entered under surname unless they are required to distinguish between two or more persons with the same name and neither dates nor fuller forms of name are available (see 22.19B).

22.16. ADDITIONS TO NAMES ENTERED UNDER GIVEN NAME, ETC.

22.16A. Royalty

22.16A1. Add, to the name of the person with the highest royal status within a state or people,¹⁵ a phrase consisting of a person's title (in English if there is a satisfactory English equivalent) and the name of the state or people in English.

Clovis, King of the Franks

Anne, Queen of Great Britain

Elizabeth I, Queen of England

Ferdinand I, Holy Roman Emperor

Feisal II, King of Iraq

Maximilian, Emperor of Mexico

Victor Emmanuel II, King of Italy

Gustaf I Vasa, King of Sweden

John II Comnenus, Emperor of the East

Robert III, Duke of Burgundy

15. Persons with such highest status are kings and queens, persons of imperial rank (emperors and empresses), and persons with other titles which denote such a status within a state or people (grand-dukes, grand-duchesses, princes, princesses, etc.). Rank is the only determining factor in applying these rules, not the degree of authority or power wielded by the person.

Ming T'ai-tsu, *Emperor of China*

Shuja-ud-daulah, *Nawab Wazir of Oudh*

22.16A2. Do not add other epithets associated with the name of such a person. Refer from the name with the epithet(s).

Catherine II, *Empress of Russia*
x *Catherine, the Great*

Constantine I, *Emperor of Rome*
x *Constantine, Saint*

Edward, *King of the English*
x *Edward, the Confessor, Saint*

Charles IV, *King of France*
x *Charles, the Fair*

Suleiman I, *Sultan of the Turks*
x *Suleiman, the Magnificent*

Frederick I, *Holy Roman Emperor*
x *Frederick, Barbarossa*

22.16A3. Consorts of royal persons. Add, to the name of a consort of a person with the highest royal status within a state or people, his or her title (in English if there is a satisfactory English equivalent) followed by *consort of* [the name of the royal person as prescribed in 22.16A1].

Philip, *Prince, consort of Elizabeth II, Queen of the United Kingdom*

Anne, *Queen, consort of Louis XIII, King of France*

Albert, *Prince Consort, consort of Victoria, Queen of the United Kingdom*
(*His title was Prince Consort*)

Eleanor, *of Aquitaine, Queen, consort of Henry II, King of England*
x *Eleanor, Queen, consort of Henry II, King of England*

22.16A4. Children and grandchildren of royal persons. Add, to the name of a child or grandchild of a person with the highest royal status within a state or people, the title (in English if there is a satisfactory English equivalent) borne by him or her.

Carlos, *Prince of Asturias*

Eulalia, *Infanta of Spain*

If such a child or grandchild is known only as *Prince* or *Princess* (or a similar title in English or another language) without a territorial designation, add that title (in English if there is a satisfactory equivalent) followed by:

- a) another title associated with the name
- or b) *daughter of . . . , son of . . . , granddaughter of . . . , or grandson of . . .* [the name and title of the parent or grandparent as prescribed in 22.16A1].

Mary, *Princess Royal, Countess of Harewood*

Arthur, *Prince, son of Victoria, Queen of the United Kingdom*

Alexis Petrovich, *Prince, son of Peter I, Emperor of Russia*

Alexandra, *Princess, granddaughter of George V, King of the United Kingdom*

Anne, *Princess Royal, daughter of Elizabeth II, Queen of the United Kingdom*

22.16B. Popes

22.16B1. Add *Pope* to a name identifying a pope.

Pius XII, *Pope*

Gregory I, *Pope*

not **Gregory**, *Saint, Pope Gregory I*
Gregory, *the Great, Pope*

Add *Antipope* to a name identifying an antipope.

Clement VII, *Antipope*

22.16C. Bishops, etc.

22.16C1. If a bishop, cardinal, archbishop, metropolitan, abbot, abbess, or other high ecclesiastical official is identified by a given name, add the title (in English if there is a satisfactory English equivalent). If the person has borne more than one such title, give the one of highest rank.

Use *Archbishop* for all archbishops other than cardinals. Use *Bishop* for all bishops other than cardinals. Use *Chorepiscopus* for persons so designated. Use *Cardinal* for cardinal-bishops, cardinal-priests, and cardinal-deacons. Add to the title of a diocesan bishop or archbishop or of a patriarch the name of the latest see, in English if there is an English form.

Bessarion, *Cardinal*

Dositheos, *Patriarch of Jerusalem*

Joannes, *Bishop of Ephesus*

Platon, *Metropolitan of Moscow*

John, *Abbot of Ford*

Arnaldus, *Abbot of Bonneval*

Ruricius I, *Bishop of Limoges*

Maximos V, *Ecumenical Patriarch of Constantinople*

If the name is of an ecclesiastical prince of the Holy Roman Empire, add *Prince-Bishop*, *Prince-Archbishop*, *Archbishop and Elector*, etc., as appropriate, and the name of the see. Add *Cardinal* also if appropriate.

Neithard, *Prince-Bishop of Bamberg*

Albert, *of Brandenburg, Archbishop and Elector of Mainz, Cardinal*

22.16D. Other persons of religious vocation

22.16D1. Add the title, term of address, etc., in the vernacular to all other names of persons of religious vocation entered under given name, etc. If there is more than one such term, use the one that is most often associated with the name or is considered to be more important. Use spellings found in English-language dictionaries. For Thai names in religion, see also 22.28D.

Māhavijitāvi, *Thera*

Angelico, *fra*

Nyana, *Ledi Sayadaw*

Claude, *d'Abbeville, père*

Tathagata, *Bhikshu*

Mary Loyola, *Mother*

Vivekananda, *Swami*

Dhammatinna, *Ashin*

If such a title, etc., has become an integral part of the name, treat it as such.

Kakushin-ni

not Kakushin, *Ni*

Podōk Hwasang

not Podōk, *Hwasang*

Add also the initials of a Christian religious order if they are regularly used by the person.

Anselm, *Brother, F.S.C.*

Anselm, *Brother, O.F.M.Cap.*

Cuthbert, *Father, O.S.F.C.*

Mary Jeremy, *Sister, O.P.*

Additions to Distinguish Identical Names

22.17. DATES

22.17A. Add a person's dates (birth, death, etc.) in the form given below as the last element of a heading if the heading is otherwise identical to another.

Give dates in terms of the Christian era. Add *B.C.* when appropriate. Give dates from 1582 on in terms of the Gregorian calendar.¹⁶

16. The Gregorian calendar was adopted in France, Italy, Portugal, and Spain in 1582; by the Catholic states of Germany in 1583; by the United Kingdom in 1752; by Sweden in 1753; by Prussia in 1774; and by the Russian Republic in 1918. Convert dates from 1582 on from the Julian calendar to the Gregorian as set out in the following tables.

Optionally, add date(s) to any personal name, even if there is no need to distinguish between headings.

Smith, John, 1924-	<i>Living person</i>
Smith, John, 1900 Jan. 10-	} <i>Same name, same year</i>
Smith, John, 1900 Mar. 2-	
Smith, John, 1837-1896	<i>Both years known</i>
Smith, John, 1836 or 7-1896	<i>Year of birth uncertain; known to be one of two years</i>
Smith, John, 1837?-1896	<i>Probable year of birth</i>
Smith, John, ca. 1837-1896	<i>Year of birth uncertain by several years</i>
Smith, John, 1837-ca. 1896	<i>Approximate year of death</i>
Smith, John, ca. 1837-ca. 1896	<i>Both years approximate</i>
Smith, John, b. 1825	<i>Year of death unknown</i>
Smith, John, d. 1859	<i>Year of birth unknown</i>
Johnson, Carl F., fl. 1893-1940	} <i>Years of birth and death unknown. Some years of activity known. Do not use fl. dates within the twentieth century.</i>
Joannes, Diaconus, fl. 1226-1240	
Joannes, Diaconus, 12th cent.	<i>Years of birth and death unknown, years of activity unknown, century known. Do not use for the twentieth century.</i>
Joannes, Actuarius, 13th/14th cent.	<i>Years of birth and death unknown. Years of activity unknown, but active in both centuries. Do not use for the twentieth century.</i>
Lin, Li, chin shih 1152	<i>Date at which a Chinese literary degree was conferred</i>

Table I. The following days in December under the Julian calendar fall in January of the next year under the Gregorian calendar:

YEAR (JULIAN)	DAYS (JULIAN)
1582-1699	Dec. 22-31
1700-1799	Dec. 21-31
1800-1899	Dec. 20-31
1900-1999	Dec. 19-31

Table II. The following days in the "old style" calendar used in the British Isles fall in the next later year under the Gregorian calendar:

BRITISH ISLES (EXCEPT SCOTLAND) AND COLONIES		SCOTLAND	
YEAR (OLD STYLE)	DAYS (OLD STYLE)	YEAR (OLD STYLE)	DAYS (OLD STYLE)
1582-1699	Jan. 1-31	1582-1599	Jan. 1-31
	Feb. 1-28 [29]		Feb. 1-28 [29]
	Mar. 1-24		Mar. 1-24
	Dec. 22-31		Dec. 22-31
1700-1750	Jan. 1-31	1600-1699	Dec. 22-31
	Feb. 1-28 [29]		Dec. 21-31
	Mar. 1-24	1700-1751	
	Dec. 22-31		
1751	Dec. 21-31		

22.18. FULLER FORMS

22.18A. If a fuller form of a person's name is known and if the heading as prescribed by the preceding rules does not include all of that fuller form, add the fuller form to distinguish between headings that are otherwise identical. Add all the fuller form of the inverted part of the heading and/or the fuller form of the entry element, as appropriate. Enclose the addition in parentheses.

The most common instances of such additions occur when the heading as prescribed by the preceding rules contains initials and the spelled out form is known. Less common instances occur when known forenames, surnames, or initials are not part of the heading as prescribed.

Refer from the fuller form of the name when appropriate.

Smith, Russell E. (Russell Edgar)

x Smith, Russell Edgar

Smith, Russell E. (Russell Eugene)

x Smith, Russell Eugene

Johnson, A.H. (Allison Heartz)

x Johnson, Allison Heartz

Johnson, A.H. (Arthus Henry)

x Johnson, Arthus Henry

Murray, Gilbert (Gilbert George Aimé)

x Murray, Gilbert George Aimé

Murray, Gilbert (Gilbert John)

x Murray, Gilbert John

Allen, Richard (Alexander Richard)

x Allen, Alexander Richard

Allen, Richard (Richard Hugh Sedley)

x Allen, Richard Hugh Sedley

Johnson, Barbara (Barbara A.)

Johnson, Barbara (Barbara E.)

Miller, J., Mrs. (Anna)

x Miller, Anna

Miller, J., Mrs. (Dorothea)

x Miller, Dorothea

Optionally, make the additions specified above even if they are not needed to distinguish between headings. However, when following this option, do not add:

unused forenames to headings that contain forenames

initials of names that are not part of the heading

unused parts of surnames to headings that contain surnames.

Lawrence, D.H. (David Herbert)

x Lawrence, David Herbert

H.D. (Hilda Doolittle)

x Doolittle, Hilda

Rodríguez H., Guadalupe (Rodríguez Hernández)

x Rodríguez Hernández, Guadalupe

González R., Pedro F. (Pedro Felipe González Rodríguez)

x González Rodríguez, Pedro Felipe

Wanner, Joh. (Johann)

Beeton, Mrs. (Isabella Mary)

x Beeton, Isabella Mary

but

Welch, Denton

not Welch, Denton (Maurice Denton)

Dickens, Charles

not Dickens, Charles (Charles John Huffam)

Morgan, Percival

not Morgan, Percival (C. Percival)

Wilson, Angus

not Wilson, Angus (Angus Frank Johnstone-Wilson)

22.19. DISTINGUISHING TERMS

22.19A. Names in which the entry element is a given name, etc.

22.19A1. If neither a fuller form of name nor dates are available to distinguish between identical headings of which the entry element is a given name, etc., devise a suitable brief term and add it in parentheses.

Johannes (*Notary*)

Thomas (*Anglo-Norman poet*)

22.19B. Names in which the entry element is a surname

22.19B1. If neither a fuller form of name nor dates are available to distinguish between identical headings of which the entry element is a surname, add a qualifier (e.g., term of honour, term of address, title of position or office, initials of an academic degree, initials denoting membership in an organization) that appears with the name in works by the person or in reference sources. Add the qualifier after the last element of the name.

Smith, John, *Sir*

Brown, George, *Captain*

Brown, George, *F.I.P.S.*

Brown, George, *Rev.*

Valmer, *capitaine*

Saur, Karl-Otto

Saur, Karl-Otto, *Jr.*

Do not use such a term if dates are available for one person and it seems likely that dates will eventually be available for the other(s).

Mudge, Lewis Seymour, 1868-1945

Mudge, Lewis Seymour

(*Name appears as: Lewis Seymour Mudge, Jr.*)

22.20. UNDIFFERENTIATED NAMES

22.20A. If no suitable addition (fuller form of name, dates, or distinguishing term) is available, use the same heading for all persons with the same name.

Müller, Heinrich

80 Fotos und eine kurze Einführung in die Lage, Geschichte, und Sehenswürdigkeiten der Stadt Giessen

Müller, Heinrich

Der Diebstahl im Urheberrecht

Müller, Heinrich

Die Fussballregeln und ihre richtige Auslegung

Müller, Heinrich

Historische Waffen

Müller, Heinrich

Die Repser Burg

Special Rules for Names in Certain Languages

22.21. INTRODUCTORY RULE

22.21A. The preceding rules in this chapter give general guidance for personal names not written in the roman alphabet and for names in a non-European language written in the roman alphabet. For more detailed treatment of names in certain of these languages, follow the special rules given below. For more detailed treatment of names in other languages, see the IFLA UBCIM Programme's survey of personal names.¹⁷

¹⁷ *Names of Persons : National Usages for Entry in Catalogues / IFLA Universal Bibliographic Control and International MARC Programme.* — 4th rev. and enl. ed. — München : K.G. Saur, 1996.

22.22. NAMES IN THE ARABIC ALPHABET¹⁸**22.22A. Scope**

22.22A1. Apply this rule only to names (regardless of their origin) originally written in the Arabic alphabet that do not contain a surname or a name performing the function of a surname. In case of doubt, assume that a name of a person active in the twentieth century includes a surname (see 22.5) and that other names do not.

22.22B. Entry element

22.22B1. Enter a name made up of a number of elements under the element or combination of elements by which the person is best known. Determine this from reference sources. When there is insufficient evidence available, enter under the first element. Refer from any part of the name not used as entry element if there is reason to believe that the person's name may be sought under that part. Refer as necessary from variant romanizations (see 22.3C).

22.22C. Essential elements

22.22C1. If the entry element is not the given name (ism) or a patronymic derived from the name of the father (a name usually following the given name and compounded with *ibn*), include these names unless they are not customarily used in the name by which the person is known. Include an additional name, descriptive epithet, or term of honour that is treated as part of the name if it aids in identifying the individual. Generally omit other elements of the name, particularly patronymics derived from anyone other than the father.

18. Major reference sources for names written in the Arabic alphabet and their treatment (note that romanization practices in these sources differ):

- Babinger, Franz. *Die Geschichtsschreiber der Osmanen und ihre Werke* / mit einem Anhang, Osmanische Zeitrechnungen von Joachim Mayr. — Leipzig : Harrassowitz, 1927.
- Brockelmann, Carl. *Geschichte der arabischen Literatur*. — 2. den Supplementbänden angepasste Aufl. — Leiden : Brill, 1943–1949. — 1.–3. Supplementband: Leiden : Brill, 1937–1942.
- Caetani, Leone. *Onomasticon Arabicum* / compilato per cura di Leone Caetani e Giuseppe Gabrieli. — Roma : Casa editrice italiana, 1915.
- The Encyclopaedia of Islām . . .* / prepared by a number of leading orientalists ; edited by M. Th. Houtsma ... [et al.]. — Leyden : Brill, 1913–1934. — Supplement: Leiden : Brill, 1938.
- The Encyclopaedia of Islam* / prepared by a number of leading orientalists. — New ed. / edited by an editorial committee consisting of H.A.R. Gibb ... [et al.]. — Leiden : Brill, 1960–
- İslâm ansiklopedisi : İslâm âlemi coğrafya, etnoğrafya ve biyografya lügati* / Beynelmîlel Akademiler Birliğinin yardımı ve tanınmış müsteşriklerin iştiraki ile neşredentler M. Th. Houtsma ... [et al.]. — İstanbul : Maarif Matbaası, 1940–
- Philologiae Turcicae Fundamenta . . .* / una cum praestantibus Turcologis ediderunt Jean Deny ... [et al.]. — Aquis Mattiacis : Steiner, 1959–
- Sezgin, Fuat. *Geschichte des arabischen Schrifttums*. — Leiden : Brill, 1967–
- Storey, Charles Ambrose. *Persian Literature : A Bio-bibliographical Survey*. — London : Luzac, 1927–

22.22D. Order of elements

22.22D1. When the elements of the name have been determined, place the best-known element or combination of elements first. Give the other elements in the following order: *khiṭāb*, *kunya*, *ism*, *patronymic*, any other name. Insert a comma after the entry element unless it is the first part of the name.

KHIṬĀB (honorific compound of which the last part is typically *al-Dīn*)

Rashīd al-Dīn Ṭabīb

Ṣadr al-Dīn al-Qūnawī, Muḥammad ibn Ishāq
 x Muḥammad ibn Ishāq al-Qūnawī, Ṣadr al-Dīn
 x al-Qūnawī, Ṣadr al-Dīn Muḥammad ibn Ishāq

KUNYAH (typically a compound with *Abū* as the first word)

Abū al-Barakāt Hibat Allāh ibn 'Alī
 x Hibat Allāh ibn 'Alī, Abū al-Barakāt

Abū Ḥayyān al-Tawḥīdī, 'Alī ibn Muḥammad
 x al-Tawḥīdī, Abū Ḥayyān 'Alī ibn Muḥammad
 x 'Alī ibn Muḥammad, Abū Ḥayyān al-Tawḥīdī

Abū Hurayrah

ISM (given name)

'Alī ibn Abī Ṭālib, Caliph

Bashshār ibn Burd

Mālik ibn Anas

Nashwān ibn Sa'id al-Ḥimyāri
 x al-Ḥimyāri, Nashwān ibn Sa'id

Ṭāhā Ḥusayn
 x Ḥusayn, Ṭāhā

Muḥammad Ismā'il Pānīpatī
 x Pānīpatī, Muḥammad Ismā'il

Ghulām Ḥasan Khūyihāmī
 x Khūyihāmī, Ghulām Ḥasan

Nādirah Khātūn
 x Khātūn, Nādirah

PATRONYMIC (typically a compound with *Ibn* as the first word)

Ibn Hishām, 'Abd al-Mālik
 x 'Abd al-Mālik ibn Hishām

Ibn Ḥazm, 'Alī ibn Aḥmad
 x 'Alī ibn Aḥmad ibn Ḥazm

Ibn Sanā' al-Mulk, Hibat Allāh ibn Ja'far
 x Hibat Allāh ibn Ja'far ibn Sanā' al-Mulk

Ibn al-Mu'tazz, 'Abd Allāh
 x 'Abd Allāh ibn al-Mu'tazz

Ibn al-Muqaffa', 'Abd Allāh
 x 'Abd Allāh ibn al-Muqaffa'

OTHER NAMES*Laqab* (descriptive epithet)

al-Jāhiz, 'Amr ibn Bahr
 x 'Amr ibn Bahr al-Jāhiz

Abū Shāmah, 'Abd al-Raḥmān ibn Ismā'il
 x 'Abd al-Raḥmān ibn Ismā'il Abū Shāmah

al-Kātib al-Iṣfahānī, 'Imād al-Dīn Muḥammad ibn Muḥammad
 x Muḥammad ibn Muḥammad al-Kātib al-Iṣfahānī, 'Imād al-Dīn
 x al-Iṣfahānī, 'Imād al-Dīn Muḥammad ibn Muḥammad al-Kātib

al-Qāḍī al-Fāḍil, 'Abd al-Raḥīm ibn 'Alī
 x 'Abd al-Raḥīm, ibn 'Alī al-Qāḍī al-Fāḍil

Mirzā Khān Anṣārī
 x Anṣārī, Mirzā Khān

Nisbah (proper adjective ending in *ī*, indicating origin, residence, or other circumstances)

al-Bukhārī, Muḥammad ibn Ismā'il
 x Muḥammad ibn Ismā'il al-Bukhārī

Māzandarānī, 'Abd Allāh ibn Muḥammad
 x 'Abd Allāh ibn Muḥammad Māzandarānī

'Abbāsī, 'Alī Aḥmad
 x 'Alī Aḥmad 'Abbāsī

Hilālī, Muḥammad Khān Mīr
 x Muḥammad Khān Mīr Hilālī

Takhalluṣ (pen name)

Qā'ānī, Ḥabīb Allāh Shīrāzī
 x Ḥabīb Allāh Shīrāzī Qā'ānī

'Ibrat, Zafar Ḥasan
 x Zafar Ḥasan 'Ibrat

22.23. BURMESE AND KAREN NAMES

22.23A. Enter a Burmese or Karen name that includes a Western given name preceding the vernacular name(s) under the vernacular name(s). Transpose the Western name to the end.

Hla Gyaw, James
 (Name: James Hla Gyaw)

22.23B. Add the term of address that usually accompanies a Burmese or Karen name. Add also any other distinguishing terms generally associated with the name. If the name of the same person is found with different terms of address, use the term of highest honour. Distinguish terms of address from the same words used as names.

Ba U, U
 Chit Maung, Saw
 Mya Sein, Daw
 Saw, U
 U Shan Maung, Maung
 Kaing, Katie, Naw
 Hla, Ludu U
 Ba Yin, Hanthawaddy U

22.24. CHINESE NAMES CONTAINING A NON-CHINESE GIVEN NAME

22.24A. If a name of Chinese origin contains a non-Chinese given name and the name is found in the order [*non-Chinese given name*] [*surname*] [*Chinese given names*], enter the name as [*surname*], [*non-Chinese given name*] [*Chinese given names*]. Enter all other names as instructed in 22.5.

Loh, Philip Fook Seng
 (Name appears as: Philip Loh Fook Seng)

22.25. INDIC NAMES

22.25A. Early names

22.25A1. Enter an Indic name borne by a person who flourished before the middle of the nineteenth century under the first element of the personal name, ignoring honorifics and religious terms of address that may precede it (e.g., *Shri (Sri), Swami, Acharya, Muni, Bhikkhu*). For such terms as integral parts of names, see below. Do not include the enclitic *-ji* (or *-jee*) sometimes added to the personal element of the name.

Kālidāsa
 Pāṇini
 Īśvara Kaula
 Narmadashankar Lalshankar

Enter the name of an ancient or medieval Sanskrit author or an author (usually Jain) of a Prakrit text under the Sanskrit form of the name. Refer from any significantly different form.

Āryabhata
 x Ārya Bhaṭa

Aśvaghosa

- x Assaghosa
- x Ashwa Ghoshu
- x Aṣvaghosha

Bhaṭṭojī Dikṣita**Karṇapūra**

Include a title (e.g., *Shri (Sri), Swami, Sastri, Acharya, Bhatta, Saraswati, Muni, Gani*) as an integral part of the name if it usually appears with the name in reference sources.

Narain Swami**Śāṅkarācārya****Śrīharṣa****Śrīdharasvāmin**

but **Rāmānuja**

(Sometimes appears as: Rāmānujācārya)

Enter the name of a Buddhist author of a Pali text under the Pali form of the name. Refer from any significantly different form.

Dhammakitti

- x Dharmakīrti

Ñāṇamoli, Bhikkhu**22.25B. Modern names**

22.25B1. With the exceptions specified in 22.25B2–22.25B3, enter an Indic name of a person flourishing after the middle of the nineteenth century under the surname or the name that the person is known to have used as a surname. If there is no surname, enter under the last name.

Dutt, Romesh Chunder**Krishna Menon, V.K.****Singh, Indrajit**

(For Sikh names ending in Singh, see 22.25B3)

Das Gupta, Hemendra Nath**Shastri,¹⁹ Lal Bahadur**

22.25B2. Kannada, Malayalam, Tamil, and Telugu names. If a name in one of these languages does not contain a surname or a name known to have been used by the person who bears the name as a surname, enter under the given name. Given names in these languages are normally preceded by a place name and occasionally by the father's given name and may be followed by a caste name.

Kiruṣṇa Ayyaṅkār, Tiṭṭai

(Given name: Kiruṣṇa)

(Caste name: Ayyaṅkār)

(Place name: Tiṭṭai)

19. *Sastri (Shastri)* is sometimes used as a surname, sometimes as a religious title, sometimes as an appendage to a personal name, and sometimes as a reinforcement to another surname.

Sankaran Nair, C.

(Given name: Sankaran)

(Caste name: Nair)

(House name: C. (Chettur))

Jōsaph, O.P.

(Given name: Jōsaph)

(Initials of place name and of father's given name: O.P. (Oorakath Paul))

Radhakrishnan, S.

(Given name: Radhakrishnan)

(Initial of place name: S. (Sarvepalli))

22.25B3. Sikh names. Enter the Sikh name of a person who does not use *Singh* or *Kaur* as a surname under the first of his or her names (the given name).

Amrit Kaur

Mehtab Singh

22.25B4. Religious names. Enter a modern person of religious vocation (whether Hindu, Buddhist, or Jain) under the religious name. Add the religious title.

Chinmayananda, Swami

Ramana, Maharshi

Punyavijaya, Muni

Sangharakshita, Bhikshu

22.26. INDONESIAN NAMES

22.26A. Scope

22.26A1. Apply this rule to names of Arabic, Chinese, Dutch, Indic, Javanese, Malayan, Sumatran, or other origin.

22.26B. Entry element

22.26B1. With the exceptions specified in 22.26C–22.26F, enter an Indonesian name consisting of more than one element under the last element of the name. Refer from the name in direct order unless the first element is a European name.

Hatta, Mohammad

(Compound given name)

x Mohammad Hatta

Djajadiningrat, Idrus Nasir

(Given name plus surname)

x Idrus Nasir Djajadiningrat

Purbatjaraka, Purnadi

(Given name plus father's name)

x Purnadi Purbatjaraka

Nasution, Amir Hamzah*(Given name plus clan name)*

x Amir Hamzah Nasution

Ginarsa, Ktut*(Balinese name containing an element indicating seniority of children)*

x Ktut Ginarsa

Djelantik, I Gusti Ketut*(Balinese name)*

x I Gusti Ketut Djelantik

x Gusti Ketut Djelantik, I

x Ketut Djelantik, I Gusti

Sani, Sitti Nuraini*(Married woman's name; last element may be the husband's or the father's name)*

x Sitti Nuraini Sani

22.26C. Names entered under the first element

22.26C1. Enter the following categories of names under the first element of the name. Refer from the last element. If that element is an initial, refer also from the next to the last element.

- a) A name consisting of a given name followed by an element denoting filial relationship (e.g., *bin, binti, ibni*) plus the father's name.

Abdullah bin Nuh

x Nuh, Abdullah bin

S. bin Umar

x Umar, S. bin

- b) A name that may be written as one word or as separate words and that begins with one of the following elements: *Adi, Budi (Boedi), Joko (Djoko), Karta, Kusuma (Koesoema), Mangku (Mangkoe), Noto, Prawira, Pura (Poera), Sastra, Sri, Surya (Soerya, Surja, Suria), and Tri*. (If the name of a particular person sometimes appears as one word and sometimes as separate words, use the one-word form.)

Adi Waskito

x Waskito, Adi

Adisendjaja**Sri Muljono**

x Muljono, Sri

- c) A name containing an initial or abbreviation as the last element.

Djakaria N.E.

x E., Djakaria N.

22.26D. Names consisting of given name(s) plus *adat* title

22.26D1. Enter a name that includes one or more of the terms *gelar* (sometimes abbreviated as *gl.* or *glr.*), *Daeng*, *Datuk*, or *Sutan* under the element introduced by such words. Refer from the name in direct order.

Palindih, Rustam Sutan

x Rustam Sutan Palindih

Batuah, Ahmad gelar Datuk

x Ahmad gelar Datuk Batuah

Radjo Endah, Sjamsuddin Sutan

x Sjamsuddin Sutan Radjo Endah

x Endah, Sjamsuddin Sutan Radjo

22.26E. Names containing place names

22.26E1. Enter a name consisting of personal names followed by a place name under the element preceding the place name. Treat the place name as an integral part of the name.

Abdullah Udjong Buloh

Daud Beureuh, Muhammad

22.26F. Names of Chinese origin

22.26F1. Enter a name of Chinese origin that follows the normal Chinese order (surname first) under the first element of the name. Refer from the last element of the name.

Lim, Yauw Tjin

(Name appears as: Lim Yauw Tjin)

x Tjin, Lim Yauw

Oei, Tjong Bo

(Name appears as: Oei Tjong Bo)

x Bo, Oei Tjong

22.26G. Titles²⁰

22.26G1. Add titles and honorific words to an Indonesian name as instructed in 22.12A. Refer from the direct form of title plus name.

Purbatjaraka, Raden Mas Ngabei

x Raden Mas Ngabei Purbatjaraka

20. The following list of Indonesian titles and honorific words is incomplete as only some of the more commonly used titles are listed. A few variant spellings are also noted.

adipati	dewa gde (<i>or gede</i>)	ide bagus (<i>ide bagoes</i>)
anak agung (<i>or agoeng</i>) gde	gusti (<i>goesti</i>)	imam
anak agung (<i>or agoeng</i>) istri	gusti aju (<i>gusti ayu, goesti</i>	marah
andi	ajoe)	mas
aria (<i>arja, arya, arjo, aryo,</i>	gusti gde (<i>goesti gede</i>)	ngabei (<i>ngabehi, ngabeui</i>)
ardjueh, arjueh)	hadji (<i>haji</i>)	nganten
datuk (<i>datoek, dato, datok</i>)	ide (<i>ida</i>)	pangeran
desak	ide aju (<i>ide ayu, ide ajoe</i>)	pedanda

Refer from the direct form of title plus name even when the title is not used in the heading.

Amrullah, Abdul Malik Karim

- x Hadji Abdul Malik Karim Amrullah
- x Abdul Malik Karim Amrullah

Distinguish titles used as such from the same words adopted by a person as elements of his or her name. When in doubt, treat the words as a title.

Rusli, Marah

- (*Title Marah used as a personal name*)
- x Marah Rusli

Djuanda, H.

- (*Name and title hadji Djuanda appears as: Dr. H. Djuanda*)
- x Djuanda, Hadji
- x Hadji Djuanda

22.27. MALAY NAMES

22.27A. Scope

22.27A1. Apply this rule to Malay names, including names of Arabic origin beginning with the element *al-*, borne by persons living in Malaysia, Singapore, or Brunei. Apply this rule also to names from other ethnic groups native to Malaysia such as Ibans, Kadazans, etc. Enter a name from an ethnic group of non-Malay origin (e.g., Indian, Chinese) borne by a person living in one of these countries according to the rules for the language of the name.

raden	ratu (ratoe, ratoh)	tjokorde (cokorde)
raden adjeng (<i>or</i> ajeng)	sidi	tjokorde (<i>or</i> cokorde) gde
raden aju (<i>or</i> ayu)	siti	tjokorde (<i>or</i> cokorde) istri
raden aria (<i>or</i> urya)	sultan (soeltan)	tubagus (<i>or</i> toebagoes)
raden mas	susuhunan (socsoehoenan)	tumenggung (toemenggoeng)
raden nganten	sutan (soetan)	tunku (toenkoe)
raden pandji (<i>or</i> panji)	tengku (tungku, teuku, teungku)	
raden roro		
radja (raja)		

Gelar, meaning "titled," often precedes an Indonesian title. Do not use the following terms of address in headings:

- bung (boeng)—brother, when used as a term of respect
- empu (mpu)—mister
- engku (ungku)—mister
- entjik (encik che, entje, inche, tje)—mister or mistress
- ibu (boe, bu, iboe)—mother, when used as a term of respect
- njonja (yonya)—mistress
- nona—miss
- pak (pa')—father, when used as a term of respect
- tuan (toean)—mister
- wan—mister

22.27B. General rule

22.27B1. Enter a Malay name under the first element of the name and refer from the last element unless it is known that the bearer of the name treats another element of the name as a surname. In that case, enter under the surname and refer from the first element.

A. Samad Said

x Said, A. Samad

Rejab F.I.

x I., Rejab F.

Shahnon Ahmad

x Ahmad, Shahnon

Luat anak Jabu

x Jabu, Luat anak

A.L. Bunggan

x Bunggan, A.L.

William Duncan

(*Full name:* William Duncan anak Ngadan)

x Duncan, William

x Ngadan, William Duncan anak

but

Merican, Faridah

(*Surname:* Merican)

x Faridah Merican

Nichol, Linda

(*Surname:* Nichol)

x Linda Nichol

22.27C. Filial indicators

22.27C1. Omit words or abbreviations denoting filial relationship²¹ unless consistently used by the person.

Adibah Amin

(*Sometimes appears as:* Khalidah Adibah binti Haji Amin)

but

Abdullah Sanusi bin Ahmad

Siti Norma bte. Ahmad

21. Words denoting filial relationship are:

anak (a., ak, or ak.)—child of
 bin (b.)—son of
 binte (bte.)—daughter of
 binti (bt.)—daughter of
 ibni—son of (royalty)

22.27C2. If the filial relationship is shown beyond one generation, include only the first unless more are required to distinguish between names that are otherwise identical.

Ali bin Ahmad

(Name appears as: Ali bin Ahmad bin Hussein)

- x Ahmad, Ali bin
- x Ali bin Ahmad bin Hussein
- x Hussein, Ali bin Ahmad bin

22.27D. Titles²²

22.27D1. Add after the name titles of honour, rank, or position that are commonly associated with the name. Refer from the direct form of title plus name.

Abdul Majid bin Zainuddin, Haji

- x Haji Abdul Majid bin Zainuddin
- x Zainuddin, Haji Abdul Majid bin

Hamzah Sendut, Tan Sri Datuk

- x Tan Sri Datuk Hamzah Sendut
- x Sendut, Tan Sri Datuk Hamzah

Iskandar bin Raja Muhammad Zahid, Raja

- x Raja Iskandar bin Raja Muhammad Zahid
- x Zahid, Raja Iskandar bin Raja Muhammad

22. Conferred titles commonly used are:

IBAN TITLES:

TITLES OF HONOUR

Tuai Serang
 Tuai Kayau
 Kepala Manok Sabong
 Manok Sabong
 Kepala Pugu Menoa
 Tuai Menoa
 Orang Kaya
 Orang Kaya Panglima
 Orang Kaya Pemanca
 Orang Kaya Temenggong
 Patinggi
 Temenggong
 Radin/Raden
 Pateh/Patih

TITLES OF OFFICE

Penghulu Dalam
 Pengarah
 Penghulu
 Mandal
 Tuai rumah

RELIGIOUS TITLES

Kepala Lemambang
 Saut Lemambang
 Lemambang
 Manang Bali
 Manang Mansau
 Manang Mengeris

MALAY TITLES:

TITLES OF HONOUR

Dato'/Datin
 Dato' Adika Raja/Datin
 Dato' Amar Diraja/Datin
 Dato' Wira Jaya/Datin
 Dato' Seri Utama/Datin
 Datuk/Datin
 Datuk Seri/Datin Seri
 Pehin Orang Kaya Ratna Diraja
 Pengiran Bini
 Tan Sri/Puan Sri
 Tun/Toh Puan

TITLES OF OFFICE

Batin
 Cikgu
 Datuk Mendika Menteri Akhiruzaman
 Datuk Setia Mahkota Lela Pahlawan
 Penggawa
 Penghulu
 Sultan/Suntanah
 Tengku Besar Tampin
 Undang Luak
 Yang di Pertuan Agong/Raja Permaisuri Agung

RELIGIOUS TITLES

Bilal
 Haji/Hajjah
 Imam
 Khatib
 Lebai
 Mufti
 Siak
 Ustaz/Ustazah

22.28. THAI NAMES**22.28A. General rule**

22.28A1. Enter a Thai name under the first element. Refer from the last element, which is normally a surname.²³ Omit a term of address (e.g., *Khun, Nāi, Nāng, Nāngsāo*) unless it is a title of nobility. In case of doubt, include it.

Dhanit Yupho

x Yupho, Dhanit

Prayut Sitthiphan

x Sitthiphan, Prayut

S. Bannakit

x Bannakit, S.

Maenmas Chavalit

x Chavalit, Maenmas

22.28B. Royalty

22.28B1. Make additions to the name of a king or queen of Thailand (and of a consort of a king or queen) as instructed in 22.16A.

Bhumibol Adulyadej, *King of Thailand*

Chulalongkorn, *King of Siam*

Saowaphā, *Queen, consort of Chulalongkorn, King of Siam*

Thapthim, *Čhaočhōmmāndā, consort of Chulalongkorn, King of Siam*

22.28B2. Enter the name of a person of royal descent under the first element of the name, or latest name, that he or she uses. Add *Prince* or *Princess* for those of the ranks *Čhaofā* and *Phra'ong Čhao*. Use *M.C.*, *M.R.*, and *M.L.* for *Mōm Čhao*, *Mōm Rāčhawong*, and *Mōm Lūūang*, respectively. If the person also bears a *krom* rank, do not add it. Refer from any earlier names, together with associated ranks and titles, borne by the person.

Damrongrāčhānuphāp, *Prince*

x Ditsawōnkumān, *Prince*

Seni Pramoj, *M.R.*

x Pramoj, Seni, *M.R.*

x Prāmōt, Sēnī, *M.R.*

22.28C. Nobility (*Khunnāng*)

22.28C1. Enter a name containing a title of nobility under that title in the vernacular (*rāčh-athinanām*). If a person has more than one title, enter under the latest. Add the given name, when ascertainable, in parentheses. Add the vernacular rank (*yot bandāsak*) associated with the title. Refer from the given name, from the surname, and from any earlier titles borne by the person.

23. Surnames became a legal requirement for most persons in 1915.

Prachākitkṛāchak (Chām), Phrayā
 x Chām Bunnāk
 x Bunnāk, Chām

Prachākitkṛāchak (Chup), Phrayā
 x Chup 'Ōsathānon
 x 'Ōsathānon, Chup

Thammasakmontri (Sanan), Čhaophrayā
 x Sanan Thēphatsadin Na 'Ayutthayā

22.28C2. Enter the name of the wife of a man bearing a title of nobility under her own name, followed by the husband's title and the wife's conferred rank, if any.

Sangīam Phrasadetsurēntharāthibōdī, Thānphūying

22.28D. Buddhist monastics, ecclesiastics, and patriarchs

22.28D1. Monastics. Enter the name of a Buddhist monastic under the Pali name in religion unless the monastic is better known under the given name. Add *Phikkhu* to a Pali name in religion. If the monastic is better known under the given name, enter under the given name and add the rank (*samanasak*) *Phra Mahā* or *Phra Khrū*. In the latter case, refer from the Pali name in religion if known.

Thammasārō, Phikkhu

Khīeo, Phra Mahā
 x Thammathinnō, *Phikkhu*

22.28D2. Ecclesiastics. Enter the name of a Buddhist ecclesiastic under the latest title. Add the given name in parentheses. Add also any word indicating rank. Refer from the distinctive word in the title, from the given name, and from the surname.

Phra Thammathatsanāthōn (Thōngsuk)
 x Thammathatsanāthōn (Thōngsuk), *Phra*
 x Thōngsuk Suthatsō
 x Suthatsō, Thōngsuk
 x Thōngsuk Čantharakhačhōn
 x Čantharakhačhōn, Thōngsuk
 x Sutsasa, *Thēra*

22.28D3. Supreme patriarchs. Enter the name of a supreme patriarch who is a commoner under the given name. Add *Supreme Patriarch* to the name. Refer from the surname and from any earlier names or titles by which the person is identified.

Plot, Supreme Patriarch
 x Phra Wannarat (Plot), *Somdet*
 x Phra Phrommunī (Plot)
 x Phra 'Ariyawongsākhatayān (Plot), *Somdet*
 x Plot Kittisōphon
 x Kittisōphon, Plot
 x Kittisōphanō, *Mahāthēra*
 x Wannarat (Plot), *Somdet Phra*
 x Phrommunī (Plot), *Phra*
 x 'Ariyawongsākhatayān (Plot), *Somdet Phra*

Enter the name of a supreme patriarch of royal descent under the conferred name. Add the secular and ecclesiastical titles in that order. Refer from any earlier names or titles by which the person is identified.

Wachirayānawong, Prince, Supreme Patriarch

- x Chū'n Nopphawong, M.R.
- x Nopphawong, Chū'n, M.R.
- x Phra Sukhunkhanāphōn (Chū'n, M.R.)
- x Phra Yānwarāphōn (Chū'n, M.R.)
- x Sukhunkhanāphōn (Chū'n, M.R.), Phra
- x Yānwarāphōn (Chū'n, M.R.), Phra

Geographic Names

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-

23.1. INTRODUCTORY NOTE

23.1A. The names of geographic entities (referred to throughout this chapter as “places”) are used to distinguish between corporate bodies with the same name (see 24.4C); as additions to other corporate names (e.g., conference names, see 24.7B4); and, commonly, as the names of governments (see 24.3E) and communities that are not governments.

23.2. GENERAL RULES**23.2A. English form**

23.2A1. Use the English form of the name of a place if there is one in general use. Determine this from gazetteers and other reference sources published in English-speaking countries. In case of doubt, use the vernacular form (see 23.2B).

Austria
not Österreich

Copenhagen
not København

Florence
not Firenze

Ghent
not Gent
 Gand

Sweden
not Sverige

If the English form of the name of a place is the English name of the government that has jurisdiction over the place, use that form.

Union of Soviet Socialist Republics
not Сою́з Сове́тских Социалисти́ческих Респу́блик
 Russia

23.2B. Vernacular form

23.2B1. Use the form in the official language of the country if there is no English form in general use.

Buenos Aires
Gorlovka
Tallinn
Livorno
not Leghorn
 (*English form no longer in general use*)

If the country has more than one official language, use the form most commonly found in English-language sources.

Louvain
not Leuven
Helsinki
not Helsingfors

23.3. CHANGES OF NAME

23.3A. If the name of a place changes, use as many of the names as are required by:

- 1) the rules on government names (24.3E) (e.g., use *Nyasaland* or *Malawi*, as appropriate)
- or 2) the rules on additions to corporate names (24.4C4) and conference names (24.7B4) (e.g., use *Léopoldville* or *Kinshasa*, as appropriate)
- or 3) other relevant rules in chapter 24.

23.4. ADDITIONS**23.4A. Punctuation**

23.4A1. Make all additions to place names used as entry elements (see 24.3E) in parentheses.

Budapest (*Hungary*)

If the place name is being used as an addition, precede the name of a larger place by a comma.

Magyar Nemzeti Galéria (*Budapest, Hungary*)¹

23.4B. General rule

23.4B1. Add to the name of a place (other than a country or a state, etc., listed in 23.4C1 or 23.4D1) the name of a larger place as instructed in 23.4C–23.4F. For additional instructions on distinguishing between place names used as the headings for governments, see 24.6. For instructions on abbreviating some place names used as additions, see B.14.

23.4C. Places in Australia, Canada, Malaysia, United States, U.S.S.R., or Yugoslavia

23.4C1. States, etc. Do not make any addition to the name of a state, province, territory, etc., of Australia, Canada, Malaysia, the United States, the U.S.S.R., or Yugoslavia.

Northern Territory

Prince Edward Island

District of Columbia

23.4C2. Other places. If the place is in a state, province, territory, etc., of one of the countries listed above, add the name of the state, etc., in which it is located.

Darwin (*N.T.*)

Jasper (*Alta.*)

George Town (*Penang*)

Cook County (*Ill.*)

Alexandria (*Va.*)

1. This example and the one above are included solely to show the punctuation patterns. For the construction of the heading, see the later rules in this chapter and those in chapter 24.

Washington (*D.C.*)

Kiev (*Ukraine*)

Split (*Croatia*)

23.4D. Places in the British Isles

23.4D1. Do not make any addition to the names of the following parts of the British Isles: England, the Republic of Ireland, Northern Ireland, Scotland, Wales, the Isle of Man, the Channel Islands.

23.4D2. If a place is located in England, the Republic of Ireland, Northern Ireland, Scotland, Wales, the Isle of Man, or the Channel Islands, add *England, Ireland, Northern Ireland, Scotland, Wales, Isle of Man, or Channel Islands*, as appropriate.

Dorset (*England*)

Pinner (*England*)

Clare (*Ireland*)

Waterville (*Ireland*)

Bangor (*Northern Ireland*)

Strathclyde (*Scotland*)

Melrose (*Scotland*)

Powys (*Wales*)

Bangor (*Wales*)

Ramsey (*Isle of Man*)

Jersey (*Channel Islands*)

23.4E. Other places

23.4E1. Add to the name of a place not covered by 23.4C–23.4D the name of the country in which the place is located.

Formosa (*Argentina*)

Luanda (*Angola*)

Lucca (*Italy*)

Madras (*India*)

Monrovia (*Liberia*)

Næsby (*Denmark*)

Paris (*France*)

Toledo (*Spain*)

23.4F. Farther additions

23.4F1. Distinguishing between otherwise identical place names. If the addition of a larger place as instructed in 23.4C–23.4E is insufficient to distinguish between two or more places with the same name, include a word or phrase commonly used to distinguish them.

Villaviciosa de Asturias (*Spain*)

Villaviciosa de Córdoba (*Spain*)

If there is no such word or phrase, give the name of an appropriate smaller place before the name of the larger place.

Friedberg (*Bavaria, Germany*)

Friedberg (*Hesse, Germany*)

Tarbert (*Strathclyde, Scotland*)

Tarbert (*Western Isles, Scotland*)

Basildon (*Essex, England*)

Basildon (*Berkshire, England*)

Saint Anthony (*Hennepin County, Minn.*)

Saint Anthony (*Stearns County, Minn.*)

23.4F2. Identifying places. If considered necessary to identify the place (as in the case of a community within a city), give the name of an appropriate smaller place before the name of the larger place specified as an addition by the preceding rules.

Hyde Park (*Chicago, Ill.*)

Chelsea (*London, England*)

Everton (*Liverpool, England*)

St. Peter Port (*Guernsey, Channel Islands*)

Hataitai (*Wellington, N.Z.*)

Palermo (*Sicily, Italy*)

Swansea (*Toronto, Ont.*)

11^e Arrondissement (*Paris, France*)

Minato-ku (*Tokyo, Japan*)

23.5. PLACE NAMES INCLUDING OR REQUIRING A TERM INDICATING A TYPE OF JURISDICTION

23.5A. If the first part of a place name is a term indicating a type of jurisdiction and the place is commonly listed under another element of its name in lists published in the language of the country in which it is located, omit the term indicating the type of jurisdiction.

Kerry (*Ireland*)

not **County Kerry** (*Ireland*)

Ostholstein (*Germany*)
not Kreis Ostholstein (*Germany*)

In all other cases, include the term indicating the type of jurisdiction.

Città di Castello (*Italy*)

Ciudad Juárez (*Mexico*)

District of Columbia

Distrito Federal (*Brazil*)

Mexico City (*Mexico*)

23.5B. If a place name does not include a term indicating a type of jurisdiction and such a term is required to distinguish that place from another of the same name, follow the instructions in 24.6.

Headings for Corporate Bodies

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 - 24.3E Governments
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 - 24.7B4 Location

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- 24.9 CHAPTERS, BRANCHES, ETC.

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- 24.17 GENERAL RULE
- 24.18 GOVERNMENT AGENCIES ENTERED SUBORDINATELY
- 24.19 DIRECT OR INDIRECT SUBHEADING

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- 24.20 GOVERNMENT OFFICIALS
 - 24.20A Scope
 - 24.20B Heads of state, etc.

- 24.20C Heads of governments and of international intergovernmental bodies
- 24.20D Governors of dependent or occupied territories
- 24.20E Other officials

24.21 LEGISLATIVE BODIES

24.22 CONSTITUTIONAL CONVENTIONS

24.23 COURTS

- 24.23A Civil and criminal courts
- 24.23B Ad hoc military courts

24.24 ARMED FORCES

- 24.24A Armed forces at the national level
- 24.24B Armed forces below the national level

24.25 EMBASSIES, CONSULATES, ETC.

24.26 DELEGATIONS TO INTERNATIONAL AND INTERGOVERNMENTAL BODIES

Religious Bodies and Officials

24.27 RELIGIOUS BODIES AND OFFICIALS

- 24.27A Councils, etc., of a single religious body
- 24.27B Religious officials
- 24.27C Subordinate bodies
 - 24.27C1 General rule
 - 24.27C2 Provinces, dioceses, synods, etc.
 - 24.27C3 Catholic dioceses, etc.
 - 24.27C4 Central administrative organs of the Catholic Church (Roman Curia)
- 24.27D Papal diplomatic missions, etc.

24.1. GENERAL RULE

24.1A. Enter a corporate body¹ directly under the name by which it is commonly identified, except when the rules that follow provide for entering it under the name of a higher or related body (see 24.13) or under the name of a government (see 24.18).

Determine the name by which a corporate body is commonly identified from items issued by that body in its language (see also 24.3A), or, when this condition does not apply, from reference sources.²

If the name of a corporate body consists of or contains initials, omit or include full stops and other marks of punctuation according to the predominant usage of the body. In case of doubt, omit the full stops, etc. Do not leave a space between a full stop, etc., and an initial

1. For definition, see 21.1B1.

2. *Reference sources*, as used in this chapter, includes books and articles written about a corporate body.

following it. Do not leave spaces between the letters of an initialism written without full stops, etc.

Make references from other forms of the name of a corporate body as instructed in 26.3.

3 October-Vereeniging
 Aeródromo de Puerto Juárez
 Aslib
 Breitkopf & Härtel
 British Museum
 Carnegie Library of Pittsburgh
 Challenger Expedition ...³
 Chartered Insurance Institute
 Colin Buchanan and Partners
 École centrale lyonnaise
 G. Mendel Memorial Symposium, 1865-1965 ...
 Help the Aged (Canada)
 Lambeth Conference ...
 Light Fantastic Players
 M. Robert Gomberg Memorial Committee
 MEDCOM
 Museum of American Folk Art
 Paddington Chamber of Commerce
 Radio Society of Great Britain
 Real Academia de Bellas Artes de San Jorge
 Royal Aeronautical Society
 St. Annen-Museum
 Symposium on Cognition ...
 United States Catholic Conference
 University of Oxford
 W.H. Ross Foundation for the Study of Prevention of
 Blindness
 World Methodist Conference ...
 Yale University

3. For additions to the name of a conference, congress, expedition, etc., see 24.7B.

24.1B. Romanization⁴

24.1B1. If the name of the body is in a language written in a nonroman script, romanize the name according to the table for that language adopted by the cataloguing agency. Refer from other romanizations as necessary.

Chung-kuo wen tzu kai ko wei yüan hui⁵
 x Zhongguo wenzi gaige weiyuanhui
 Institut mezhdunarodnykh otnosheniï
 Keihanshin Kyūkō Dentetsu Rōdō Kumiai

24.1C. Changes of name

24.1C1. If the name of a corporate body has changed (including change from one language to another), establish a new heading under the new name for items appearing under that name. Refer from the old heading to the new and from the new heading to the old (see 26.3C).

Pennsylvania State University

The name of the Farmers' High School was changed in 1862 to Agricultural College of Pennsylvania; in 1874 to Pennsylvania State College; in 1953 to Pennsylvania State University.

Works by this body are entered under the name used at the time of publication.

Make the same explanatory reference under the other names

National Association for the Study and Prevention of Tuberculosis

For works by this body, see also the later heading:
National Tuberculosis Association

National Tuberculosis Association

For works by this body, see also the earlier heading:
National Association for the Study and Prevention of Tuberculosis

24.2. VARIANT NAMES. GENERAL RULES

24.2A. Apply this rule if a body uses variant names in items issued by it. Apply the special rules in 24.3 as well when they are appropriate.

4. *Alternative rule. Romanization.* If the name of the body is in a language written in a nonroman script and a romanized form appears in items issued by the body, use that romanized form. Refer as necessary from other romanizations. If more than one romanized form is found, use the form resulting from romanization according to the table adopted by the cataloguing agency for the language.

Zhongguo wenzi gaige weiyuanhui
 x Chung-kuo wen tzu kai ko wei yüan hui

5. Systematic romanizations used in the examples in this chapter follow the tables (published by the Library of Congress in *Cataloging Service*, bulletin 118-) adopted jointly by the American Library Association, the Canadian Library Association, and the Library of Congress.

24.2B. If variant forms⁶ of the name are found in items issued by the body, use the name as it appears in the chief sources of information (see 1.0A) as opposed to forms found elsewhere in the items.

24.2C. If variant spellings of the name appear in items issued by the body, use the form resulting from an official change in orthography or, if this does not apply, use the predominant spelling. In case of doubt, use the spelling found in the first item catalogued.

24.2D. If variant names appear in the chief source of information, use the name that is presented formally. If no name is presented formally, or if all names are presented formally, use the predominant form of name.

If there is no predominant form, use a brief form (including an initialism or an acronym) that would differentiate the body from others with the same or similar brief names.

AFL-CIO

not American Federation of Labor and Congress of Industrial Organizations

American Philosophical Society

not American Philosophical Society Held at Philadelphia for Promoting Useful Knowledge

Euratom

not European Atomic Energy Community

Kung ch'ing t'uan

not Chung-kuo kung ch'an chu i ch'ing nien t'uan

Maryknoll Sisters

not Congregation of the Maryknoll Sisters

Rateksa

not Radiobranchens tekniske og kommercielle sammenslutning

Unesco

not United Nations Educational, Scientific, and Cultural Organization

If the variant forms do not include a brief form that would differentiate two or more bodies with the same or similar brief names, use the form found in reference sources or the official form, in that order of preference.

Metropolitan Applied Research Center

(Official name. Brief form sometimes used by the center, MARC Corporation, is the same as the name of another body located in New York)

6. *Variant forms* do not include names that the body has abandoned in the past or adopted in the future. For these, see 24.1C.

24.3. VARIANT NAMES. SPECIAL RULES**24.3A. Language⁷**

24.3A1. If the name appears in different languages, use the form in the official language of the body.

Société historique franco-américaine
not Franco-American Historical Society

If there is more than one official language and one of these is English, use the English form.

Canadian Committee on Cataloguing
not Comité canadien de catalogage

If English is not one of the official languages or if the official language is not known, use the form in the language used predominantly in items issued by the body.

Schweizerische Landesbibliothek
not Biblioteca nazionale svizzera
 Bibliothèque nationale suisse
 (*German is the language used predominantly by the body in its publications*)

In case of doubt, use the English, French, German, Spanish, or Russian form, in this order of preference. If there is no form in any of these languages, use the form in the language that comes first in English alphabetic order. Refer from form(s) in other languages.

24.3B. Language. International bodies

24.3B1. If the name of an international body appears in English on items issued by it, use the English form. In other cases, follow the instructions in 24.3A.

Arab League
not Union des états arabes
 Jāmi'at al-Duwal al-'Arabīyah

European Economic Community
not Communauté économique européenne
 Europese Economische Gemeenschap
 [etc.]

7. Alternative rule. Language. Use a form of name in a language suitable to the users of the catalogue if the body's name is in a language that is not familiar to those users.

Japan Productivity Center
if not Nihon Seisensei Hombu

Union of Chambers of Commerce, Industry, and Commodity Exchanges of Turkey
if not Türkiye Ticaret Odaları, Sanayi Odaları ve Ticaret Borsaları Birliği

**International Federation of Library Associations and
Institutions**

- not* Fédération internationale des associations de
bibliothécaires et des bibliothèques
Internationaler Verband der Bibliothekarischen Vereine und
Institutionen
Mezhdunarodnaia federatsiia bibliotechnykh assotsiatsii i
uchrezhdenii
[etc.]

Nordic Association for American Studies

- not* Nordisk selskap for Amerikastudier
Nordiska sällskapet för Amerikastudier
[etc.]

Nordisk husholdningshøjskole

(Name appears in Danish, Finnish, Icelandic, Norwegian, and Swedish)

- not* Nordisk husholdshøgskole
Nordiska hushållshögskolan
Norrænn búsiýsluháskóli
Pohjoismainen kotitalouskorkeakoulu

24.3C. Conventional name

24.3C1. General rule. If a body is frequently identified by a conventional form of name in reference sources in its own language, use this conventional name.

Westminster Abbey

- not* Collegiate Church of St. Peter in Westminster

Kunstakademiet

- not* Kongelige Akademi for de skønne kunster
Kongelige Danske kunstakademi

24.3C2. Ancient and international bodies.⁸ If the name of a body of ancient origin or of one that is international in character has become firmly established in an English form in English language usage, use this English form.

Benedictines

Casablanca Conference ...

Cluniacs

Coptic Church

Council of Nicaea ...

Franciscans

Freemasons

Knights of Malta

8. Apply this rule, for example, to religious bodies, fraternal and knightly orders, church councils, and diplomatic conferences. If it is necessary to establish a heading for a diplomatic conference that has no formal name and has not yet acquired a conventional name, use the name found most commonly in periodical articles and newspaper accounts in English. If another name becomes established later, change the heading to that name.

Nestorian Church
 Paris Peace Conference ...
 Poor Clares
 Royal and Select Masters
 Royal Arch Masons
 Vatican Council ...

24.3C3. Autocephalous patriarchates, archdioceses, etc. Enter an ancient autocephalous patriarchate, archdiocese, etc., of the Eastern Church under the place by which it is identified. Add a word or phrase designating the type of ecclesiastical jurisdiction.

Antioch (*Jacobite patriarchate*)
Antioch (*Orthodox patriarchate*)
Constantinople (*Ecumenical patriarchate*)
Cyprus (*Archdiocese*)

24.3D. Religious orders and societies

24.3D1. Use the best-known form of name, in English, if possible, for a religious order or society. In case of doubt, follow this order of preference:

- a) the conventional name by which its members are known in English
- b) the English form of name used by units of the order or society located in English-speaking countries
- c) the name of the order or society in the language of the country of its origin.

Franciscans
not Ordo Fratrum Minorum
 Order of St. Francis
 Minorites
 [*etc.*]

Jesuits
not Societas Jesu
 Compañía de Jesús
 Society of Jesus
 [*etc.*]

Poor Clares
not Order of St. Clare
 Clarisses
 Second Order of St. Francis
 Franciscans. *Second Order*
 Minoreesses
 [*etc.*]

Brothers of Our Lady of the Fields

Community of the Resurrection

Dominican Nuns of the Second Order of Perpetual Adoration
not Dominicans. *Second Order of Perpetual Adoration*

Dominican Sisters of the Perpetual Rosary

Sisters of Divine Providence

not Sœurs de la divine providence

Society of Christ the King

Third Order Regular of St. Francis

not Franciscans. *Third Order Regular*

Third Order Secular of St. Francis

not Franciscans. *Third Order Secular*

Divine Consciousness Light Society

not Hare Krishna Society

Zgromadzenie Służebnic Najświętszej Maryi Panny

24.3E. Governments

24.3E1. Use the conventional name of a government,⁹ unless the official name is in common use. The conventional name of a government is the geographic name (see chapter 23) of the area (e.g., country, province, state, county, municipality) over which the government exercises jurisdiction. See also 24.6.

France

not République française

Yugoslavia

not Socijalistička Federativna Republika Jugoslavija
[etc.]

Massachusetts

not Commonwealth of Massachusetts

Nottinghamshire (England)

not County of Nottingham

Arlington (Mass.)

not Town of Arlington

If the official name of the government is in common use, use it.

Greater Anchorage Borough (Alaska)

24.3F. Conferences, congresses, meetings, etc.

24.3F1. If, among the variant forms of a conference name appearing in the chief source of information, there is a form that includes the name or abbreviation of the name of a body associated with the meeting to which the meeting is not subordinate, use this form.

FAO Hybrid Maize Meeting ...

If, however, the name is of a body to which the meeting is subordinate (e.g., the annual meeting of an association), see 24.13A, type 6.

⁹ *Government* is used here to mean the totality of corporate bodies (executive, legislative, and judicial) exercising the powers of a jurisdiction. Treat as a government agency a corporate body known as *government*, or its equivalent in other languages, or a term with similar meaning, that is an executive element of a particular jurisdiction (see 24.18).

24.3F2. If a conference has both a specific name of its own and a more general name as one of a series of conferences, use the specific name.

Symposium on Protein Metabolism ...
not Nutrition Symposium ...

Symposium on Endocrines and Nutrition ...
not Nutrition Symposium ...

24.3G. Local churches, etc.

24.3G1. If variant forms of the name of a local church, cathedral, monastery, convent, abbey, temple, mosque, synagogue, etc., appear in the chief source of information of items issued by the body, use the predominant form. If there is no predominant form, follow this order of preference:

- a) a name containing the name of the person(s), object(s), place(s), or event(s) to which the local church, etc., is dedicated or after which it is named

All Saints Church ...
Chapelle Saint-Louis ...
Church of the Holy Sepulchre ...
Duomo di Santa Maria Matricolare ...
Jāmi' 'Amr ibn al-'Āṣ ...
Hōryūji ...
St. Clement's Church ...
St. Paul's Cathedral ...
Temple Emanu-El ...
Visitation Monastery ...

- b) a name beginning with a word or phrase descriptive of a type of local church, etc.

Abtei Reichenau
Great Synagogue ...
Jüdische Reformgemeinde in Berlin
Monasterio de Clarisas ...
Parish Church of Limpsfield
Unitarian Universalist Church ...

- c) a name beginning with the name of the place in which the local church, etc., is situated.

Anerley Society of the New Church
Beechen Grove Baptist Church ...
English River Congregation of the Church of the Brethren
Kölner Dom
Tenafly Presbyterian Church

Westover Church ...

Winchester Cathedral

For additions to the name of a local church, etc., see 24.10.

Additions, Omissions, and Modifications

24.4. ADDITIONS

24.4A. General rule

24.4A1. Make additions to the name of a corporate body as instructed in 24.4B–24.4C.

For additions to special types of corporate bodies (e.g., governments, conferences), see 24.6–24.11. Enclose in parentheses all additions required by rules in this chapter.

24.4B. Names not conveying the idea of a corporate body

24.4B1. If the name alone does not convey the idea of a corporate body, add a general designation in English.

Apollo 11 (*Spacecraft*)

Bounty (*Ship*)

Elks (*Fraternal order*)

Friedrich Witte (*Firm*)

24.4C. Two or more bodies with the same or similar names

24.4C1. General rule. If two or more bodies have the same name, or names so similar that they may be confused, add a word or phrase to each name as instructed in 24.4C2–24.4C7. Add such a word or phrase to any other name if the addition assists in the understanding of the nature or purpose of the body.

Do not include the additions to names of places prescribed in 24.6 when the names of these places are used to indicate the location of corporate bodies.

24.4C2. Names of countries, states, provinces, etc. If a body has a character that is national, state, provincial, etc., add the name of the country, state, province, etc., in which it is located.

Republican Party (*Ill.*)

Republican Party (*Mo.*)

Sociedad Nacional de Minería (*Chile*)

Sociedad Nacional de Minería (*Peru*)

Governor's Highway Safety Program (*N.C.*)

Governor's Highway Safety Program (*Vt.*)

National Measurement Laboratory (*U.S.*)

Midlands Museum (*Zimbabwe*)

If such an addition does not provide sufficient identification or is inappropriate (as in the case of national, state, provincial, etc., universities of the same name serving the same country, state, province, etc.), follow the instructions in 24.4C3–24.4C7.

24.4C3. Local place names. In the case of any other body, add the name of the local place, whether it is a jurisdiction or not, that is most commonly associated with the name of the body, unless the name of an institution, the date(s) of the body, or other designation (see 24.4C5–24.4C7) provides better identification.

- Salem College (*Salem, W. Va.*)
- Salem College (*Winston-Salem, N.C.*)
- Washington County Historical Society (*Washington County, Ark.*)
- Washington County Historical Society (*Washington County, Md.*)
- École française de papeterie (*Grenoble, France*)
(*School is located in St. Martin d'Hères, an incorporated suburb of Grenoble, but more closely associated with Grenoble*)
- St. Barnabas Church of England School (*Bradwell, England*)
- St. Peter's Church (*Hook Norton, England*)
- St. Peter's Church (*Sudbury, England*)
- Red Lion Hotel (*Newport, Wales*)
- Red Lion Hotel (*Newport, Isle of Wight, England*)
- Red Lion Hotel (*Newport, Shropshire, England*)

If further distinction is necessary, give the name of a particular area within the local place before the name of the local place.

- St. John's Church (*Georgetown, Washington, D.C.*)
- St. John's Church (*Lafayette Square, Washington, D.C.*)

24.4C4. Change of name of jurisdiction or locality. If the name of the local jurisdiction or geographic locality changes during the lifetime of the body, add the latest name in use in the lifetime of the body.

- St. Paul Lutheran Church (*Skokie, Ill.*)
- not St. Paul Lutheran Church (*Niles Center, Ill.*)
(*Church founded in 1881. Place name changed in 1940*)
- but Historisk samfund (*Christiania, Norway*)
(*Ceased to exist before Christiania became Oslo*)

24.4C5. Institutions. Add the name of an institution instead of the local place name if the institution's name is commonly associated with the name of the body. Give the name of the institution in the form and language used for it as a heading.

- Newman Club (*Brooklyn College*)
- not Newman Club (*Brooklyn, New York, N.Y.*)
- Newman Club (*University of Maryland*)
- not Newman Club (*College Park, Md.*)
- Center for Radiation Research (*National Measurement Laboratory (U.S.)*)

Institut geologii (*Akademiia nauk SSSR. Komi filial*)

Institut geologii (*Akademiia nauk SSSR. Karel'skii filial*)

24.4C6. Year(s). If the name has been used by two or more bodies that cannot be distinguished by place, add the year of founding or the inclusive years of existence.

Scientific Society of San Antonio (*1892-1894*)

Scientific Society of San Antonio (*1904-*)

24.4C7. Other additions. If none of the place name, name of institution, or date(s) is sufficient or appropriate for distinguishing between two or more bodies, add an appropriate general designation in English.

Church of God (*Adventist*)

Church of God (*Apostolic*)

24.5. OMISSIONS

24.5A. Initial articles

24.5A1. Omit an initial article (see Initial Articles, appendix E) unless the heading is to file under the article (e.g., a corporate name that begins with an article that is the first part of the name of a person or place).

Français de Grande-Bretagne (*Association*)

not Les Français de Grande-Bretagne (*Association*)

Library Association

not The Library Association

Blaue Adler (*Association*)

not Der Blaue Adler (*Association*)

Norske Nobelinstitutt

not Det Norske Nobelinstitutt

but

Le Corbusier Sketchbook Publication Committee

Los Angeles Symphony (*Orchestra*)

24.5B. Citations of honours

24.5B1. Omit a phrase citing an honour or order awarded to the body.

Moskovskaia gosudarstvennaia konservatoriia imeni P.I. Chaikovskogo

not Moskovskaia gosudarstvennaia ordena Lenina konservatoriia imeni P.I. Chaikovskogo

Moskovskii khudozhestvennyi akademicheskii teatr

not Moskovskii khudozhestvennyi ordena Lenina i Trudovogo krasnogo znamenii akademicheskii teatr

24.5C. Terms indicating incorporation and certain other terms

24.5C1. Omit an adjectival term or abbreviation indicating incorporation (e.g., *Incorporated*, *E.V.*, *Ltd.*) or state ownership of a corporate body, and a word or phrase, abbreviated or in full, designating the type of incorporated entity (e.g., *Aktiebolaget*, *Gesellschaft mit beschränkter Haftung*, *Kabushiki Kaisha*, *Società per azione*), unless it is an integral part of the name or is needed to make it clear that the name is that of a corporate body.

American Ethnological Society

(Without Inc.)

Automobiltechnische Gesellschaft

(Without E.V.)

Daiwa Ginkō

(Without Kabushiki Kaisha)

Thüringisches Kunstfaserwerk "Wilhelm Pieck"

(Without VEB)

Compañía Internacional Editora

(Without S.a.)

but

Films Incorporated

Nihon Genshiryoku Hatsuden Kabushiki Kaisha

Peter Davies Limited

Vickers (Aviation) Limited

24.5C2. If such a term is needed to make it clear that the name is that of a corporate body and it occurs at the beginning of the name, transpose it to the end.

Elektrometall, Aktiebolaget

not Aktiebolaget Elektrometall

Hochbauprojektierung Karl-Marx-Stadt, VEB

not VEB Hochbauprojektierung Karl-Marx-Stadt

24.5C3. Omit an initial word or phrase in an oriental language indicating the private character of a corporate body (e.g., *Shiritsu*, *Ssu li*), unless the word or phrase is an integral part of the name.

Tan-chiang Ying yü chuan k'o hsüeh hsiao

not Ssu li Tan-chiang Ying yü chuan k'o hsüeh hsiao

but **Shiritsu Daigaku Toshokan Kyōkai**

24.5C4. Omit abbreviations (e.g., *U.S.S.*, *H.M.S.*) occurring before the name of a ship.

Ark Royal (Ship)

not H.M.S. Ark Royal

24.6. GOVERNMENTS. ADDITIONS**24.6A. Scope**

24.6A1. Apply this rule to the names of governments that are not differentiated by the application of 23.4. Make the further additions prescribed here following a space, colon, space, and within the same parentheses that enclose the additions prescribed by 23.4.

24.6B. Add the type of jurisdiction in English if other than a city or a town. If there is no English equivalent for the vernacular term, or in case of doubt, use the vernacular term.

Cork (*Ireland*)
Cork (*Ireland : County*)
Darmstadt (*Germany*)
Darmstadt (*Germany : Landkreis*)
Darmstadt (*Germany : Regierungsbezirk*)
Guadalajara (*Mexico*)
Guadalajara (*Spain*)
Guadalajara (*Spain : Province*)
Lublin (*Poland*)
Lublin (*Poland : Voivodeship*)
New York (*N.Y.*)
New York (*State*)
Québec (*Province*)
Québec (*Québec*)
Québec (*Québec : County*)
Reșița (*Romania*)
Reșița (*Romania : Raion*)

24.6C. If the type of jurisdiction does not provide a satisfactory distinction, add an appropriate word or phrase.

Germany (*Democratic Republic*)
Germany (*Federal Republic*)
Berlin (*Germany : East*)
Berlin (*Germany : West*)

24.6D. If two or more governments lay claim to jurisdiction over the same area (e.g., as with occupying powers and insurgent governments), add a suitable designation to one or each of the governments, followed by the inclusive years of its existence.

France
France (*Territory under German occupation, 1940-1944*)

AlgeriaAlgeria (*Provisional government, 1958-1962*)**24.7. CONFERENCES, CONGRESSES, MEETINGS, ETC.****24.7A. Omissions**

24.7A1. Omit from the name of a conference, etc. (including that of a conference entered subordinately, see 24.13), indications of its number, frequency, or year(s) of convocation.

- Conference on Co-ordination of Galactic Research ...**
not Second Conference on Co-ordination of Galactic
 Research ...
- Louisiana Cancer Conference ...**
not Biennial Louisiana Cancer Conference ...
- Analogies Symposium ...**
not 1986 Analogies Symposium ...

24.7B. Additions

24.7B1. General rule. Add to the name of a conference, etc. (including that of a conference entered subordinately, see 24.13), the number of the conference, etc. (if appropriate), the year(s), and the place(s) in which it was held. Separate these elements by a space, colon, space.

24.7B2. Number. If a conference, etc., is stated or inferred to be one of a series of numbered meetings of the same name, add the ordinal numeral in its English form (see C.8A).

**Conference of British Teachers of Marketing at Advanced
 Level (3rd : ...)**

If the numbering is irregular, do not add it. *Optionally*, provide an explanation of the irregularities in a note or an explanatory reference.

24.7B3. Date. If the heading is for a single meeting, add the year or years in which the conference, etc., was held.

Conference on Library Surveys (1965 : ...)

**Conference on Technical Information Center Administration
 (3rd : 1966 : ...)**

Study Institute on Special Education (1969-1970 : ...)

Add specific dates if necessary to distinguish between two or more meetings held in the same year.

**Conférence agricole interalliée (1st : 1919 Feb. 11-15 :
 ...)**

**Conférence agricole interalliée (2nd : 1919 Mar. 17-19 :
 ...)**

24.7B4. Location. Add the name of the local place or other location (institution, etc.) in which the conference, etc., was held. Give a local place name in the form prescribed in

chapter 23. Give any other location in the nominative case in the language and form in which it is found in the item being catalogued.

Symposium on Glaucoma (1966 : *New Orleans, La.*)

Konferentsiia po pochvovedeniū i fiziologii kul'turnykh rastenii (1937 : *Saratovskii universitet*)

Workshop Conference on the Role of the Director of Medical Education in the Hospital (1959 : *Chicago, Ill.*)

Regional Conference on Mental Measurements of the Blind (1st : 1951 : *Perkins Institution*)

Louisiana Cancer Conference (2nd : 1958 : *New Orleans, La.*)

International Conference on Atmospheric Emissions from Sulphate Pulping (1966 : *Sanibel Island, Fla.*)

International Conference on the Biology of Whales (1971 : *Shenandoah National Park*)

Conference "Systematics of the Old World Monkeys" (1969 : *Burg Wartenstein*)

Conference on Cancer Public Education (1973 : *Dulles Airport*)

If the heading is for a series of conferences, etc., do not add the location unless all were held in the same place.

Hybrid Corn Industry Research Conference

If the location is part of the name of the conference, etc., do not repeat it.

Arden House Conference on Medicine and Anthropology (1961)

Paris Symposium on Radio Astronomy (1958)

If the sessions of a conference, etc., were held in two locations, add both names.

World Peace Congress (1st : 1949 : *Paris, France, and Prague, Czechoslovakia*)

Institute on Diagnostic Problems in Mental Retardation (1957 : *Long Beach State College and San Francisco State College*)

If the sessions of a conference, etc., were held in three or more locations, add the first named place followed by *etc.*

International Conference on Alternatives to War (1982 : *San Francisco, Calif., etc.*)

24.8. EXHIBITIONS, FAIRS, FESTIVALS, ETC.**24.8A. Omissions**

24.8A1. As instructed in 24.7A1, omit from the name of an exhibition, fair, festival, etc., word(s) that denote its number.

24.8B. Additions

24.8B1. As instructed in 24.7B, add to the name of an exhibition, fair, festival, etc., its number, date, and location. Do not add the date and/or location if they are integral parts of the name.

Biennale di Venezia (36th : 1972)

World's Columbian Exposition (1893 : Chicago, Ill.)

Expo 67 (Montréal, Québec)

24.9. CHAPTERS, BRANCHES, ETC.

24.9A. If a chapter, branch, etc., entered subordinately (see 24.13), carries out the activities of a corporate body in a particular locality or within a particular institution, add the name of the locality or institution, unless it is part of the name of the chapter, branch, etc.

Freemasons. *Concordia Lodge, No. 13 (Baltimore, Md.)*

Freemasons. *United Grand Lodge (England)*

Knights Templar (Masonic order). *Grand Commandery (Me.)*

Scottish Rite (Masonic order). *Oriental Consistory (Chicago, Ill.)*

Psi Upsilon (Fraternity). *Gamma Chapter (Amherst College)*

Society of St. Vincent de Paul. *Conference¹⁰ (Cathedral of St. John the Baptist : Savannah, Ga.)*

but

American Heart Association. *Illinois Affiliate*

American Red Cross. *Champaign County Chapter*

24.10. LOCAL CHURCHES, ETC.

24.10A. If the name of a local church, etc., does not convey the idea of a church, etc., add a general designation in English.

Monte Cassino (Monastery)

24.10B. Add to the name of a local church, etc., the name of the place or local ecclesiastical jurisdiction (e.g., parish, Pfarrei) in which it is located (see 24.4C3–24.4C4), unless the location is clear from the name itself.

All Saints Church (Birchington, England)

¹⁰ *Conference* is used by this body as the generic word for its local units.

St. Mary (*Church : Aylesbury Vale, England*)

Visitation Monastery (*Waldron, England*)

Westover Church (*Charles City County, Va.*)

St. James' Church (*Bronx, New York, N.Y.*)

Twin City Bible Church (*Urbana, Ill.*)

Finnish Lutheran Church of Canberra

If there are two or more local churches, etc., with the same name in the same locality, add a further suitable designation.

St. James' Church (*Manhattan, New York, N.Y. : Catholic*)

St. James' Church (*Manhattan, New York, N.Y. : Episcopal*)

24.11. RADIO AND TELEVISION STATIONS

24.11A. If the name of a radio or television station consists solely or principally of its call letters or if its name does not convey the idea of a radio or television station, add *Radio station* or *Television station* and the name of the place in which the station is located.

HVJ (*Radio station : Vatican City*)

WCIA (*Television station : Champaign, Ill.*)

24.11B. Add to the name of any other radio or television station the place in which it is located unless the name of the place is an integral part of the name of the station.

Radio Maroc (*Rabat, Morocco*)

but **Radio London**

Subordinate and Related Bodies

24.12. GENERAL RULE

24.12A. Enter a subordinate body (other than a government agency entered under jurisdiction, see 24.18) or a related body directly under its own name (see 24.1–24.3) unless its name belongs to one or more of the types listed in 24.13. Refer to the name of a subordinate body entered directly from its name in the form of a subheading of the higher body (see 26.3A7).

AnSCO

x General Aniline and Film Corporation. *AnSCO*

Association of College and Research Libraries

x American Library Association. *Association of College and Research Libraries*

BBC Symphony Orchestra

x British Broadcasting Corporation. *Symphony Orchestra*

Bodleian Library

x University of Oxford. *Bodleian Library*

Congregation of the Most Holy Name of Jesus

x Dominican Sisters. *Congregation of the Most Holy Name of Jesus*

Crane Theological School

x Tufts University. *Crane Theological School*

Faculdade de Teologia de Lisboa

x Universidade Católica Portuguesa. *Faculdade de Teologia de Lisboa*

Friends of IBBY

x International Board on Books for Young People. *Friends*

Harvard Law School

x Harvard University. *Law School*

24.13. SUBORDINATE AND RELATED BODIES ENTERED SUBORDINATELY

24.13A. Enter a subordinate or related body as a subheading of the name of the body to which it is subordinate or related if its name belongs to one or more of the following types.¹¹ Make it a direct or indirect subheading as instructed in 24.14. Omit from the subheading the name or abbreviation of the name of the higher or related body in noun form unless the omission would result in a heading that does not make sense.

TYPE 1. A name containing a term that by definition implies that the body is part of another (e.g., *Department, Division, Section, Branch*).

British Broadcasting Corporation. *Engineering Division*

International Federation of Library Associations and Institutions. *Section on Cataloguing*

Stanford University. *Department of Civil Engineering*

TYPE 2. A name containing a word that normally implies administrative subordination (e.g., *Committee, Commission*) provided that the name of the higher body is required for the identification of the subordinate body.

Association of State Universities and Land-Grant Colleges. *Committee on Traffic Safety Research and Education*

International Council on Social Welfare. *Canadian Committee*

Timber Trade Federation of the United Kingdom. *Statistical Co-ordinating Committee*

National Association of Insurance Commissioners. *Securities Valuation Office*

University of Wales. *University Commission*
(Name: University Commission)

but **National Commission on United Methodist Higher Education**

11. Distinguish cases in which the subordinate body's name includes the names of higher bodies from cases in which the names of higher bodies appear only in association with the subordinate body's name.

TYPE 3. A name that is general in nature or that does no more than indicate a geographic, chronological, or numbered or lettered subdivision of a parent body.

American Dental Association. Research Institute
(Name: Research Institute)

Bell Telephone Laboratories. Technical Information Library
(Name: Technical Information Library)

Sondley Reference Library. Friends of the Library
(Name: Friends of the Library)

American Institute of Architects. Utah Society
(Name: Utah Society)

Canadian Jewish Congress. Central Region
(Name: Central Region)

California Home Economics Association. Orange District
(Name: Orange District)

**International Labour Organisation. European Regional
Conference (2nd : 1968 : Geneva, Switzerland)**
(Name: Second European Regional Conference)

Dartmouth College. Class of 1980
(Name: Class of 1980)

Knights of Labor. District Assembly 99
(Name: District Assembly 99)

U.S. Customs Service. Region IX
(Name: Region IX)

In case of doubt, enter the body directly.

Human Resources Centre (London, England)
x Tavistock Institute of Human Relations. *Human
Resources Centre*

Research and Training Institute
x Human Resources Center (Albertson, N.Y.). *Research
and Training Institute*

TYPE 4. A name that does not convey the idea of a corporate body.

British Library. Collection Development
(Name: Collection Development)

Bell Canada. Corporate Public Relations
(Name: Corporate Public Relations)

TYPE 5. A name of a university faculty, school, college, institute, laboratory, etc., that simply indicates a particular field of study.

Princeton University. Bureau of Urban Research

Syracuse University. College of Medicine

University College London. *Communication Research Centre*

University of London. *School of Pharmacy*

TYPE 6. A name that includes the entire name of the higher or related body.

American Legion. *Auxiliary*

(Name: American Legion Auxiliary)

Auburn University. *Agricultural Experiment Station*

(Name: Agricultural Experiment Station of Auburn University)

Friends of the Earth. *Camden Friends of the Earth*

(Name: Camden Friends of the Earth)

Labour Party (Great Britain). *Conference (72nd : 1972 :
Blackpool, England)*

(Name: 72nd Annual Conference of the Labour Party)

(Activity of the Labour Party limited to Great Britain)

United Methodist Church (U.S.). *General Conference*

(Name: General Conference of the United Methodist Church)

University of Southampton. *Mathematical Society*

(Name: Mathematical Society of the University of Southampton)

University of Vermont. *Choral Union*

(Name: University of Vermont Choral Union)

Yale University. *Library*

(Name: Yale University Library)

but **BBC Symphony Orchestra**

not **British Broadcasting Corporation.** *Symphony Orchestra*

24.14. DIRECT OR INDIRECT SUBHEADING

24.14A. Enter a body belonging to one or more of the types listed in 24.13 as a subheading of the lowest element in the hierarchy that is entered under its own name. Omit intervening elements in the hierarchy unless the name of the subordinate or related body has been, or is likely to be, used by another body entered under the name of the same higher or related body. In that case, interpose the name of the lowest element in the hierarchy that will distinguish between the bodies.

Public Library Association. *Audiovisual Committee*

Hierarchy: American Library Association

Public Library Association

Audiovisual Committee

American Library Association. *Cataloging and*

Classification Section. *Policy and Research Committee*

Hierarchy: American Library Association

Resources and Technical Services Division

Cataloging and Classification Section

Policy and Research Committee

American Library Association. *Resources and Technical Services Division. Board of Directors*
Hierarchy: American Library Association
 Resources and Technical Services Division
 Board of Directors

Refer from the name in the form of a subheading of the name of its immediately superior body when the heading does not include the name of that superior body (see 26.3A7).

American Library Association. *Committee on Outreach Programs for Young Adults (Ad Hoc)*
Hierarchy: American Library Association
 Young Adult Services Division
 Committee on Outreach Programs for Young Adults (Ad Hoc)
 x American Library Association. *Young Adult Services Division. Committee on Outreach Programs for Young Adults (Ad Hoc)*

American Library Association. *Cataloging and Classification Section*
Hierarchy: American Library Association
 Resources and Technical Services Division
 Cataloging and Classification Section
 x American Library Association. *Resources and Technical Services Division. Cataloging and Classification Section*

Special Rules

24.15. JOINT COMMITTEES, COMMISSIONS, ETC.

24.15A. Enter a body made up of representatives of two or more other bodies directly under its own name.

Joint Committee on Individual Efficiency in Industry
(A joint committee of the Department of Scientific and Industrial Research and the Medical Research Council)

Canadian Committee on MARC
(A joint committee of the Association pour l'avancement des sciences et des techniques de la documentation, the Canadian Library Association, and the National Library of Canada)

Omit the names of the parent bodies when these occur within or at the end of the name and if the name of the joint unit is distinctive without them.

Joint Committee on Bathing Places
(Name: Joint Committee on Bathing Places of the Conference of State Sanitary Engineers and the Engineering Section of the American Public Health Association)

but **Joint Commission of the Council for Education in World Citizenship and the London International Assembly**

24.15B. If the parent bodies are entered as subheadings of a common higher body, enter the joint unit as a subordinate body as instructed in 24.12–24.14.

American Library Association. *Joint Committee to Compile a List of International Subscription Agents*
(A joint committee of the Acquisitions and Serials sections of the American Library Association's Resources and Technical Services Division)

24.16. CONVENTIONALIZED SUBHEADINGS FOR STATE AND LOCAL ELEMENTS OF UNITED STATES POLITICAL PARTIES

24.16A. Enter a state or local unit of a political party in the United States under the name of the party followed by the state or local name in parentheses and then the name of the unit. Omit from the name of the unit any indication of the name of the party or the state or locality.

Republican Party (Mo.). *State Committee*
(Name: Missouri Republican State Committee)

Republican Party (Ohio). *State Executive Committee*
(Name: Ohio State Republican Executive Committee)

Democratic Party (Tex.). *State Convention (1857 : Waco, Tex.)*
(Name: State Convention of the Democratic Party of the State of Texas)

Government Bodies and Officials

24.17. GENERAL RULE

24.17A. Enter a body created or controlled by a government directly under its own name (see 24.1–24.3) unless it belongs to one or more of the types listed in 24.18. However, if a body is subordinate to a higher body that is entered under its own name, formulate the heading for the subordinate body according to 24.12–24.14. Refer to the name of a government agency entered directly from its name in the form of a subheading of the name of the government (see 26.3A7).

American Battle Monuments Commission
x United States. *American Battle Monuments Commission*

Arts Council of Great Britain
x United Kingdom. *Arts Council*

Boundary Commission for England
x United Kingdom. *Boundary Commission for England*

Canada Institute for Scientific and Technical Information
x Canada. *Institute for Scientific and Technical Information*

Canadian National Railways
x Canada. *Canadian National Railways*

Consejo Superior de Investigaciones Cientificas
 x Spain. *Consejo Superior de Investigaciones Cientificas*

Council on International Economic Policy
 x United States. *Council on International Economic Policy*

Dundee Harbour Trust
 x United Kingdom. *Dundee Harbour Trust*

University of British Columbia
 x British Columbia. *University*

24.18. GOVERNMENT AGENCIES ENTERED SUBORDINATELY

24.18A. Enter a government agency subordinately to the name of the government if it belongs to one or more of the following types. Make it a direct or indirect subheading of the heading for the government as instructed in 24.19. Omit from the subheading the name or abbreviation of the name of the government in noun form unless such an omission would result in a heading that does not make sense.

Canada. *Agriculture Canada*
not Canada. *Agriculture*

TYPE 1. An agency with a name containing a term that by definition implies that the body is part of another (e.g., *Department, Division, Section, Branch*, and their equivalents in other languages).

Vermont. *Department of Water Resources*
Ottawa (Ont.). *Department of Community Development*
United States. *Division of Wildlife Services*

TYPE 2. An agency with a name containing a word that normally implies administrative subordination in the terminology of the government concerned (e.g., *Committee, Commission*), provided that the name of the government is required for the identification of the agency.

Australia. *Bureau of Agricultural Economics*
Canada. *Royal Commission on Banking and Finance*
United Kingdom. *Royal Commission on the Press*
United Kingdom. *Central Office of Information*
United States. *Commission on Civil Rights*
United States. *Committee on Retirement Policy for Federal Personnel*
but **Royal Commission on Higher Education in New Brunswick**

TYPE 3. An agency with a name that is general in nature or that does no more than indicate a geographic, chronological, or numbered or lettered subdivision of the government or of one of its agencies entered subordintately.

United States. *National Labor Relations Board. Library*
(Name: Library)

Niger. *Commissariat général au développement. Centre de documentation*
(Name: Centre de documentation)

Malaysia. *Royal Customs and Excise Department. Sabah Region*
(Name: Sabah Region)

United States. *General Services Administration. Region 5*
(Name: Region 5)

United States. *Public Health Service. Region XI*
(Name: Region XI)

In case of doubt, enter the body directly.

Governor's Internship Program
not Minnesota. *Governor's Internship Program*

National Portrait Gallery (U.K.)
not United Kingdom. *National Portrait Gallery*

Musée des beaux-arts (Béziers, France)
not Béziers (France). *Musée des beaux-arts*

TYPE 4. An agency with a name that does not convey the idea of a corporate body and does not contain the name of the government.

Illinois. *Bureau of Employment Security. Research and Analysis*
(Name: Research and Analysis)

Lower Saxony (Germany). *Landesvermessung*
(Name: Landesvermessung)

United States. *Naval Oceanography and Meteorology*
(Name: Naval Oceanography and Meteorology)

Canada. *Ocean and Aquatic Sciences*
(Name: Ocean and Aquatic Sciences)

TYPE 5. An agency that is a ministry or similar major executive agency (i.e., one that has no other agency above it) as defined by official publications of the government in question.

United Kingdom. *Home Office*

United Kingdom. *Ministry of Defence*

Italy. *Ministero del bilancio e della programmazione economica*

United States. *National Aeronautics and Space Administration*

TYPE 6. A legislative body (see also 24.21).

Chicago (Ill.). *City Council*

France. *Assemblée nationale*

United Kingdom. *Parliament*

United States. *Congress*

TYPE 7. A court (see also 24.23).

Ontario. *High Court of Justice*

United States. *Supreme Court*

TYPE 8. A principal service of the armed forces of a government (see also 24.24).

Canada. *Canadian Armed Forces*

Germany. *Heer*

New York (State). *Militia*

United Kingdom. *Army*

TYPE 9. A head of state or head of government (see also 24.20).

United Kingdom. *Sovereign*

Montréal (Québec). *Mayor*

United States. *President*

Virginia. *Governor*

TYPE 10. An embassy, consulate, etc. (see also 24.25).

Canada. *Embassy (U.S.)*

United Kingdom. *Consulate (New York, N.Y.)*

TYPE 11. A delegation to an international or intergovernmental body (see also 24.26).

United Kingdom. *Delegation (United Nations)*

24.19. DIRECT OR INDIRECT SUBHEADING

24.19A. Enter an agency belonging to one or more of the types listed in 24.18 as a direct subheading of the heading for the government unless the name of the agency has been, or is likely to be, used by another agency entered under the name of the same government. In that case, interpose the name of the lowest element in the hierarchy that will distinguish between the agencies.

United States. *Office of Human Development Services*

Hierarchy: United States

Department of Health, Education, and Welfare

Office of Human Development Services

Québec (*Province*). *Service de l'exploration géologique*

Hierarchy: Québec

Ministère des richesses naturelles
 Direction générale des mines
 Direction de la géologie
 Service de l'exploration géologique

United States. *Aviation Forecast Branch*

Hierarchy: United States

Department of Transportation
 Federal Aviation Administration
 Office of Aviation Policy
 Aviation Forecast Branch

United Kingdom. *Nationality and Treaty Department*

Hierarchy: United Kingdom

Foreign and Commonwealth Office
 Nationality and Treaty Department

France. *Commission centrale des marchés*

Hierarchy: France

Ministère de l'économie et des finances
 Commission centrale des marchés

but

United Kingdom. *Department of Employment. Solicitors Office*

Hierarchy: United Kingdom

Department of Employment
 Solicitors Office

(Other ministries and departments have had subordinate units called Solicitors Office)

France. *Direction générale des impôts. Service de l'administration générale*

Hierarchy: France

Ministère de l'économie et des finances
 Direction générale des impôts
 Service de l'administration générale

(Other units within the same ministry are called Service de l'administration générale)

Refer from the name in the form of a subheading of the name of its immediately superior body when the heading does not include the name of that superior body (see 26.3A7).

California. *Employment Data and Research Division*

Hierarchy: California

Health and Welfare Agency
 Employment Development Department
 Employment Data and Research Division

x California. *Employment Development Department. Employment Data and Research Division*

France. *Ministère du travail, de l'emploi et de la population. Division de la statistique et des études*
Hierarchy: France

Ministère du travail, de l'emploi et de la population

Service des études et prévisions

Division de la statistique et des études

x **France.** *Ministère du travail, de l'emploi et de la population. Service des études et prévisions.*
Division de la statistique et des études

Special Rules

24.20. GOVERNMENT OFFICIALS

24.20A. Scope

24.20A1. Apply this rule only to officials of countries and other states that have existed in postmedieval times and to officials of international intergovernmental organizations.

24.20B. Heads of state, etc.

24.20B1. Enter a sovereign, president, other head of state, or governor acting in an official capacity (see 21.4D1) under the heading for the jurisdiction, followed by the title of the official in English (unless there is no equivalent English term). Add the inclusive years of the reign or incumbency and the name of the person in a brief form and in the language of the heading for that person.

United States. *President (1953-1961 : Eisenhower)*

Illinois. *Governor (1973-1977 : Walker)*

Iran. *Shah (1941-1979 : Mohammed Reza Pahlavi)*

Papal States. *Sovereign (1846-1870 : Pius IX)*

If the title varies with the gender of the incumbent, use a general term (e.g., *Sovereign* rather than *King* or *Queen*).

United Kingdom. *Sovereign (1837-1901 : Victoria)*

Russia. *Sovereign (1894-1917 : Nicholas II)*

Spain. *Sovereign (1886-1931 : Alfonso XIII)*

If there are two or more nonconsecutive periods of incumbency, use separate headings.

United States. *President (1885-1889 : Cleveland)*

United States. *President (1893-1897 : Cleveland)*

If the heading applies to more than one incumbent (see 21.4D1), do not add the dates and names.

United States. *President*

24.20B2. If a heading is established for an incumbent head of state, etc., as a person in addition to the heading as a head of state, etc., make an explanatory reference under the heading for the head of state, etc. (see 26.3C1).

24.20C. Heads of governments and of international intergovernmental bodies

24.20C1. Enter a head of government acting in an official capacity (see 21.4D1) who is not also a head of state under the heading for the jurisdiction, followed by the title of the official in the vernacular. Add the inclusive years of the incumbency and the name of the person in a brief form and in the language of the heading for that person.

United Kingdom. *Prime Minister (1979-1990 : Thatcher)*

Philadelphia (Pa.). *Mayor (1972-1980 : Rizzo)*

France. *Premier ministre (1993-1995 : Balladur)*

Italy. *Presidente del Consiglio dei ministri (1993-1994 : Ciampi)*

New Zealand. *Prime Minister (1999- : Clark)*

If there are two or more nonconsecutive periods of incumbency, use separate headings.

Canada. *Prime Minister (1968-1979 : Trudeau)*

Canada. *Prime Minister (1980-1984 : Trudeau)*

If the heading applies to more than one incumbent (see 21.4D1), do not add the dates and names.

24.20C2. Enter a head of an international intergovernmental organization acting in an official capacity under the heading for the organization, followed by the title of the official in the language of the heading for the organization. Add the inclusive years of the incumbency and the name of the person in a brief form and in the language of the heading for that person.

United Nations. *Secretary-General (1972-1981 : Waldheim)*

If the heading applies to more than one incumbent (see 21.4D1), do not add the dates and names.

24.20C3. If a heading is established for an incumbent head of government, etc., as a person in addition to the heading as a head of government, etc., make an explanatory reference under the heading for the head of government, etc. (see 26.3C1).

24.20D. Governors of dependent or occupied territories

24.20D1. Enter a governor of a dependent territory (e.g., a colony, protectorate) or of an occupied territory (see 24.6D) acting in an official capacity under the heading for the colony, territory, etc., followed by the title of the governor in the language of the governing power.

Hong Kong. *Governor*

Jersey (Channel Islands) *(Territory under German occupation, 1940-1945). Militärischer Befehlshaber*

Netherlands *(Territory under German occupation, 1940-1945). Reichskommissar für die Besetzten Niederländischen Gebiete*

Germany *(Territory under Allied occupation, 1945-1955 ; U.S. Zone). Military Governor*

24.20E. Other officials

24.20E1. Enter any other official under the heading for the ministry or agency that the official represents.

United States. *General Accounting Office*
not **United States.** *Comptroller General*

24.20E2. Enter an official who is not part of a ministry, etc., or who is part of a ministry, etc., that is identified only by the title of the official, under the heading for the jurisdiction, followed by the title of the official.

United Kingdom. *Lord Privy Seal*

24.21. LEGISLATIVE BODIES

24.21A. Enter a legislature under the name of the jurisdiction for which it legislates.

Iceland. *Alþingi*

If a legislature has more than one chamber, enter each as a subheading of the heading for the legislature. Refer from the name of the chamber as a direct subheading of the jurisdiction.

United Kingdom. *Parliament. House of Commons*
x **United Kingdom.** *House of Commons*

United Kingdom. *Parliament. House of Lords*
x **United Kingdom.** *House of Lords*

24.21B. Enter a committee or other subordinate unit (other than a legislative subcommittee of the United States Congress, see 24.21C) as a subheading of the legislature or of a particular chamber, as appropriate.

United States. *Congress. Joint Committee on the Library*

United States. *Congress. House of Representatives. Select Committee on Government Organization*

24.21C. Enter a legislative subcommittee of the United States Congress as a subheading of the committee to which it is subordinate.

United States. *Congress. Senate. Committee on Foreign Relations. Subcommittee on Canadian Affairs*
not **United States.** *Congress. Senate. Subcommittee on Canadian Affairs*

24.21D. If successive legislatures are numbered consecutively, add the ordinal numeral and the year or years to the heading for the particular legislature or one of its chambers.

United States. *Congress (87th : 1961-1962)*

United States. *Congress (87th : 1961-1962). House of Representatives*

If, in such a case, numbered sessions are involved, add the session and its number and the year or years of the session to the number of the legislature.

United States. *Congress (87th, 2nd session : 1962). House of Representatives*

24.22. CONSTITUTIONAL CONVENTIONS

24.22A. Enter a constitutional convention under the heading for the government that convened it, followed by the name of the convention. Add the year or years in which it was held.

Germany. *Nationalversammlung (1919-1920)*

Portugal. *Assembléia Nacional Constituinte (1911)*

24.22B. If there is variation in the forms of name of constitutional conventions convened by a jurisdiction using English as an official language, use *Constitutional Convention* as the sub-heading for each of the conventions.

New Hampshire. *Constitutional Convention (1781)*

not **New Hampshire.** *Convention for Framing a New Constitution or Form of Government (1781)*

New Hampshire. *Constitutional Convention (1889)*

New Hampshire. *Constitutional Convention (1912)*

not **New Hampshire.** *Convention to Revise the Constitution (1912)*

If English is not an official language of the jurisdiction, follow the instructions in 24.2 and 24.3.

24.23. COURTS

24.23A. Civil and criminal courts

24.23A1. Enter a civil or criminal court under the heading for the jurisdiction whose authority it exercises, followed by the name of the court.

Vermont. *Court of Chancery*

Omit the name (or abbreviation of the name) of the place in which the court sits or the area which it serves unless the omission would result in objectionable distortion. If the name of the place or the area served is required to distinguish a court from others of the same name, add it in a conventionalized form.

France. *Cour d'appel (Caen)*
(Name: Cour d'appel de Caen)

United Kingdom. *Crown Court (Manchester)*
(Name: Manchester Crown Court)

United States. *Court of Appeals (2nd Circuit)*
(Name: United States Court of Appeals for the Second Circuit)

United States. *Court of Appeals (District of Columbia Circuit)*
(Name: United States Court of Appeals for the District of Columbia Circuit)

United States. *District Court (Delaware)*
 (Name: United States District Court for the District of Delaware)

United States. *District Court (North Carolina : Eastern District)*
 (Name: United States District Court for the Eastern District of North Carolina)

United States. *District Court (Illinois : Northern District : Eastern Division)*
 (Name: United States District Court for the Eastern Division of the Northern District of Illinois)

California. *Municipal Court (Los Angeles Judicial District)*
 (Name: Municipal Court, Los Angeles Judicial District)

California. *Superior Court (San Bernardino County)*
 (Name: Superior Court of the State of California in and for San Bernardino County)

24.23B. Ad hoc military courts

24.23B1. Enter an ad hoc military court (e.g., court-martial, court of inquiry) under the heading for the particular military service (see 24.24), followed by the name of the court. Add the surname of the defendant and the year of the trial.

United States. *Army. Court of Inquiry (Hall : 1863)*

Virginia. *Militia. Court-martial (Yancey : 1806)*

24.24. ARMED FORCES**24.24A. Armed forces at the national level**

24.24A1. Enter a principal service of the armed forces of a national government under the heading for the government, followed by the name of the service. Omit the name (or abbreviation of the name) of the government in noun form unless the omission would result in objectionable distortion.

Canada. *Canadian Armed Forces*

United Kingdom. *Royal Navy*

United States. *Marine Corps*¹²

United Kingdom. *Royal Marines*¹³

Enter a component branch, command district, or military unit, large or small, as a direct subheading of the heading for the principal service of which it is a part.

United Kingdom. *Army. Royal Gloucestershire Hussars*

United Kingdom. *Royal Air Force. Central Interpretation Unit*

12. Treat the U.S. Marine Corps as a principal service.

13. Treat the Royal Marines as a principal service.

United Kingdom. *Royal Navy. Sea Cadet Corps*

United States. *Army. General Staff*

United States. *Army. Corps of Engineers*

United States. *Army. District of Mindanao*

If the component branch, etc., is identified by a number, follow the style of numbering found in the name (spelled out, roman numerals, or arabic numerals) and place the numbering after the name.

United Kingdom. *Army. Infantry Regiment, 57th*

United States. *Army. Infantry Division, 27th*

United States. *Navy. Fleet, 6th*

United States. *Army. Army, First*

United States. *Army. Corps, IV*

United States. *Army. Engineer Combat Battalion, 2nd*

United States. *Army. Volunteer Cavalry, 1st*

United States. *Navy. Torpedo Squadron 8*

Confederate States of America. *Army. Tennessee Regiment,
1st*

France. *Armée. Régiment de dragons, 15^e*

Germany. *Heer. Panzerdivision, 11.*

Germany. *Luftwaffe. Jagdgeschwader 26*

Germany. *Luftwaffe. Luftgaukommando VII*

Union of Soviet Socialist Republics. *Armiia. Vozdushnaia
armia, 16.*

If the name of such a component branch, etc., begins with the name, or an indication of the name, of the principal service, enter it as a direct subheading of the heading for the government.

United States. *Army Map Service*

United States. *Naval Air Transport Service*

If the name of such a component branch, etc., contains, but does not begin with, the name or an indication of the name of the principal service, enter it as a direct subheading of the heading for the service and omit the name or indication of the name unless objectionable distortion would result.

Canada. *Canadian Army. Royal Canadian Army Medical Corps*

24.24B. Armed forces below the national level

24.24B1. Enter an armed force of a government below the national level under the heading for the government, followed by the name of the force.

New York (State). *Militia*

New York (State). *National Guard*

24.24B2. Enter a component branch of an armed force of a government below the national level as a subheading of the heading for the force as instructed in 24.24A.

New York (State). *Militia. Regiment of Artillery, 9th*
(Name: 9th Regiment of Artillery, N.Y.S.M.)

New York (State). *National Guard. Coast Defense Command, 9th*

24.24B3. Enter a component branch, etc., of a force below the national level that has been absorbed into the national military forces as a component branch of the national force (see 24.24A).

United States. *Army. New York Volunteers, 83rd*

United States. *Army. Regiment Infantry, New York Volunteers, 9th*

24.25. EMBASSIES, CONSULATES, ETC.

24.25A. Enter an embassy, consulate, legation, or other continuing office representing one country in another under the heading for the country represented, followed by the name of the embassy, etc. Give the subheading in the language (see 24.3A) of the country represented, and omit from it the name of the country.

If the heading is for an embassy or legation, add the name of the country to which it is accredited.

Germany. *Gesandschaft (Switzerland)*

United Kingdom. *Embassy (U.S.)*

United States. *Legation (Bulgaria)*

Yugoslavia. *Poslanstvo (U.S.)*

Canada. *Embassy (Belgium)*

If the heading is for a consulate or other local office, add the name of the city in which it is located.

France. *Consulat (Buenos Aires, Argentina)*

United Kingdom. *Consulate (Cairo, Egypt)*

24.26. DELEGATIONS TO INTERNATIONAL AND INTERGOVERNMENTAL BODIES

24.26A. Enter a delegation, commission, etc., representing a country in an international or intergovernmental body, conference, undertaking, etc., under the heading for the country represented, followed by the name of the delegation, etc. Give the subheading in the language (see 24.3A) of the country represented. Omit from the subheading the name or abbreviation of the name of the government in noun form unless such an omission would result in objectionable distortion. If the name of the delegation, etc., is uncertain, give *Delegation* [*Mission*,

etc.] (or equivalent terms in the language of the country represented). If considered necessary to distinguish the delegation, etc., from others of the same name, add the name, in the form and language used for it as a heading, of the international or intergovernmental body, conference, undertaking, etc., to which the delegation, etc., is accredited. Make explanatory references as necessary from the heading for the international body, etc., followed by an appropriate subheading (see 26.3C1).

Mexico. *Delegación (Inter-American Conference for the Maintenance of Peace (1936 : Buenos Aires, Argentina))*

Germany. *Reichskommission für die Weltausstellung in Chicago*

United States. *Delegation (International Conference on Maritime Law (3rd : 1909 : Brussels, Belgium))*

United States. *Mission (United Nations)*

Explanatory reference:

United Nations. *Missions*

Delegations, missions, etc., from member nations to the United Nations and to its subordinate units are entered under the name of the nation followed by the name of the delegation, mission, etc.; e.g.,

United States. *Mission (United Nations)*

United States. *Delegation (United Nations. General Assembly)*

Uruguay. *Delegación (United Nations)*

Make the same explanatory reference under United Nations. Delegations, and under United Nations. General Assembly. Delegations, and under other appropriate headings

If it is uncertain that a delegation represents the government of a country, enter it under its own name.

Religious Bodies and Officials

24.27. RELIGIOUS BODIES AND OFFICIALS

24.27A. Councils, etc., of a single religious body

24.27A1. Enter a council, etc., of the clergy and/or membership (international, national, regional, provincial, state, or local) of a single religious body under the heading for the religious body, followed by the name of the council, etc. When appropriate, make additions to the heading as instructed in 24.7B.

Catholic Church. *Antilles Episcopal Conference*

Society of Friends. *Philadelphia Yearly Meeting¹⁴*

United Methodist Church (U.S.). *Northern Illinois Conference*

¹⁴ *Yearly Meeting* is used by the Society of Friends to denote a particular level in its structure.

24.27A2. If the name of a council, etc., of the Catholic Church is given in more than one language, use (in this order of preference) the English, Latin, French, German, or Spanish name, and make appropriate references.

Catholic Church. *Canadian Conference of Catholic Bishops*

Catholic Church. *Plenary Council of Baltimore (2nd : 1866)*

Catholic Church. *Concilium Plenarium Americae Latinae (1899 : Rome, Italy)*

24.27A3. If a council, etc., is subordinate to a particular district of the religious body, enter it under the heading for that district (see 24.27C2–24.27C3), followed by the name of the council, etc. If the name appears in more than one language, use the name in the vernacular of the district.

Catholic Church. *Province of Baltimore. Provincial Council (10th : 1869)*

Catholic Church. *Province of Mexico City. Concilio Provincial (3rd : 1585)*

24.27B. Religious officials

24.27B1. Enter a religious official (e.g., bishop, abbot, rabbi, moderator, mullah, patriarch) acting in an official capacity (see 21.4D1) under the heading for the religious jurisdiction (e.g., diocese, order, rabbinate, synod, denomination, see 24.27C2–24.27C3), followed by the title of the official in English (unless there is no equivalent English term). Add the inclusive years of incumbency and the name of the person in a brief form and in the language of the heading for that person.

Catholic Church. *Diocese of Campos. Bishop (1949–1981 : Mayer)*

Franciscans. *Minister General (1947–1951 : Perantoni)*

Catholic Church. *Diocese of Winchester. Bishop (1367–1404 : William, of Wykeham)*

If the heading applies to more than one incumbent (see 21.4D1), do not add the dates and names.

Church of England. *Diocese of Winchester. Bishop*

If a heading is established for the incumbent as a person in addition to the heading as a religious official, make an explanatory reference under the heading for the official (see 26.3C1).

24.27B2. Popes. Enter a pope acting in an official capacity (see 21.4D1) under *Catholic Church*, followed by *Pope*. Add the year or inclusive years of the reign, and the pontifical name in its catalogue entry form.

Catholic Church. *Pope (1878–1903 : Leo XIII)*

Catholic Church. *Pope (1978 : John Paul I)*

If the heading applies to more than one pope (see 21.4D1), do not add the dates and names.

Catholic Church. *Pope*

If a heading is established for a pope as a person in addition to the heading as a religious official, make an explanatory reference under the heading for the official (see 26.3C1).

24.27C. Subordinate bodies

24.27C1. General rule. Except as provided in 24.27C2–24.27C4, enter subordinate religious bodies according to the instructions in 24.12–24.13. For religious orders and societies, see 24.3D.

24.27C2. Provinces, dioceses, synods, etc. Enter a province, diocese, synod, or other subordinate unit of a religious body having jurisdiction over a geographic area under the heading for the religious body, followed by the name of the province, etc.

Church of England. *Diocese of Ely*

Evangelical and Reformed Church. *Reading Synod*

Evangelische Kirche der Altpreuussischen Union.
Kirchenprovinz Sachsen

Church of England. *Archdeaconry of Surrey*

Nederlandse Hervormde Kerk. *Classis Rotterdam*

Protestant Episcopal Church in the U.S.A. *Diocese of
Southern Virginia*

Russkaia pravoslavnaia tserkov'. *Moskovskaia patriarkhiia*

Svenska kyrkan. *Ärkestiftet Uppsala*

Church of England. *Woking Deanery*

24.27C3. Catholic dioceses, etc. Use an English form of name for a patriarchate, diocese, province, etc., of the Catholic Church.

Catholic Church. *Archdiocese of Santiago de Cuba*

Catholic Church. *Diocese of Uppsala*

Catholic Church. *Diocese of Ely*

Catholic Church. *Diocese of Hexham and Newcastle*

Catholic Church. *Patriarchate of Alexandria of the Copts*

Catholic Church. *Province of Québec*

Catholic Church. *Ukrainian Catholic Archeparchy of
Philadelphia*

Catholic Church. *Vicariate Apostolic of Zamora*

Do not apply this rule to an ecclesiastical principality (often called *Bistum*) of the Holy Roman Empire bearing the same name as a Catholic diocese and ruled by the same bishop.

Catholic Church. *Diocese of Fulda*

but Fulda (Ecclesiastical principality)

24.27C4. Central administrative organs of the Catholic Church (Roman Curia). Enter a congregation, tribunal, or other central administrative organ (i.e., one that is part of the Roman Curia) of the Catholic Church under *Catholic Church*, followed by the Latin form of the name of the congregation, etc. Omit any form of the word *sacer* when it is the first word of the name and make an explanatory reference (see 26.3C1) from the form of the name beginning with it.

Catholic Church. *Congregatio Sacrorum Rituum*

Catholic Church. *Congregatio de Propaganda Fide*

Catholic Church. *Rota Romana*

24.27D. Papal diplomatic missions, etc.

24.27D1. Enter a diplomatic mission from the pope to a secular power under *Catholic Church*, followed by *Apostolic Nunciature* or *Apostolic Internunciature*, as appropriate. Add the heading for the government to which the mission is accredited.

Catholic Church. *Apostolic Internunciature (India)*

Catholic Church. *Apostolic Nunciature (Flanders)*

Enter a nondiplomatic apostolic delegation under *Catholic Church* followed by *Apostolic Delegation*. Add the name of the country or other jurisdiction in which the delegation functions.

Catholic Church. *Apostolic Delegation (France)*

Enter an emissary of the pope acting in an official capacity (other than a nuncio, internuncio, or apostolic delegate) under *Catholic Church*, followed by the title of the emissary (in English if there is an equivalent term; otherwise in Latin). Add the name of the country or region in which the emissary functions.

Catholic Church. *Legate (Colombia)*

If the country or region cannot be ascertained, add the name of the emissary in brief form.

Catholic Church. *Commissary Apostolic (Robertus Castellensis)*

APPENDIX A

CAPITALIZATION

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General Rules

A.1. INITIALS AND ACRONYMS

A.1A. Capitalize the letters of an initialism or acronym used by a corporate body according to the predominant usage of the body.

AFL-CIO

Unesco

A.1B. Capitalize words in a personal, place, or corporate name as instructed in the rules for the language involved (see A.12–A.52). For such names used in headings, see also A.2.

A.2. HEADINGS FOR PERSONS, PLACES, AND CORPORATE BODIES

A.2A. General rule

A.2A1. In general, capitalize the first word of each heading and subheading.¹ For corporate names with unusual capitalization, such as names spelled without an initial capital letter, or with a capital letter or letters following a lower case letter or letters, follow the capitalization practice of the body. Capitalize other words in personal, place, and corporate names used as headings and corporate names used as subheadings as instructed in the rules for the language involved.

Alexander, of Aphrodisias

De la Mare, Walter

Musset, Alfred de

Cavour, Camillo Benso, conte di

Third Order Regular of St. Francis

Société de chimie physique

Ontario. High Court of Justice

Norske Nobelinstitutt

El Greco Society

eBay (*Firm*)

netViz Corporation

hHead (*Musical group*)

hEARd (*Organisation*)

drkoop.com, Inc.

1. If a personal name 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 it, whether written separately or hyphenated with the following word.

A.2B. Words or phrases characterizing persons

A.2B1. Capitalize a word, or the substantive words in a phrase, characterizing a person and used as a heading (see also 22.11D and A.13H). Capitalize proper names contained in such a phrase as instructed in the rules for the language involved. Capitalize a quoted title within a personal name heading as instructed in A.4A.

Physician
 Lady of Quality
 Citizen of Albany
 Author of Early impressions

A.2C. Additions to certain headings for persons

A.2C1. Capitalize additions to headings for persons made according to the instructions in certain rules (e.g., 22.11, 22.12, 22.15A, 22.19) as instructed in the rules for the language involved. If the addition is given in parentheses (see 22.11A and 22.19A), capitalize the first word of the addition and any proper name.

Moses, <i>Grandma</i>	John, <i>Abbot of Ford</i>
Deidier, <i>abbé</i>	Thomas (<i>Anglo-Norman poet</i>)
Alfonso XIII, <i>King of Spain</i>	Brown, George, <i>Rev.</i>

A.2D. Additions to names of corporate bodies

A.2D1. Capitalize the first word of each addition to the name of a corporate body. Capitalize other words in the addition as instructed in the rules for the language involved.

Bounty (*Ship*)
 Knights Templar (*Masonic order*)
 Regional Conference on Mental Measurement of the Blind (*1st : 1951 : Perkins Institution*)

A.3. UNIFORM TITLES**A.3A. Individual uniform titles**

A.3A1. Capitalize an individual uniform title as instructed in A.4.

[Hard times]
 Bava kamma
 Nicene Creed
 [De bello Gallico]

A.3B. Collective uniform titles

A.3B1. Capitalize only the first word of a collective uniform title (see 25.8–25.10 and 25.34).

[Works]
 [Short stories]

[Instrumental music]

[Polonaises, piano]

A.3C. Additions to uniform titles

A.3C1. Capitalize the first word of each addition to an individual uniform title or a collective uniform title. Capitalize other words in the addition as instructed in the rules for the language involved.

Seven sages of Rome (*Southern version*)

Guillaume (*Chanson de geste*)

Genesis (*Middle High German poem*)

[Sketches by Boz. German. Selections]

[Poems. Selections]

[Goyescas (Opera)]

[Iliad. Book 1. Selections]

In additions to uniform titles for music, do not capitalize words (including abbreviations) indicating medium of performance (see 25.30B), words (including abbreviations) accompanying serial numbers and opus or thematic index numbers (see 25.30C), or words accompanying statements of key (see 25.30D), unless the word is, or the abbreviation stands for, a proper name. Do not capitalize *arr.*

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

[Sonatas, piano, K. 457, C minor]

A.4. TITLE AND STATEMENT OF RESPONSIBILITY AREA

A.4A. Title elements (general rule)

A.4A1. In general, capitalize the first word of a title (title proper, alternative title, parallel title, quoted title, etc.).² 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. For a title that begins with an Internet address (or part of an Internet address), do not capitalize the first element if it is not capitalized on the resource. If the title includes a corporate name with unusual capitalization, follow the capitalization practice of the body. Capitalize other words as instructed in the rules for the language involved. See A.20 for the capitalization of names of documents.

The materials of architecture

The 1919/1920 Breasted Expedition to the Far East

Les misérables

IV informe del gobierno

2. If a romanized title (title proper, alternative title, parallel title, quoted title, etc.) 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 : Ivri-Angli, Angli-Ivri
(Milon is considered the first word and is therefore capitalized)

Eileen Ford's a more beautiful you in 21 days
 Journal of polymer science
 Sechs Partiten für Flöte
 Still life with bottle and grapes
 The Edinburgh world atlas, or, Advanced atlas of modern
 geography
 . Coppélia, ou, La fille aux yeux d'émail
 Strassenkarte der Schweiz = Carte routière de la Suisse = Carta
 stradale della Svizzera = Road map of Switzerland
 The greenwood tree : newsletter of the Somerset and Dorset
 Family History Society
 Quo vadis? : a narrative from the time of Nero
 King Henry the Eighth ; and, The tempest
 An interpretation of The ring and the book
 Selections from the Idylls of the king
 ... / by the Author of Memoirs of a fox-hunting man
 A dictionary of American English on historical principles
 Les cahiers du cinéma
 The anatomical record
 "Reprinted from The anatomical record, vol. 88, Jan.-Mar. 1944"
 A supplement to The journal of physics and chemistry of solids
 Separate from La revista de derecho, jurisprudencia y
 administración
 eWell being
 e-Commerce security
 iTV games and gambling
 re:Organize
 robgray.com
 U-boat operations of the Second World War
 www.jurisdiction.com
 www.advertising

A.4B. Titles preceded by dashes indicating incompleteness

A.4B1. Do not capitalize the first word of a title if it is preceded by a dash indicating that the beginning of the phrase from which the title was derived has been omitted.

-and master of none

A.4C. Certain titles of bibliographic resources that have merged or been absorbed

A.4C1. When one resource absorbs or merges with another and incorporates that resource's title with its own, do not capitalize the first word of the incorporated title unless the rules for the language involved require its capitalization for another reason.

Farm chemicals and crop life *not* Farm chemicals and Crop life

A.4D. Grammatically independent titles of supplements and sections of an item

A.4D1. If the title proper of an item that is supplementary to, or a section of, another item consists of two or more parts that are not grammatically linked (see 1.1B9, 12.1B4, and 12.1B5), capitalize the first word of the title of the second and subsequent parts.

Faust. Part one

Advanced calculus. Student handbook

Journal of biosocial science. Supplement

Acta Universitatis Carolinae. Philologica

If the title of the part is introduced by an alphabetic or a numeric designation beginning with a word, capitalize also that word.

Progress in nuclear energy. Series 2, Reactors

A.4E. General material designation

A.4E1. Do not capitalize the word(s) in a general material designation.

[music]

[cartographic material (braille)]

[electronic resource]

A.4F. Statement of responsibility

A.4F1. In the statement of responsibility element, capitalize as instructed in the rules for the language involved all personal and corporate names; titles of nobility; terms of address, honour, and distinction; and initials of societies, etc., accompanying personal names. In general, do not capitalize other words.

... / by Mrs. Charles H. Gibson

... / by Walter de la Mare

... / by Alfred, Lord Tennyson

... / by a Lady of Quality

... / International Symposium on the Cataloguing, Coding, and
Statistics of Audio-Visual Materials ; organised by ISO/TC 46
Documentation in collaboration with IFLA and IFTC, 7-9 January
1976 in Strasbourg

A.5. EDITION AREA

A.5A. If an edition statement (or a statement relating to a named revision of an edition) begins with a word or an abbreviation of a word, capitalize it. Capitalize other words as instructed in the rules for the language involved.

Household ed.
 Facsim. ed.
 1st standard ed.
 Neue Aufl.
 Rev. et corr.
 Wyd. 2-gie
 World's classics ed., New ed. rev.

A.6. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

A.6A. If the material (or type of publication) specific details area begins with a word or an abbreviation of a word, capitalize it. Capitalize other elements as instructed in the rules for the language involved.

Scale 1:500,000
 Vol. 1, no. 1 (Jan./Mar. 1974)-
 No 1 (juil. 1970)-

A.7. PUBLICATION, DISTRIBUTION, ETC., AREA**A.7A. General rule**

A.7A1. Capitalize the names of places, publishers, distributors, and manufacturers as instructed in the rules for the language involved.

Montréal
 Coloniae Agrippinae
 The Hague
 Den Haag *but* 's-Gravenhage
 T. Wall and Sons
 Presses universitaires de France

A.7B. Initial words or abbreviations not part of a name

A.7B1. In general, if an element begins with a word or abbreviation not an integral part of the name of the place, publisher, distributor, manufacturer, etc., capitalize the word or abbreviation. Do not capitalize other words or abbreviations not part of a name unless the rules for the language involved require their capitalization. Capitalize only the *s* of *s.l.* Do not capitalize *s.n.*

V Praze
 Londini : Apud B. Fellowes

Lipsiae : Sumptibus et typis B.G. Teubneri
 New York : Released by Beaux Arts
 Wiesbaden : In Kommission bei O. Harrassowitz
 Toronto : Published in association with the Pulp and Paper
 Institute of Canada by University of Toronto Press
 [S.l. : s.n.]

A.8. PHYSICAL DESCRIPTION AREA

A.8A. Capitalize proper nouns and certain technical terms appearing in this area as instructed in the rules for the language involved. Do not capitalize other words, including those appearing first in the area.

leaves 81-144
 1000 p. in various pagings
 310 leaves of braille
 ... : ill., col. maps, ports. (some col.)
 on 1 side of 1 sound disc (13 min.)
 1 videoreel (ca. 75 min.)
 12 slides : sd., col.
 205 leaves of braille and Nemeth code

A.9. SERIES AREA

A.9A. General rule

A.9A1. Capitalize the title proper, parallel titles, other title information, and statements of responsibility of a series as instructed in A.4.

Great newspapers reprinted
 Master choruses for Lent and Easter
 Jeux visuels = Visual games
 Concertino : Werke für Schul- und Liebhaber Orchester
 Golden guides. Nature
 Standard radio supersound effects. Trains
 Acta Universitatis Stockholmiensis. Stockholm studies in history
 of literature
 Publicación / Universidad de Chile, Departamento de Geología

A.9B. Terms used in conjunction with series numbering

A.9B1. Do not capitalize a term such as *v.*, *no.*, *reel*, *t.*, that is part of the series numbering unless the rules for a particular language 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 of the item.

Deutscher Planungsatlas ; Bd. 8

Exploring careers ; group 8

Music for today, Series 2 ; no. 8

Typewriting. Unit 2, Skill development ; program 1

National standard reference data series ; NSRDS-NBS 5

A.10. NOTE AREA

A.10A. Capitalize the first word in each note or an abbreviation beginning a note. If a note consists of more than one sentence, capitalize the first word of each subsequent sentence. See A.4A–A.4D for the capitalization of titles. Capitalize other words as instructed in the rules for the language involved.

Title from container

Facsim. reprint. Originally published: London : I. Walsh, ca.
1734

A.11. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

A.11A. Capitalize letters that are part of a standard number.

ISSN 0305-3741

Do not capitalize qualifiers added to a standard number or to a price.

ISBN 0-435-91660-2 (cased)

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English Language

A.12. GENERAL RULE

A.12A. The rules for English-language capitalization basically follow those of the *Chicago Manual of Style*. Certain rules that differ have been modified to conform to the requirements of bibliographic records and long-standing cataloguing practice.

A.12B. Where a rule prescribes the capitalization of the name of a person, corporate body, or place, or of a title of nobility, term of honour, appellation, epithet, etc., understand this to mean that each separate word or initial is to be capitalized excepting articles, prepositions, and conjunctions. However, in a place name, capitalize an article that forms an accepted part of the name according to gazetteers.

A.12C. Capitalize a plural generic term when it precedes the distinctive nouns in two or more proper names. Do not capitalize the generic term when it follows the nouns.

Saints Constantine and Helen
 Secretaries of Defense and State
 Lakes Erie and Ontario

but

Industry and Trade departments
 Authorized and Revised versions

A.12D. For the capitalization of roman numerals, see C.2B3.

A.13. PERSONAL NAMES

A.13A. General rule

A.13A1. Capitalize the name of a person (including initials).

D.H. Lawrence	Benjamin Franklin
H.D.	C. Day-Lewis
John the Baptist	

A.13B. Names with prefixes

A.13B1. If a name includes a prefix from a language other than English (e.g., *de, des, la, l', della, von, von der*), follow the usage of the person with regard to capitalization of the prefix. In case of doubt, capitalize it.

Daphne du Maurier; du Maurier
 Eva Le Gallienne; Le Gallienne
 Mark Van Doren; Van Doren
 Mazo de la Roche; de la Roche

A.13C. Titles preceding the name

A.13C1. Capitalize any title or term of honour or address that immediately precedes a personal name.

Dame Judi Dench	President Carter
Field Marshal Sir Michael Carver	Prime Minister Pierre Trudeau
Gen. Fred C. Weyand	Queen Elizabeth II
Grandma Moses	Rabbi Stephen Wise
John Henry Cardinal Newman	Senator Hubert H. Humphrey
Mrs. Humphry Ward	Sir Gordon Richards
Pope Paul VI	Sister Mary Joseph

A.13D. Ordinal numerals following names of sovereigns and popes

A.13D1. Capitalize an ordinal number expressed as a word(s) used after the name of a sovereign or pope to denote order of succession.

King George the Sixth
 John the Twenty-third

A.13E. Titles following a name or used alone in place of a name**A.13E1. Royalty, nobility, baronets.** Capitalize a title of royalty or nobility.

Elizabeth II, Queen of the United Kingdom; the Queen
 Charles, Prince of Wales; the Prince of Wales; the Prince
 Frank Pakenham, Earl of Longford; the Earl of Longford; the Earl

Do not capitalize *bart*.

Sir Thomas Beecham, *bart*.
 (*A baronet is not a member of the nobility*)

A.13E2. Religious titles. Capitalize a religious title.

His Holiness Paul VI, Pope; the Pope
 Most Rev. and Rt. Hon. Frederick Donald Coggan, Archbishop of
 Canterbury; the Archbishop of Canterbury
 the Reverend Michael O'Sullivan, Pastor of Saint Peter's Church;
 the Pastor
 the Dalai Lama

A.13E3. Civil and military titles. Do not capitalize a civil or military title.³

Jimmy Carter, president of the United States; the president of
 the United States; the president
 James Callaghan, prime minister; the prime minister
 the Hon. Walter Stewart Owen, lieutenant-governor of British
 Columbia; the lieutenant-governor of British Columbia; the
 lieutenant-governor
 Warren Earl Burger, chief justice of the United States; the
 chief justice of the United States; the chief justice
 Gen. Bernard A. Rogers, chief of staff, U.S. Army; the general
 James F. Calvert, rear admiral, USN
 Hubert H. Humphrey, senator from Minnesota, the senator from
 Minnesota; the senator
 Kingman Brewster, ambassador to the United Kingdom; the
 ambassador to the United Kingdom; the ambassador

A.13E4. Professional and academic titles. Capitalize the title of a named professorship. In general, do not capitalize other professional and academic titles.

W. Carson Ryan, Kenan Professor of Education; the professor
 Robert Paul Bergman, associate professor of fine arts; the
 professor

3. Capitalize such words as *president*, *prime minister*, and *governor* as instructed in A.18B when they designate the office rather than a particular person occupying the office.

R.F. Bennett, president of the Ford Motor Company of Canada; the president

Olga Porotnikoff, secretary, IFLA Committee on Cataloguing

A.13F. Certain other terms following names

A.13F1. Capitalize the name or abbreviation of an academic degree, honour, religious order, etc.

C.D. Needham, Fellow of the Library Association

R.C. Strong, Ph.D., F.S.A.

Father Joseph Anthony Barrett, S.J.

Ralph Damian Goggens, Order of Preachers

Capitalize *esquire*, *junior*, or *senior* (and their abbreviations) following a name.

John Mytton, Esq.

John D. Rockefeller, Jr.

A.13G. Terms of honour and respect

A.13G1. Capitalize a term of honour or respect.

Her Majesty

His Royal Highness

His Holiness

Your Excellency

Your Grace

Your Honour

A.13H. Epithets

A.13H1. Capitalize an epithet occurring with, or used in place of, a personal name.

the Iron Chancellor

Old Hickory

Bonnie Prince Charlie

Elroy "Crazy Legs" Hirsch

Jerome H. (Dizzy) Dean

Abraham Lincoln, the Great Emancipator

A.13J. Personifications

A.13J1. Capitalize a personification.

A dialogue between Death and a beautiful lady

Let Fame sound the trumpet

A.14. NAMES OF PEOPLES, ETC.

A.14A. Capitalize the name of a people, race, tribe, or ethnic or linguistic group.

Africans	Polynesians
Celts	Scandinavians
Germans	Slavs
Hottentots	Teutons
Mongols	Yoruba

Capitalize an adjective derived from such a name.

African	Scandinavian
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Capitalize the name of a language.

English	Estonian
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A.15. PLACE NAMES

A.15A. Geographic features, regions, etc.

A.15A1. Capitalize the name of a geographic feature, region, etc. Do not capitalize a descriptive adjective not part of an accepted name.

Arctic Circle
Arctic Ocean
Asia; Asian continent
Atlantic; South Atlantic; southern Atlantic
Central America; central European (<i>but Central Europe when referring to the geopolitical entity</i>)
Cheviot Hills
the Continent (i.e., Europe); continental Europe; the European continent; Continental customs
East; the Orient; Far East(ern); Near East(ern); Middle East(ern); Eastern customs; oriental (adjective); eastern Europe (<i>but Eastern Europe when referring to the geopolitical entity</i>); the East (U.S.)
Great Lakes
Great Slave Lake
Isthmus of Suez
Mississippi Delta
North Temperate Zone
Sea of Marmara
South America; South American continent
Southeast Asia; southern Asia
Strait of Dover

Tropic of Capricorn; the tropics
 the West, Far West, Middle West, Midwest (U.S.); western, far
 western, midwestern

A.15B. Political divisions

A.15B1. Capitalize the name of a political division (e.g., a country, state, province, city). Capitalize a word such as *empire*, *kingdom*, *state*, *country*, and *city* following a proper name if it is a commonly accepted part of the name. Do not capitalize such a word when used alone to indicate a political division.

Austrian Empire; the empire
 Eleventh Congressional District; the congressional district
 New York City; the city of New York
 Simcoe County; the county
 Sixth Precinct; the precinct
 Washington State; the state of Washington

A.15C. Popular names

A.15C1. Capitalize a popular name of a place, or the name of a legendary place.

Atlantis	New World
Bay Area	Old World
Benelux	the Nutmeg State
the Channel (English Channel)	Old Dominion
City of Brotherly Love	Panhandle
Erin	the Potteries
Eternal City	South Seas
Latin Quarter	the Village
Middle Earth	the West End

A.16. NAMES OF STRUCTURES, STREETS, ETC.

A.16A. Capitalize the name of a building, monument, or other structure; and the name of a road or street. Do not capitalize words such as *avenue*, *bridge*, *hotel*, and *park* when they are used alone. See A.18E for the capitalization of names of buildings in which religious bodies meet.

the Capitol
 Central Park; the park
 Cleopatra's Needle
 Drury Lane Theatre; the theatre
 Forty-second Street
 Hoover Dam; the dam
 Iroquois Lock
 Jacques Cartier Bridge; the bridge

Oxford Circus; the circus
 Pyramid of the Sun; the pyramid
 Royal Air Force Memorial

A.17. DERIVATIVES OF PROPER NAMES

A.17A. Do not capitalize a word derived from a personal or place name when it is used with a specialized meaning.

angstrom unit	italicize
arabic numbers	malapropism
bikini	melba toast
bourbon whiskey	nile green
burnt sienna	raglan sleeves
cologne	roman type
diesel engine	timothy grass
hamburger	vernier telescope

A.18. NAMES OF CORPORATE BODIES

A.18A. International organizations and alliances

A.18A1. Capitalize the name of an international organization or alliance.

Central Treaty Organization
 Common Market
 Hanseatic League; Hansa
 Holy Alliance
 International Monetary Fund
 Little Entente
 Organization of African Unity
 Triple Alliance, 1882
 United Nations; United Nations Security Council; the Security Council; the council
 World Health Organization

A.18B. Government bodies

A.18B1. Capitalize the full name of a legislative or judicial body; administrative department, bureau, or office; armed force (or component part of an armed force); or an accepted shortened form of its name. Do not capitalize other incomplete designations (except abbreviations) or adjectives derived from such a name.

Agency for International Development
 Atlantic Fleet
 Canadian Armed Forces

Canadian Citizenship Branch
 Central Office of Information
 Circuit Court of the United States; the federal Circuit Court
 Commission on Post-Secondary Education in Ontario
 Congress; the Ninety-fifth Congress; congressional
 Court of Appeals of the State of Colorado
 Department of State; State Department
 District Court for the Southern District of New York; district
 court
 Division of Education for the Disadvantaged
 Domestic Council Committee on Illegal Aliens
 First Army; the First
 First Infantry Division
 House of Commons
 House of Representatives; the House; the lower house of Congress
 Juvenile and Domestic Relations Court; juvenile court; domestic
 relations court
 Middlesex Regiment; the Diehards; the regiment
 Ministry of Agriculture, Fisheries, and Food
 Parliament; parliamentary
 Peace Corps
 President of the United States (i.e., the office)
 Prime Minister (i.e., the office)
 Queen's Bench Division of the High Court of Justice
 Royal Air Force
 Royal Gloucestershire Hussars
 Twenty-first Regiment of U.S. Infantry
 United States Court of Appeals for the Second Circuit; court of
 appeals
 United States Navy

A.18C. Political parties

A.18C1. Capitalize the name of a political party and of its members.

Communist Party of Great Britain; Communist(s)
 Democratic Party; Democrat(s)
 Liberal Party; Liberal(s)
 Nazi Party; Nazi(s)

A.18D. Political and economic systems

A.18D1. Do not capitalize the name of a political or economic system or school of thought or its proponents unless derived from proper nouns. In general, do not capitalize names of political groups other than parties.

anarchism	mugwumps
capitalism	nationalism
egalitarianism	right wing
farm bloc	socialist bloc
fascism	<i>but</i>
independent(s)	Benthamism
mercantilism	Marxism
monarchism	Thatcherism

A.18E. Other corporate bodies

A.18E1. Capitalize the name of an institution, association, conference, company, religious denomination or order, local church, etc. (see A.19D for the names of religions), or of a department or division. Do not capitalize an article preceding the name, even when a part of the official name. Do not capitalize a generic word (e.g., *society, company, conference*) when used alone or with an article.

Abbey of Mont Saint-Michel
 American Library Association
 the Board of Regents of the University of California
 Boy Scouts of America; a Boy Scout; a Scout
 Canadian National Railways
 Christian Brothers
 Church of England
 Church of the Redeemer
 Conference, 1980 Advances in Reactor Physics and Shielding
 Congregation Anshe Mizrach
 Fifty-second Annual Meeting of the American Historical Association
 First Baptist Church
 Garrick Club
 General Council of the United Church of Canada
 General Foods Corporation
 Green Bay Packers; the Packers; the team
 Independent Order of Odd Fellows; IOOF; an Odd Fellow
 Iowa Falls High School
 League of Women Voters
 Midwest Baptist Conference
 Mosque of Sidi Okba

National Bank of New Zealand, Ltd.
 National Dance Theatre Company of Jamaica
 Order of Preachers
 Presbyterian Church in Canada
 Printed Circuit World Expo '81 West
 Reference Section of the Canadian Library Association
 Second Vatican Council; Vatican II
 Society of Jesus; Jesuits; a Jesuit
 Special Session on Ordered Fields and Real Algebraic Geometry
 Synod of Whitby
 Temple Israel
 Textile Workers Union of America; the union
 Toronto Symphony Orchestra
 Young Men's Christian Association

A.19. RELIGIOUS NAMES AND TERMS

A.19A. Deities

A.19A1. Capitalize the name of a deity and any term referring to the Christian Trinity.

Adonai	Mars
Allah	Messiah (Jesus Christ)
the Almighty	Minerva
Astarte	the Omnipotent
Brahma	Prince of Peace
Christ	Providence
the Father	Son of God
the First Cause	Son of Man
Hera	the Supreme Being
Holy Ghost	Vishnu
Holy Spirit	the Word
Jehovah	Yahweh
King of Kings	Zeus
Lamb of God	

A.19A2. Do not capitalize a pronoun referring to the name of a deity unless capitalization is necessary to avoid ambiguity.

God as I understand him
 The appearance of Christ after his resurrection
but
 God gives man what He wills
 Trust Him who doeth all things well

A.19A3. Do not capitalize words derived from the names of deities.

God's fatherhood, kingship, omnipotence
 Jesus' sonship
 godlike
 messianic hope
 christological *but* Christ-like

A.19B. Names of Satan**A.19B1.** Capitalize a word specifically denoting Satan.

the Devil
 His Satanic Majesty
 Lord of the Flies
 Lucifer
but
 a devil; the devils
 devilled eggs
 the devil's advocate

A.19C. Revered persons**A.19C1.** Capitalize an appellation of a revered person such as a prophet, guru, saint, or other religious leader.

the Apostle to the Gentiles	Mother of God
the Baptist	Our Lady
the Beloved Apostle	Panchen Lama
the Blessed Virgin	the Prophet (i.e., <i>Mohammed</i>)
Buddha	the Twelve
the Fathers; church fathers	the Virgin (i.e., <i>Mary</i>)
the Mahatma	

A.19D. Religions**A.19D1.** Capitalize the name of a religion, sect, or specific religious movement. Capitalize also a name describing its members and any adjective derived from such a name. See A.18E for the names of denominations, orders, local churches, etc.

Anglicanism; an Anglican; Anglican communion
 Arianism; Arian heresy
 Buddhism; a Buddhist; Buddhist ideas
 Catholicism; a Catholic
 Christian Science; a Christian Scientist
 Dissenter
 Islam; Islamic; Muslim
 Judaism; Orthodox Judaism; Reform Judaism; an Orthodox Jew

Lutheranism; a Lutheran
 Protestantism; a Protestant
 Shinto
 Theosophy; Theosophist
 Vedanta
 Zen; Zen Buddhism
 Zoroastrianism

A.19E. Religious events and concepts**A.19E1.** Capitalize the name of a major Biblical or religious event or concept.

Armageddon	the Hegira
the Assumption of the Virgin	Judgement Day
the Captivity (Babylonian)	the Last Supper
the Crucifixion	Redemption
the Enlightenment (Buddhism)	the Second Advent

A.19F. Creeds and confessions**A.19F1.** Capitalize the name of a creed or confession.

Augsburg Confession
 Nicene Creed
 the Thirty-nine Articles

A.19G. The Eucharist**A.19G1.** Capitalize a term referring to the Eucharist.

Communion	the Lord's Supper
the Divine Liturgy	the Mass
Holy Communion	

A.19H. Sacred Scriptures**A.19H1.** Capitalize the title of a sacred scripture, one of its divisions, a group of books, or an individual book.

Holy Bible	Five Scrolls
Holy Scriptures	Historical Books
Sacred Scriptures	Minor Prophets
New Testament	Pentateuch
Old Testament	History of Susanna
New Covenant	Song of Songs
Gospels	Koran
Acts of the Apostles	Qu'ran
Apocalypse of John	Zend-Avesta
Epistles of Paul	Talmud Yerushalmi
Apocrypha	

A.19H2. Capitalize *book* when it refers to the entire Bible; otherwise, do not capitalize it.

the Book
but
 the book of Proverbs
 the book of the Prophet Isaiah
 the second book of Kings

A.19J. Special selections from the Bible

A.19J1. Capitalize the first word of the name of a special selection from the Bible that is commonly referred to by a specific name.

the Beatitudes	the Nunc dimittis
the Decalogue	the Shema
the Lord's prayer	the Sermon on the mount
the Miserere	the Ten commandments

A.19K. Versions of the Bible

A.19K1. Capitalize the name of a version of the Bible (see 25.18A11).

Authorized Version	New English Bible
Confraternity Version	Septuagint
Jerusalem Bible	Vulgate
New American Standard Bible	

A.20. NAMES OF DOCUMENTS

A.20A. Capitalize the formal, or conventional, name of a document such as a charter, constitution, legislative act, pact, plan, statement of policy, or treaty.

Articles of Confederation
 Atlantic Charter
 Bill of Rights
 British North America Act
 Civil Rights Act of 1964
 Constitution of Virginia; the constitution
 Declaration of Independence
 Fourteenth Amendment (U.S. Constitution)
 Magna Charta
 Marshall Plan; the plan
 Reform Bill
 Third Five Year Plan (India)
 Treaty of Versailles; the treaty
 Universal Copyright Convention; the convention

In case of doubt whether the title of a document is its formal or conventional name, capitalize the title according to other rules in this appendix.

An act to amend the constitution and to prohibit taxes on property ...

A.21. NAMES OF HISTORICAL AND CULTURAL EVENTS AND PERIODS

A.21A. Capitalize the name of an historical or cultural event and of a major historical or cultural period.

Age of Discovery	Norman Conquest
Battle of Dunkirk	Operation Deep Freeze
Boxer Rebellion	Reformation
Dark Ages	Second Battle of the Marne
Elizabethan Age	Second World War
French Revolution	Siege of Leningrad
Grand National Steeplechase	Thirty Years' War

A.22. DECORATIONS, MEDALS, ETC.

A.22A. Capitalize the name of a particular decoration, medal, or award.

Bronze Star Medal
 Congressional Medal of Honor
 Iron Cross
 Victoria Cross

A.23. NAMES OF CALENDAR DIVISIONS

A.23A. Capitalize the name of a month of the year or day of the week.

January
 Monday

Do not capitalize the name of a season.

winter

A.24. NAMES OF HOLIDAYS

A.24A. Capitalize the name of a secular or religious holiday and of a religious season.

Advent	Fourth of July
Boxing Day	Lent
Christmas Day	Ramadan
Epiphany	Saint Patrick's Day
Feast of the Annunciation	Thanksgiving

A.25. SCIENTIFIC NAMES OF PLANTS AND ANIMALS

A.25A. Capitalize the Latin name of a phylum, class, order, family, or genus, and names of intermediate groupings (e.g., subclasses). Do not capitalize the name of a species or subspecies even if it is derived from a proper name. Do not capitalize English derivatives of scientific names.

Arthropoda (*phylum*)

Insecta (*class*)

but arthropod (*from* Arthropoda)

A.26. GEOLOGIC TERMS

A.26A. Capitalize the distinctive word(s) in the name of a geologic era, period, etc. Do not capitalize words such as *era* and *period* and modifiers such as *early*, *middle*, or *late* when used only descriptively.

Eocene epoch

Jurassic period

Lower Triassic period

Mesozoic period

but

the early Miocene

the late Eocene

A.27. ASTRONOMICAL TERMS

A.27A. Capitalize the name of a planet, satellite, star, constellation, asteroid, etc. Do not capitalize the words *sun* and *moon*. Capitalize *Earth* when it is used to refer to the planet.

Alpha Centauri

Canis Major

Little Dipper

Mercury

the Milky Way

North Star

A.28. SOIL NAMES

A.28A. Capitalize the name of a soil classification.

Alpine Meadow

Chernozem

Half Bog

Prairie

A.29. TRADE NAMES

A.29A. Capitalize a trade name, variety name, or market grade. Do not capitalize a common noun following such a name.

Choice lamb (*market grade*)

Formica (*trade name*)

Orlon (*trade name*)

Polaroid film (*trade name*)
 Red Radiance rose (*variety*)
 Yellow Stained cotton (*market grade*)

A.30. SINGLE AND MULTIPLE LETTERS USED AS WORDS OR PARTS OF COMPOUNDS

A.30A. Capitalize the pronoun *I* and the interjection *O* (*Oh*). Capitalize a letter that refers to a letter of the alphabet as such.

For corporate names with compound terms, see A.2A. For titles beginning with a compound term, see A.4A. If a compound term appears elsewhere in the resource with a single letter or multiple letters capitalized, follow the capitalization as found.

A major	U-boat
e-commerce	vitamin B
H-bomb	X-ray
iTV	Y is for yellow
pcAnywhere	

A.31. HYPHENATED COMPOUNDS

A.31A. If the rules require the capitalization of a hyphenated compound, capitalize the first part, and capitalize the second, etc., part if it is a noun or a proper adjective or if it has the same force as the first part.

Twentieth-Century	Blue-Black
Basket-Maker	Secretary-Treasurer

A.31B. Do not capitalize the second part if it modifies the first part or if the two parts constitute a single word.

French-speaking
 Twenty-five
 Co-ordinate

A.32. HYPHENATED PREFIXES

A.32A. Do not capitalize a prefix joined by a hyphen to a capitalized word unless other rules require its capitalization.

ex-President Roosevelt	trans-Siberian
pre-Cambrian	un-American

Foreign Languages

A.33. GENERAL RULE

A.33A. Apply the rules for the capitalization of English (A.12–A.32) to the capitalization of a foreign language unless a contrary rule is provided in a section below treating that language or unless the romanization table for the language adopted by the cataloguing agency provides otherwise.

A.34. CAPITALIZATION OF ROMANIZED HEADINGS AND TITLES

A.34A. Capitalize words in romanized headings and titles as instructed in A.33. If the language has no system of capitalization, capitalize the first word of a title or a sentence and the first word of the name of a corporate body or a subdivision of a corporate body. Capitalize proper names according to English usage.

A.35. BULGARIAN

A.35A. Proper names and their derivatives

A.35A1. Do not capitalize names of peoples, races, and residents of specific localities: българин; софийнец; семит.

A.35A2. Do not capitalize names of religions and their adherents: будизъм; християнство; лютеранец.

A.35A3. Do not capitalize proper adjectives: софийски улици.

A.35B. Names of regions, localities, and geographic features, including streets, parks, etc.

A.35B1. Capitalize the first word unless it is a common noun. Capitalize other words only if they are proper nouns: Орлово гнездо; Бряг на слоновата кост; Стара Загора; Охридско езеро; село Белица; Червеният площад; ул. Шипка.

A.35C. Names of countries and administrative divisions

A.35C1. Capitalize the first word and proper nouns in names of countries and administrative subdivisions: Обединена арабска република; Народна република България; Софийска област; Министерство на селскостопанското производство.

A.35D. Names of corporate bodies

A.35D1. Capitalize only the first word and proper nouns in the names of corporate bodies: Българска комунистическа партия; Организация на обединените народи; Държавна библиотека “Васил Коларов”; Български червен кръст.

A.35E. Titles of persons

A.35E1. Capitalize свети and titles of royalty, high government officials, and high ecclesiastical officials if they are followed by a name: Министър Даскалов; Свети Климент.

A.35E2. Capitalize any title occurring in conjunction with the name of a well-known personage: Отец Паисий; Хаджи Димитър; Бачо Киро.

A.35E3. In general, do not capitalize other titles: министър; краля; отец; професор; отец Борис.

A.35F. Personal pronouns

A.35F1. Do not capitalize аз.

A.35F2. Capitalize *Вие* (*Вий*), *Ви*, *Вас*, and *Вам* when used in formal address.

A.35G. Names of calendar divisions

A.35G1. Do not capitalize the names of days of the week and of months.

A.35H. Names of historic events, etc.

A.35H1. Capitalize the first word and proper nouns in the names of historic events, etc.: Първата световна война; Великата октомврийска социалистическа революция; Възраждането; Битката при Косово поле.

A.36. CZECH (BOHEMIAN)

A.36A. Proper names and their derivatives

A.36A1. Capitalize only the distinctive word in geographic names consisting of a distinctive word and a generic word: *Tichý oceán*.

A.36A2. Capitalize the first word and any other word that is a derivative of a proper name in names of streets: *U invalidovny; Na růžku; Na Smetance*.

A.36B. Names of corporate bodies

A.36B1. In general, capitalize only the first word in names of corporate bodies: *Československá republika; Česká akademie věd a umění; Bratři čeští; Milosrdní bratři*.

A.36B2. Do not capitalize names of branches of schools, conservatories, universities, ministries, and departments of government: *ministerstvo školství; zvodní rada*.

A.36C. Titles of persons

A.36C1. Do not capitalize titles of persons: *doktor; král; ministr; svatý*.

A.36D. Personal pronouns

A.36D1. Do not capitalize *já*.

A.36D2. Capitalize the pronouns of formal address: *Ty, Tvůj, Tobě; Vy, Vám; Vás, Váš*.

A.36E. Names of calendar divisions

A.36E1. Do not capitalize the names of days of the week and of months.

DANISH. See Scandinavian languages.

A.37. DUTCH**A.37A. Single letter as the first word**

A.37A1. Capitalize the first word of a sentence if it is the interjection *O*, the pronoun *U*, or a letter referring to a letter of the alphabet as such (e.g., *A is een aapje*).

A.37A2. Do not capitalize any other single letter that is the first word of a sentence or the first word of a proper name. Capitalize the next word: *'s Avonds is het koud; 'k Weet niet wat hij zegt; 's Gravenhage*.

A.37B. Prefixes in personal names

A.37B1. Capitalize the prefixes *de*, *ten*, *van*, if not preceded by the Christian name.

A.37C. Personal pronouns

A.37C1. Do not capitalize *ik*.

A.37C2. In general, capitalize *U*, *Uw*, and *Gij* in personal correspondence.

A.37D. Names of calendar divisions

A.37D1. Do not capitalize the names of days of the week and of months.

A.38. FINNISH**A.38A. Names of corporate bodies**

A.38A1. Capitalize only the first word and proper nouns in names of state and local government agencies, courts, and church bodies: *Erillinen komppania Kontula; Helsingin kaupunginkirjasto; Kauppa- ja teollisuusministeriö; Kirkon ulkomaanasiain toimikunta; Korkein oikeus; Suomen Unesco-toimikunta*.

A.38A2. In general, capitalize only the first word and proper nouns in names of scientific and economic institutions of the state: *Kansallismuseon esihistoriallinen osasto; Geodeettinen laitos; Helsingin yliopisto*. Exceptions: *Suomen Akatemia; Suomen Pankki*.

A.38A3. In the names of other institutions, societies, and firms, follow the usage of the body. If the usage is not known, capitalize all words.

A.38B. Names of buildings

A.38B1. Capitalize proper nouns in the names of buildings: *kaupungintalo; Helsingin kulttuuritalo*.

A.39. FRENCH**A.39A. Proper names and their derivatives**

A.39A1. Do not capitalize names of members of religious groups, sects, religious orders, political and other organizations, names of religions, and names of languages: *les jésuites; les démocrates; le bouddhisme; l'anglais* (the English language).

A.39A2. Do not capitalize adjectives derived from names of members of religious groups, sects, religious orders, political and other organizations, names of religions, names of languages, geographic names, and adjectives denoting nationality: *la religion catholique; la région alpine; le peuple français*.

A.39A3. Capitalize nouns denoting nationality: *les Français*.

A.39A4. Do not capitalize a common noun used as a generic word in a geographic name: *la mer du Nord*; *l'île aux Oiseaux*.

A.39B. Names of corporate bodies

A.39B1. In general, capitalize the first word, any adjectives preceding the first noun, the first noun, and all proper nouns in the names of corporate bodies: *Société de chimie physique*; *Grand Orchestre symphonique de la R.T.B.*; *Église réformée de France*. Notable exceptions: *Société des Nations*; *Nations Unies*.

A.39B2. Capitalize the nouns and adjectives in hyphenated corporate names: *le Théâtre-Français*.

A.39C. Prefixes in names of persons

A.39C1. Capitalize prefixes consisting of an article or a contraction of an article and a preposition: *La Fontaine*; *Du Cange*.

A.39D. Titles of persons

A.39D1. Do not capitalize titles designating rank or office: *le roi*; *le ministre*; *le pape Léon X*.

A.39D2. Capitalize titles of address and titles of respectful address or reference: *Monsieur*; *Mme de Lafayette*; *Son Éminence*; *Sa Majesté le roi de France*.

A.39D3. Do not capitalize *saint* (*sainte*, etc.) when it refers exclusively to a person; otherwise capitalize it: *saint Thomas More*; but *la cathédrale Saint-Lambert*; *l'été de la Saint-Martin*.

A.39E. Personal pronouns

A.39E1. Do not capitalize a personal pronoun.

A.39F. Names of calendar divisions

A.39F1. Do not capitalize the names of days of the week and of months.

A.39G. Miscellaneous

A.39G1. Do not capitalize *rue* and its synonyms: *rue de la Nation*; *avenue de l'Opéra*.

A.39G2. Do not capitalize *église* when it indicates a building: *l'église Notre-Dame*. Capitalize it when it refers to the Church as an institution.

A.39G3. Capitalize *état* when denoting the nation: *le Conseil d'État*.

A.40. GERMAN⁴

A.40A. Nouns

A.40A1. Capitalize all nouns and words used as nouns: *das Buch*; *das Geben*; *die Armen*; *das intime Du* (reference to the word *du*); *Not tun*; *ausser Acht lassen*; *aufs Neue*; *fürs Erste*; *im Voraus*;

4. Authoritative guidance on German capitalization can be found in the current volume of *Duden : die deutsche Rechtschreibung*. The 22nd edition, published in 2000, incorporates the changes mandated by the spelling reform officially introduced on August 1, 1998.

die Übrigen; heute Mittag; im Grossen und Ganzen; das Hundert; das Tausend (but *hundert* or *tausend* when used as cardinal numbers; see A.40D1b).

A.40B. Proper names and their derivatives

A.40B1. In general, do not capitalize proper adjectives: *die deutsche Sprache*.

A.40B2. Capitalize adjectives that consist of a personal name followed by an apostrophe and the ending *-sche* (including its inflected forms): *die Darwin'sche Evolutionstheorie; das Wackernagel'sche Gesetz; die Goethe'schen Dramen*. Do not capitalize other adjectives containing a personal name: *die platonische Liebe; eine kafkaeske Stimmung*.

A.40B3. Capitalize indeclinable adjectives derived from geographic names: *Schweizer Ware; die Zürcher Bürger*.

A.40B4. Capitalize adjectives, pronouns, and numerals used as parts of a name or title: *Alexander der Grosse; das Schweizerische Konsulat; Seine Excellenz; Friedrich der Zweite; Bund der Technischen Angestellten und Beamten; der Erste der Klasse* (expressing rank). See also A.40D1b.

A.40C. Pronouns

A.40C1. Do not capitalize *ich*.

A.40C2. Capitalize *Sie* and *Ihr* and their inflected forms when used in formal address.

A.40D. Miscellaneous

A.40D1. Do not capitalize the following:

- a) pronouns (see also A.40C): *jemand, ein jeder, der eine . . . der andere, die beiden, die meisten*
- b) cardinal numbers under one million: *hundert, tausend, an die zwanzig, wir zwei, alle drei, bis drei zählen*
- c) adverbs: *mittags, anfangs, morgen, montags*
- d) verbal phrases: *preisgeben, teilhaben, wundernehmen, zuteil werden, zumute sein* (but *zu Mute sein*), *schuld sein* (words such as *schuld* or *leid* are considered to be adjectives when used in conjunction with the verbs *sein, werden, or bleiben*)
- e) adjectives modifying nouns that are implied if the noun has been expressed elsewhere in the same sentence: *Hier ist die beste Arbeit, dort die schlechteste*
- f) fractions, when they directly precede a noun or a cardinal number: *ein viertel Kilogramm* (but *um ein Viertel vor acht*).

A.41. HUNGARIAN

A.41A. Proper names and their derivatives

A.41A1. Do not capitalize nouns denoting nationality: *az oroszok*.

A.41A2. Do not capitalize adjectives derived from proper names: *budapesti*.

A.41B. Titles of persons

A.41B1. Capitalize titles used in direct address: *Felséges Uram*.

A.41B2. Do not capitalize titles of nobility, including those consisting of an adjectival term derived from place of origin, etc.: *gróf Teleki Pál; körmendi Frim Jakab*.

A.41C. Personal pronouns

A.41C1. Do not capitalize *én*.

A.41C2. Capitalize pronouns used in formal address: *Maga*.

A.41D. Names of calendar divisions

A.41D1. Do not capitalize the names of days of the week and of months.

A.42. ITALIAN**A.42A. Proper names and their derivatives**

A.42A1. Do not capitalize names of members of religious groups, sects, religious orders, political and other organizations, names of religions, and names of languages: *i protestanti; i benedettini; un democratico; il buddhismo; il francese* (the French language).

A.42A2. Do not capitalize adjectives derived from names of members of religious groups, sects, religious orders, political and other organizations, names of religions, names of languages, geographic and personal names, and adjectives denoting nationality: *la religione cattolica; la flora alpina; il popolo italiano; iconografia dantesca*.

A.42A3. Capitalize nouns denoting nationality: *gl'Italiani*.

A.42B. Names of corporate bodies

A.42B1. In general, capitalize only the first word, proper nouns, religious terms, and the word following an adjective denoting royal or pontifical privilege in the names of corporate bodies: *Istituto nazionale di fisica nucleare; Accademia nazionale de Santa Cecilia; Università cattolica del Sacro Cuore; Pontificio Seminario francese; Chiesa evangelica italiana*. Notable exceptions: *Società delle Nazioni; Nazioni Unite; Croce Rossa*.

A.42C. Titles of persons

A.42C1. Do not capitalize titles of persons except for ceremonial titles consisting of a possessive pronoun and a noun expressing an abstract quality: *signora; il signor Donati; il duca d'Aosta; Umberto I, re d'Italia*; but *Sua Santità; Sua Altezza Reale il principe Umberto; le LL. MM. il re e la regina*.

A.42C2. Do not capitalize *san* (*santo*, etc.) when referring exclusively to a person; capitalize it when it is abbreviated and when it is an integral part of the name of a place, a building, etc.: *san Francesco d'Assisi*; but *S. Girolamo; Castel Sant'Angelo*.

A.42D. Personal pronouns

A.42D1. Do not capitalize *io*.

A.42D2. Capitalize the pronouns of formal address: *Ella; Lei; Loro*.

A.42E. Names of calendar divisions

A.42E1. Do not capitalize the names of days of the week and of months.

A.42F. Names of centuries

A.42F1. Capitalize the proper names of centuries: *il Cinquecento; il Seicento*; but *il sedicesimo secolo*.

A.42G. Miscellaneous

A.42G1. Do not capitalize *via* and its synonyms: *via Vittorio Veneto*; *corso Umberto I*.

A.42G2. Do not capitalize *chiesa* when it indicates a building: *la chiesa di S. Maria degli Angeli*. Capitalize it when it refers to the Church as an institution.

A.42G3. Capitalize *stato* when denoting the nation: *Consiglio di Stato*.

A.43. LATIN

A.43A. Follow the instructions in A.12–A.32.

NORWEGIAN. *See* Scandinavian languages.

A.44. POLISH**A.44A. Proper names and their derivatives**

A.44A1. Do not capitalize names of residents of cities and towns: *warszawianin*.

A.44A2. Do not capitalize adjectives derived from proper names: *mickiewiczowski*.

A.44A3. Do not capitalize names of religions and their adherents and names of members of religious orders: *katolicyzm*; *katolik*; *mahometanin*; *jezuici*.

A.44A4. Capitalize each part of a compound geographic name unless the distinctive word is in nominative case and can stand alone; in that case, capitalize only the distinctive word: *Morze Bałtyckie*; but *jezioro Narocz*.

A.44A5. Do not capitalize geographic names applied to wines, dances, etc.: *tokaj*; *krakowiak*.

A.44A6. Do not capitalize names of administrative districts and geographic adjectives: *województwo poznańskie*; *diecezja tomżyńska*.

A.44B. Names of corporate bodies

A.44B1. Capitalize all words except conjunctions and prepositions in the names of corporate bodies: *Towarzystwo Naukowe w Toruniu*; *Evangelicko-Augsburski Kościół*.

A.44C. Titles of persons

A.44C1. Do not capitalize titles of persons except in direct address: *papież*; *król*; *święty*.

A.44D. Personal pronouns

A.44D1. Do not capitalize *ja*.

A.44D2. Capitalize the pronouns of formal address: *Ty*, *Tobie*, *Twój*; *On*, *Ona*, *Jego*, *Jej*, *Jemu*; *Wy*, *Wam*, *Was*.

A.44E. Names of calendar divisions

A.44E1. Do not capitalize the names of days of the week and of months.

A.44F. Names of historic events, etc.

A.44F1. Do not capitalize names of historic events and wars: *pokój wersalski; wojna siedmioletnia.*

A.45. PORTUGUESE**A.45A. Derivatives of proper names**

A.45A1. Do not capitalize derivatives of proper names: *os homens alemães; os franceses.*

A.45B. Titles of persons

A.45B1. Capitalize names of positions or posts of dignitaries and words that designate titles: *o Arcebispo de Braga; o Duque de Caxias; o Presidente da República; Senhor Professor.*

A.45C. Personal pronouns

A.45C1. Do not capitalize *eu.*

A.45D. Religious terms

A.45D1. Capitalize *igreja* when referring to the Church as an institution.

A.45E. Names of calendar divisions

A.45E1. Do not capitalize the names of days of the week and of months.

A.46. RUSSIAN**A.46A. Proper names and their derivatives**

A.46A1. Do not capitalize prefixes, prepositions, and conjunctions forming part of a proper name, except when they are connected to the following part of the name by a hyphen: фон Клаузевиц; ван Бетховен; Ван-Гог.

A.46A2. Do not capitalize names of peoples, races, and residents of specific localities: араб; таджик; москвичи.

A.46A3. Do not capitalize the names of religions and their adherents: католицизм; католик.

A.46A4. Do not capitalize proper nouns that are parts of adverbs: по-пушкински.

A.46B. Names of regions, localities, and geographic features, including streets, parks, etc.

A.46B1. Do not capitalize a common noun forming part of a geographic name: мыс Горн; остров Рудольфа; канал Москва-Волга.

A.46B2. Capitalize a common noun forming an integral part of a name: Кривой Рог; Белая Церковь; Богемский Лес.

A.46B3. Capitalize the common noun if it is a foreign word that has not become a part of the Russian language: Рю-де-ла-Пе (Рю—meaning street, Пе—meaning peace); Сыр-Дарья (Дарья—meaning river).

A.46B4. Do not capitalize the title or rank of the person in whose honour a place is named: остров королевы Виктории; мыс капитана Джеральда.

A.46B5. Do not capitalize adjectives derived from geographic names: московские улицы.

A.46B6. Do not capitalize geographic names applied to wines, species of animals, birds, etc.: мадера; херес; сенбернар.

A.46C. Names of countries and administrative divisions

A.46C1. Capitalize the first word in the commonly accepted names of groups of countries: Балканские страны.

A.46C2. Capitalize unofficial but commonly accepted names of countries, cities, and territorial divisions: Советский Союз; Страна Советов; Приуралье; Белокаменная (for Moscow).

A.46C3. Capitalize administrative divisions of the USSR as follows:

- a) Capitalize every word in the names of republics and autonomous republics: Башкирская Автономная Советская Социалистическая Республика.
- b) Capitalize only the first word in the names of provinces, autonomous provinces, territories, regions, and village soviets: Алма-Атинская область; Приморский край; Коми-Пермяцкий национальный округ; Егоршинский район; Краснинский сельсовет.
- c) Capitalize every word in the names of the highest Soviet and non-Russian governmental units and Communist Party organizations except those in parentheses and партия : Верховный Совет СССР (also of the Union republics and autonomous republics); Совет Союза, Совет Национальностей; Всесоюзная Коммунистическая партия (большевиков); Рейхстаг; Конгресс США; Правительствующий Сенат.
- d) Capitalize only the first word and proper nouns in the names of other governmental units: Государственная плановая комиссия СССР; Народный комиссариат иностранных дел; Военный совет Закавказского военного округа.
- e) Do not capitalize the names of bureaus when used in the plural and when used in a general sense: советы народных комиссаров; народный комиссариат.
- f) Capitalize Совет in Совет депутатов трудящихся : Загорский районный Совет депутатов трудящихся.

A.46D. Names of corporate bodies

A.46D1. Capitalize only the first word and proper nouns in names of corporate bodies: Академия наук СССР; Книжная палата; Профессиональный союз работников высшей школы и научных учреждений; Дом книги.

A.46D2. If part of the name of a corporate body is in quotation marks, capitalize only the first word and proper nouns within the quotation marks: завод “Фрезер”; совхоз 0“Путь к социализму”.

A.46D3. If a corporate body is also known by a part of its name, capitalize the first word of the part when it appears in conjunction with the full name: Государственный орден Ленина академический Большой театр (Большой театр).

A.46D4. Do not capitalize the following words in the names of congresses, conferences, etc.: съезд; конференция; сессия; пленум.

A.46D5. Do not capitalize совет when used to refer to the council of a society or institution.

A.46E. Titles of persons

A.46E1. Capitalize the titles of the highest government officials: Председатель Совета Народных Комиссаров; Маршал Советского Союза.

A.46F. Pronouns

A.46F1. Do not capitalize я.

A.46F2. Capitalize pronouns of formal address: Вы; Вам; Вас.

A.46G. Names of calendar divisions

A.46G1. Do not capitalize the names of days of the week and of months.

A.46H. Names of historic events, etc.

A.46H1. Capitalize the first word, the distinctive word, and proper nouns in the names of historic periods and events: Великая Октябрьская социалистическая революция; Возрождение; Третья республика; Парижская коммуна; Кровавое воскресенье; Ленский расстрел; Бородинский бой.

A.46H2. Do not capitalize the names of the five-year plans: третья сталинская пятилетка; *but* соревнование имени Третьей Сталинской Пятилетки.

A.46H3. Do not capitalize война in the names of wars: Франко-Прусская война; Русско-Японская война; Великая Отечественная война; Отечественная война.

A.47. SCANDINAVIAN LANGUAGES**A.47A. Derivatives of proper names**

A.47A1. Do not capitalize adjectives derived from proper names: *europæisk; københavnsk; luthersk; svensk.*

A.47B. Names of corporate bodies

A.47B1. In general, capitalize the first word and the word following an adjective denoting royal privilege in the names of corporate bodies. Capitalize other words, such as proper nouns, according to the appropriate rule: *Kungl. Biblioteket; Ministeriet for kulturelle anliggender; Selskabet for dansk skolehistorie.*

A.47C. Compound names

A.47C1. In general, capitalize only the first word of a compound name, other than a compound personal name: *Förenata staterna; Kronborg slot; Norske kirke.*

A.47D. Titles of persons

A.47D1. In general, do not capitalize titles of persons: *fru Larsen; kong Haakon VII; Gustav, prins av Vasa.*

A.47E. Personal pronouns

A.47E1. Danish. Do not capitalize *jeg*. Capitalize *De; Dem; Deres*. Capitalize the familiar form *I* (you) to distinguish it from *i* (in).

A.47E2. Norwegian. Do not capitalize *jeg*. Capitalize *De; Dem; Deres; Dykk; Dykkar*.

A.47E3. Swedish. Do not capitalize *jag*. Capitalize *Ni, Eder, and Er* in correspondence.

A.47F. Names of calendar divisions

A.47F1. Do not capitalize the names of days of the week, of months, and of holidays: *jul; nyár.*

A.48. SERBO-CROATIAN (ROMAN AND CYRILLIC ALPHABETS)**A.48A. Proper names and their derivatives**

A.48A1. Do not capitalize names of peoples and races: *bijelac; crnac; semit.*

A.48A2. Do not capitalize proper adjectives: *spskohrvatski jezik.*

A.48A3. Do not capitalize names of religions and their adherents: *katoličanstvo; katolik.*

A.48B. Names of regions, localities, and geographic features, including streets, parks, etc.

A.48B1. Capitalize only the first word and proper nouns: *Tetovska kotlina; Velika Morava; Bliski istok; Ulica bosanska; Ulica Branka Radičevića; Trg žrtava fašizma; Park bratstva i jedinstva.*

A.48C. Names of administrative divisions of countries

A.48C1. Do not capitalize names of administrative divisions of countries: *primorsko-krajiška oblast; zagrebački kotar.*

A.48D. Names of corporate bodies

A.48D1. Capitalize only the first word and proper nouns in the names of corporate bodies: *Jugoslovenska akademija znanosti i umjetnosti; Udruženje književnika Srbije; Hrvatsko narodno kazalište u Zagrebu; Savez komunista Jugoslavije; Centralni komitet Saveza komunista Jugoslavije.*

A.48E. Titles of persons

A.48E1. Do not capitalize titles of persons: *predsednik Tito; kralj Georg; ministar; sveti Petar.* However, capitalize *sveti* when it appears in the name of a holiday (see A.48H2).

A.48F. Personal pronouns

A.48F1. Do not capitalize *ja.*

A.48F2. Capitalize the pronouns of formal address: *Ti, Tvoj, Ti; Vi, Vam, Vas, Vaš.*

A.48G. Names of calendar divisions

A.48G1. Do not capitalize names of days of the week and of months.

A.48H. Names of historic events, holidays, etc.

A.48H1. Capitalize proper nouns in the names of historic periods and events: *kameno doba; srednji vijek; oktobarska revolucija; boj na Mišaru; prvi srpski ustanak.*

A.48H2. Capitalize the first word and proper nouns in the names of holidays: *Božić; Veliki četvrtak; Nova godina; Sveti Petar.*

A.49. SLOVAK

A.49A. Follow the instructions in A.36.

A.50. SLOVENIAN**A.50A. Proper names and their derivatives**

A.50A1. Do not capitalize names of peoples and races: *arijec; semit; črnec*.

A.50A2. Capitalize only the distinctive words in the names of nationalities that consist of more than one word: *severni Korejec; zahodni Nemec*.

A.50A3. Do not capitalize proper adjectives: *slovenski jezik*.

A.50A4. Do not capitalize the names of religions and their adherents: *katolicizem; katoličan*.

A.50B. Names of regions, localities, and geographic features, including streets, parks, etc.

A.50B1. Capitalize only the first word and proper nouns: *Ziljska dolina; Novo mesto; Škofja Loka; Daljni vzhod; Otok kraljice Viktorije; Rtič dobrega upanja; Ulica stare pravde*.

A.50C. Names of countries and administrative divisions

A.50C1. Capitalize the first word and proper nouns in the names of countries and administrative subdivisions: *Federativna socialistična republika Jugoslavija; Združene države Amerike*.

A.50D. Names of corporate bodies

A.50D1. Capitalize the first word and proper nouns in the names of corporate bodies: *Društvo slovenskih književnikov; Državna založba Slovenije*.

A.50E. Titles of persons

A.50E1. Do not capitalize titles of persons: *predsednik; sekretar; doktor; maršal Tito; kralj Matjaž; sveti Peter*. However, capitalize *sveti* when it appears in the name of a holiday (see A.50H).

A.50F. Personal pronouns

A.50F1. Do not capitalize *jaz*.

A.50F2. Capitalize the pronouns of formal address: *Ti, Tebe, Tebi, s Teboj; Vidva, Vidve, Vaju, Vama; Vi, Vas, Vam, z Vami*.

A.50G. Names of calendar divisions

A.50G1. Do not capitalize the names of days of the week and of months.

A.50H. Names of historic events, holidays, etc.

A.50H1. Capitalize proper nouns in the names of historic events, holidays, etc.: *ledena doba; renesansa; francoska revolucija; boj na Mišaru; prva srbska vstaja; božič; velika noč; Sveti Peter*.

A.51. SPANISH**A.51A. Derivatives of proper names**

A.51A1. Do not capitalize derivatives of proper names: *las mujeres colombianas*.

A.51A2. Do not capitalize adjectives used substantively: *los franceses*.

A.51B. Titles of persons

A.51B1. Capitalize titles of honour and address only when they are abbreviated: *señor, Sr.; doctor, Dr.; general, Gral.*

A.51B2. Capitalize *Su Excelencia, Su Majestad*, etc., when used alone, whether written out or abbreviated. Do not capitalize these words when they are used with a name or another title: *su majestad Juan Carlos; su majestad el Rey*.

A.51C. Personal pronouns

A.51C1. Do not capitalize *yo*.

A.51C2. Capitalize the pronouns of formal address: *Vd., Vds. (Ud., Uds.)*.

A.51D. Religious terms

A.51D1. Capitalize *iglesia* when it refers to the Church as an institution.

A.51E. Names of calendar divisions

A.51E1. Do not capitalize the names of days of the week and of months.

A.51F. Questions within a sentence

A.51F1. In general, do not capitalize the first word of a question occurring within a sentence: *Cuando viene la noche ¿cómo se puede ver?*

SWEDISH. See Scandinavian languages.

A.52. UKRAINIAN

A.52A. Follow the instructions in A.46.

APPENDIX B

ABBREVIATIONS

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B.1. GENERAL RULE

B.1A. Use abbreviations in catalogue entries as instructed in B.2–B.8. Use the abbreviations prescribed in B.9–B.15.

B.2. HEADINGS

B.2A. Use only the following categories of abbreviations in headings:

- 1) those that are integral parts of the heading (e.g., *Sr.* (Saint)), if the person or corporate body uses the abbreviation

- 2) designations of function (e.g., *comp.*) (see 21.0D)
- 3) certain names of larger places added to the name of another place (see 23.4) or to the name of a corporate body (see 24.4C2)
- 4) certain terms used with dates (e.g., *b.*, *fl.*) (see 22.17)
- 5) distinguishing terms added to names of persons, if they are abbreviated in the source from which they are taken (see 22.15B, 22.19B).

B.3. UNIFORM TITLES

B.3A. Use only the following categories of abbreviations in uniform titles:

- 1) those that are integral parts of the title
- 2) designations of parts of a work as instructed in a particular rule (e.g., *N.T.* (New Testament)) (see 25.18A2)
- 3) the ampersand (&) in listing languages.

B.4. TITLES AND STATEMENTS OF RESPONSIBILITY

B.4A. Use only the following categories of abbreviations in the title and statement of responsibility area, any statement of responsibility in the edition area, and titles and statements of responsibility in the series area and contents notes:

- 1) those found in the prescribed sources of information for the particular area
- 2) *i.e.*, *et al.*, and their equivalents in nonroman scripts (see 1.0F, 1.1F5).

B.5. OTHER PARTS OF THE CATALOGUE ENTRY

B.5A. Edition statement

B.5A1. Abbreviate words, or substitute one form of abbreviation with the prescribed abbreviation, in the edition statement, according to B.9–B.12, B.14–B.15.

B.5B. Terms used with numbering in the series statement

B.5B1. Abbreviate words, or substitute one form of abbreviation with the prescribed abbreviation, for terms used with numbering in the series statement, according to B.9–B.12.

B.5C. Other areas

B.5C1. Abbreviate words in the catalogue entry which are not covered by B.2–B.5B, subject to the limitations specified in footnotes to B.9. However, do not do so if the brevity of the statement makes abbreviations unnecessary or if the resulting statement might not be clear. Do not use a single-letter abbreviation to begin a note. Do not abbreviate words in quoted notes.

B.6. CORRESPONDING WORDS IN ANOTHER LANGUAGE

B.6A. Use an abbreviation for the corresponding word in another language if the abbreviation commonly used in that language has the same spelling. In case of doubt, do not use the abbreviation.

B.7. COMPOUND WORDS

B.7A. Use a prescribed abbreviation for the last part of a compound word (e.g., *Textausg.* for *Textausgabe*).

B.8. INFLECTED LANGUAGES

B.8A. In inflected languages, use the abbreviation of a word listed in B.9–B.15 in the nominative case for an inflected form of that word. If, however, the abbreviation includes the final letter(s) of the word, modify the abbreviation to show the final letter(s) of the inflected form (e.g., литература, лит-ра; литературы, лит-ры).

B.9. ROMAN ALPHABET ABBREVIATIONS

(Footnotes for this listing appear on page B-6.)

TERM	ABBREVIATION	TERM	ABBREVIATION
aastakäik	aastak	black and white	b&w
Abdruck	Abdr.	bogtrykkeri	bogtr.
abgedruckt	abgedr.	boktrykkeri	boktr.
Abteilung, Abtheilung	Abt.	book	bk.
accompaniment	acc.	born	b.
afdeling	afd.	bóvített	bóv.
aflevering	afl.	broj	br.
altitude	alt. ¹	Brother, -s	Bro., Bros. ⁴
alto	A ²	Buchdrucker, -ei	Buchdr.
and	& ³	Buchhandlung	Buchh.
and others	et al.	bulletin	bull.
Anno Domini	A.D.	bytes per inch	bpi
approximately	approx.	capitolo	cap.
árgang	árg.	část	č.
argraffiad	arg.	centimetre, -s	cm.
arranged	arr.	century	cent. ⁵
arranger	arr.	cetakan	cet.
átdolgozott	átdolg.	chapter	ch.
Auflage	Aufl.	circa	ca.
augmenté, -e	augm.	číslo	čís.
augmented	augm.	colored, coloured	col.
aumentada	aum.	Compagnia	Cia.
aumentato	aum.	Compagnie	Cie
Ausgabe	Ausg.	Compañía	Cía.
avdeling	avd.	Company	Co.
Band	Bd.	compare	cf.
band	bd.	compiler	comp. ⁶
Bändchen	Bdchn.	confer	cf.
Bände	Bde.	copyright	c
baritone	Bar ²	Corporation	Corp.
bass	B ²	corrected	corr.
Before Christ	B.C.	corregido	corr.
bilangan	bil.	corretto, -a	corr.
binary coded decimal	BCD	corrigé, -e	corr.
bind	bd.	część	cz.

TERM	ABBREVIATION	TERM	ABBREVIATION
declination	decl. ¹	imprensa	impr.
deel	d.	imprimerie	impr.
dél (Danish, Norwegian, Swedish)	d.	inch, -es	in.
département	dép.	inches per second	ips
Department	Dept.	including	incl.
diameter	diam.	Incorporated	Inc. ⁴
died	d.	introduction	introd.
diena	d.	izdája	izd.
djilid	djil.	izmenjeno	izm.
document	doc.	jaargang	jaarg.
dopunjeno	dop.	Jahrgang	Jahrg.
drukarnia	druk.	javitott	jav.
edición	ed.	jilid	jil.
edition, -s	ed., eds.	Kalendae	Kal.
édition	éd.	kiadás	kiad.
editor	ed. ⁶	kilometre, -s	km.
edizione	ed.	kniha	kn.
enlarged	enl.	knjiga	knj.
equinox	eq. ¹	kötet	köt.
ergänzt	erg.	księgarnia	księg.
erweitert	erw.	leto	l.
establecimiento tipográfico	estab. tip.	librairie	libr.
et alii	et al.	Lieferung	Lfg.
et cetera	etc.	Limited	Ltd. ⁴
évfolyam	évf.	livraison	livr.
facsimile, -s	facsim., facsims.	maatschappij	mij.
fascicle	fasc.	manuscript, -s	ms., mss.
fascicule	fasc.	ménuo	mén.
flourished	fl.	metai	m.
folio	fol.	metre, -s	m.
following	ff.	mezzo-soprano	Mz ²
foot, feet	ft.	miesięcznik	mies.
frame, -s	fr.	millimetre, -s	mm.
frames per second	fps	minute, -s	min.
fratelli	f.lli ⁴	miscellaneous	misc.
Gebrüder	Gebr. ⁴	monophonic	mono.
gedruckt	gedr.	Nachfolger	Nachf. ⁴
genealogical	geneal.	nakład	nakł.
godina	g.	nakładatelství	nakł.
government	govt.	naukowy	nauk.
Government Printing Office	G.P.O.	neue Folge	n.F.
Handschrift, -en	Hs., Hss.	new series	new ser.
Her (His) Majesty's Stationery Office	H.M.S.O.	New Testament	N.T.
Hermanos	Hnos. ⁴	no name (of publisher)	s.n.
hour, -s	hr.	no place (of publication)	s.l.
id est	i.e.	nombor	no.
Idus	Id.	nomor	no.
illustration, -s	ill.	Nonae	Non.
illustrator	ill. ⁶	nouveau, nouvelle	nouv.
imienia	im.	number, -s	no.
		numbered	numb.
		numer	nr.

ABBREVIATIONS

B.9

TERM	ABBREVIATION	TERM	ABBREVIATION
numero (Finnish)	n:o	ročník	roč.
numéro (French)	no	rocznik	rocz.
numero (Italian)	n.	rok	r.
número (Spanish)	no.	rozszerzone	rozszt.
Nummer	Nr.	second, -s	sec.
nummer	nr.	série	sér.
nuovamente	nuov.	series	ser.
odbitka	odb.	sešit	seš.
oddział	oddz.	signature	sig.
Old Testament	O.T.	silent	si.
omarbeidet	omarb.	sine loco	s.l.
oplag	opl.	sine nomine	s.n.
opplag	oppl.	skład główny	skł. gł.
opracowane	oprac.	soprano	S ²
opus	op.	sound	sd. ⁸
otisk	ot.	stabilimento tipográfico	stab. tip.
page, -s	p.	stereophonic	stereo.
paperback	pbk.	številka	št.
part, -s	pt., pts. ⁷	stronica	str.
parte	pt.	superintendent	supt.
partie, -s	ptie, pties ⁷	Superintendent of Documents	Supt. of Docs.
phonogram (copyright)	p	supplement	suppl.
photograph, -s	photo., photos. ⁸	svazek	sv.
plate number, -s	pl. no.	szám	sz.
poprawione	popr.	tahun	th.
portrait, -s	port., ports.	talleres gráficos	tall. gráf.
posthumous	posth.	Teil, Theil	T.
predelan	pred.	tenor	T ²
preface	pref.	tipografía, tipográfica	tip.
preliminary	prelim.	tiskárna	tisk.
printing	print. ⁹	title page	t.p.
privately printed	priv. print.	tjetakan	tjet.
projection	proj. ¹	tome	t.
proširen	proš.	tomo	t.
przekład	przekł.	towarzystwo	tow.
przerobione	przerob.	translator	tr. ⁶
pseudonym	pseud.	typographical	typog.
publishing	pub.	typographie, typographique	typ.
quadrasonic	quad.	udarbejdet	udarb.
redakcja	red.	udgave	udg.
refondu, -e	ref.	udgivet	udg.
réimpression	réimpr.	uitgaaf	uitg.
report	rept.	uitgegeven	uitg.
reprinted	repr.	uitgevers	uitg.
reproduced	reprod.	umgearbeitet	umgearb.
reviderade	revid.	unaccompanied	unacc.
revisé, -e	rev.	Universitäts-	
revised	rev.	Buchdrucker, -ei	Univ.-Buchdr.
revolutions per minute	rpm	upplaga	uppl.
revu, -e	rev.	utarbeidet	utarb.
right ascension	RA ¹	utgave	utg.
riveduto	riv.		

B.10

ABBREVIATIONS

TERM	ABBREVIATION	TERM	ABBREVIATION
utgiven	utg.	wydanie	wyd.
uzupełnione	uzup.	wydawnictwo	wydawn.
verbesserte	verb.	wydział	wydz.
vermehrte	verm.	založba	zal.
volume, -s	v.	zeszyt	zesz.
volume, -s	vol., vols. ¹⁰	zväzok	zv.
vuosikerta	vuosik.	zvezek	zv.
vydání	vyd.		

B.10. CYRILLIC ALPHABET ABBREVIATIONS

TERM	ABBREVIATION	TERM	ABBREVIATION
без имена	б.и.	дзяржаўны	дзярж.
без имени	б.и.	диссертация	дисс.
без імени	б.і.	дополненный	доп.
без места	б.м.	државен	држ.
без месца	б.м.	държавен	държ.
без міста	б.м.	друкарня	друк.
без място	б.м.	электричний	електр.
видання	вид.	енергетичний	енерг.
видавництво	вид-во	железнодорожный	жел-дор.
відповідальний	відп.	заглавие	загл.
военный	воен.	и другие	и др.
всероссийский	всерос.	и так далее	и т. д.
всесоюзный	всес.	и тому подобное	и т. п.
вступление,		издание	изд.
вступительный	вступ.	издательство	изд-во
выдавецтва	выд-ва	имени	им.
выпуск	вып.	Императорский	Имп.
географический	геогр.	институт	ин-т
геологический	геол.	исправленный	испр.
главный	глав.	исследовательский	иссл.
год	г.	інститут	ін-т
головный	гол.	книга	кнь.
городской	гор.	книгоиздательство	кн-во
государственный	гос.	книга	кн.
губернский	губ.	комитет	ком-т
державный	держ.	литература	лит-ра

1. Use only in recording mathematical data in entries for cartographic materials.
2. Use only in notes to indicate voice range of vocal works.
3. Use only in uniform titles in listing languages.
4. Use only in names of firms and other corporate bodies.
5. Use in headings and in indicating the period when a manuscript was probably written.
6. Use only in a heading as a designation of function (see 21.0D).
7. Do not use in recording the extent of the item in the case of music.
8. Do not use in general or specific material designations.
9. Do not use in recording the date of printing in the publication, distribution, etc., area (see 1.4F6, 1.4G4, and 2.4G2).
10. Use at the beginning of a statement and before a roman numeral.

ABBREVIATIONS

B.11

TERM	ABBREVIATION	TERM	ABBREVIATION
література	літ-ра	советский	сов.
медичинський	мед.	сокращенный	сокр.
музыкальний	муз.	социалистический	социалист.
народний	нар.	социальный	соц.
науковий	наук.	статистический	стат.
научний	науч.	страница	стр.
областний	обл.	строительный	строит.
оборонний	обор.	текстильный	текстил.
обработанный	обработ.	теоретический	теорет.
общество	об-во	технический	техн.
ответственный	отв.	типография	тип.
отделение	отд-ние	типо-литография	типо-лит.
палітичні	політ.	товариство	т-во
педагогический	педагог.	товарищество	т-во
переработанный	перер.	том	т.
пересмотренный	пересм.	транспортный	трансп.
полиграфический	полигр.	украинский	укр.
политический	полит.	университетский	унив.
політичний	політ.	управление	упр.
предисловие	предисл.	учебный	учеб.
преработен	прер.	финансовый	фин.
промисленность	промышл.	химический	хим.
радянський	рад.	хімічний	хім.
редакция	ред.	художественный	худож.
рік	р.	центральный	центр.
редакция	ред.	часть	ч.
селякостопански	сел.-стоп.	экономический	экон.
сельскохозяйственный	с.-х.	электрический	электр.
сільськогосподарський	с.-г.	энергетический	энерг.
скорочений	скор.	юридический	юрид.

B.11. GREEK ALPHABET ABBREVIATIONS

TERM	ABBREVIATION	TERM	ABBREVIATION
Ἀδελφοί	Ἀφοί	ἐπηξημένη	ἐπηξ.
ἀναθεωρημένη	ἀναθ.	καὶ ἄλλοι	κ.ἄ.
ἄνευ ὀνόματος	ἄ.ὀ.	μέρος	μέρ.
ἄνευ τόπου	ἄ.τ.	Πανεπιστήμιον	Παν.
ἀριθμός	ἀρ.	Σύλλογος	Σύλλ.
βελτιωμένη	βελт.	τεῦχος	τεῦχ.
δελτίον	δελт.	τμήμα	τμ.
δηλαδή	δηλ.	τόμος	τ.
ἔκδοσις	ἐκδ.	Τυπογραφεῖον	Τυπογρ.
Ἐκδοτικός Οἶκος	Ἐκδοτ. Οἶκος		

B.12. HEBREW ALPHABET ABBREVIATIONS

TERM	ABBREVIATION	TERM	ABBREVIATION
אויסנאבע	אויסג.	חסר מוציא לאור	חמ"ל
אויפלאגע	אויפל.	חסר מקום	ח"מ
און אנדערע	א"א	טייל	טל.
אן ארט	א"א	טעות דפוס	ט"ד
אן פארלאג	אפ"ג	יארנאג	יארנ.
באנד	בד.	מהדורה	מהר'
גליון	גל'	מספר	מס'
דאס הייסט	ד"ה	נומער	נומ.
זאת אומר	ז"א	פארבעסערטע	פארב.
הובר	חוב'	פארמערטע	פארמ.

B.13. ABBREVIATIONS USED IN CITING BIBLIOGRAPHIC SOURCES

B.13A. Use common, self-explanatory abbreviations of the type listed below in citing the source of data used in the catalogue entry, provided the use of abbreviations does not obscure the language of the source cited.

TERM	ABBREVIATION	TERM	ABBREVIATION
American	Amer.	directory	direct.
annuaire	ann.	encyclopedia	encycl.
annuario	ann.	English	Engl.
anuario	an.	history	hist.
bibliography	bibl.	Katalog	Kat.
biography	biog.	literature	lit.
British	Brit.	littérature	litt.
catalog(ue)	cat.	museum	mus.
cyclopedia	cycl.	national	nat.
diccionario	dicc.	report	rept.
dictionary	dict.		

B.14. NAMES OF CERTAIN COUNTRIES, STATES, PROVINCES, TERRITORIES, ETC.

B.14A. Use the following abbreviations of the names of certain countries and of states, provinces, territories, etc., of Australia, Canada, and the United States when used:

- 1) as additions to certain other place names (see 23.4)
- 2) as additions to names of certain corporate bodies (see 24.4C and 24.9)
- 3) as additions to the name of the place of publication or distribution in the publication, distribution, etc., area (see 1.4C3)
- 4) in notes.

Do not abbreviate the name of a city or town even if it has the same name as a state, etc., listed below (e.g., *Washington, D.C.* not *Wash., D.C.*). Do not abbreviate any place name that is not in the list.

NAME	ABBREVIATION	NAME	ABBREVIATION
Alabama	Ala.	Arizona	Ariz.
Alberta	Alta.	Arkansas	Ark.

ABBREVIATIONS

B.14A

NAME	ABBREVIATION	NAME	ABBREVIATION
Australian Capital Territory	A.C.T.	North Dakota	N.D.
British Columbia	B.C.	Northern Territory	N.T.
California	Calif.	Northwest Territories	N.W.T.
Colorado	Colo.	Nova Scotia	N.S.
Connecticut	Conn.	Oklahoma	Okla.
Delaware	Del.	Ontario	Ont.
District of Columbia	D.C.	Oregon	Or.
Distrito Federal	D.F.	Pennsylvania	Pa.
Florida	Fla.	Prince Edward Island	P.E.I.
Georgia	Ga.	Puerto Rico	P.R.
Illinois	Ill.	Queensland	Qld.
Indiana	Ind.	Rhode Island	R.I.
Kansas	Kan.	Russian Soviet Federated Socialist Republic	R.S.F.S.R.
Kentucky	Ky.	Saskatchewan	Sask.
Louisiana	La.	South Australia	S. Aust.
Maine	Me.	South Carolina	S.C.
Manitoba	Man.	South Dakota	S.D.
Maryland	Md.	Tasmania	Tas.
Massachusetts	Mass.	Tennessee	Tenn.
Michigan	Mich.	Territory of Hawaii	T.H.
Minnesota	Minn.	Texas	Tex.
Mississippi	Miss.	Union of Soviet Socialist Republics	U.S.S.R.
Missouri	Mo.	United Kingdom	U.K.
Montana	Mont.	United States	U.S.
Nebraska	Neb.	Vermont	Vt.
Nevada	Nev.	Victoria	Vic.
New Brunswick	N.B.	Virgin Islands	V.I.
New Hampshire	N.H.	Virginia	Va.
New Jersey	N.J.	Washington	Wash.
New Mexico	N.M.	West Virginia	W. Va.
New South Wales	N.S.W.	Western Australia	W.A.
New York	N.Y.	Wisconsin	Wis.
New Zealand	N.Z.	Wyoming	Wyo.
Newfoundland	Nfld.	Yukon Territory	Yukon
Newfoundland and Labrador	N.L.		
North Carolina	N.C.		

B.15. NAMES OF THE MONTHS

Use abbreviations of the names of the months in languages not listed below if they appear in style manuals for the language concerned.

BELORUSSIAN	BULGARIAN	CZECH	DANISH
студз.	ян.	led.	jan.
лют.	февр.	ún.	febr.
сак.	март	břez.	marts
крас.	април	dub.	april
май	май	květ.	maj
чэрв.	юни	červ.	juni
ліп.	юли	červen.	juli
жнівень	авг.	srp.	aug.
верас.	септ.	září	sept.
кастр.	окт.	říj.	okt.
ліст.	ноем.	list.	nov.
снеж.	дек.	pros.	dec.
DUTCH	ENGLISH	ESTONIAN	FRENCH
jan.	Jan.	jaan.	janv.
feb.	Feb.	veebr.	févr.
maart	Mar.	märts	mars
apr.	Apr.	apr.	avril
mei	May	maí	mai
juni	June	juuni	juin
juli	July	juuli	juil.
aug.	Aug.	aug.	août
sept.	Sept.	sept.	sept.
oct.	Oct.	okt.	oct.
nov.	Nov.	nov.	nov.
dec.	Dec.	dets.	déc.
GERMAN	GREEK, MODERN	HUNGARIAN	INDONESIAN
Jan. (Jän.)	Ἰαν.	jan.	Jan. (Djan.)
Feb.	Φεβρ.	feb.	Peb.
März	Μάρτ.	márc.	Mrt.
Apr.	Ἀπρ.	ápr.	Apr.
Mai	Μάϊος	máj.	Mei (Mai)
Juni	Ἰούν.	jún.	Juni (Djuni)
Juli	Ἰούλ.	júl.	Juli (Djuli)
Aug.	Αύγ.	aug.	Ag.
Sept.	Σεπτ.	szept.	Sept.
Okt.	Ἵκτ.	okt.	Okt.
Nov.	Νοέμ.	nov.	Nop.
Dez.	Δεκ.	dec.	Des.

ABBREVIATIONS

ITALIAN	LATIN	LATVIAN	LITHUANIAN		
genn.	Ian.	jan.	saus.		
febbr.	Febr.	feb.	vas.		
mar.	Mart.	marts	kovas		
apr.	Apr.	apr.	bal.		
magg.	Mai	maijs	geg.		
giugno	Iun.	junijs	birž.		
luglio	Iul.	julijš	liepa		
ag.	Aug.	aug.	rugp.		
sett.	Sept.	sept.	rugs.		
ott.	Oct.	okt.	spalis		
nov.	Nov.	nov.	lapkr.		
dic.	Dec.	dec.	gr.		
MALAYSIAN	NORWEGIAN	POLISH	PORTUGUESE		
Jan.	jan.	stycz.	jan.		
Feb.	febr.	lutý	fev.		
Mac	mars	mar.	março		
Apr.	april	kwiec.	abril		
Mei	mai	maj	maio		
Jun	juni	czerw.	junho		
Julai	juli	lip.	julho		
Og.	aug.	sierp.	agosto		
Sept.	sept.	wrzes.	set.		
Okt.	okt.	paźdz.	out.		
Nov.	nov.	listop.	nov.		
Dis.	des.	grudz.	dez.		
ROMANIAN	RUSSIAN	SERBO-CROATIAN	SLOVAK		
Ian.	янв.	jan.	1 ^o ad.	jan.	
Feb.	февр.	фeбp.	ún.	feb.	
Mar.	март (мартъ)	март	brez.	mar.	
Apr.	апр.	април	ďub.	apr.	
Mai	май	мај	kvet.	máj	
Iunie	июнь (июнь)	јуни	červ.	jún	
Iulie	июль (июль)	јули	červen.	júl	
Aug.	авг.	ауг.	srp.	aug.	
Sept.	сент.	септ.	ruj.	zári.	sept.
Oct.	окт.	окт.	list.	ruj.	okt.
Noem.	ноябрь	нов.	stud.	list.	nov.
Dec.	дек.	дэц.	pros.	pros.	dec.

SLOVENIAN	SPANISH	SWEDISH	UKRAINIAN	WELSH
jan.	enero	jan.	січ.	Ion.
feb.	feb.	febr.	лют.	Chwef.
mar.	marzo	mars	бер.	Maw.
apr.	abr.	april	квіт.	Ebr.
maj	mayo	maj	трав.	Mai
jun.	jun.	juni	чер.	Meh.
iul.	jul.	juli	лип.	Gorff.
avg.	agosto	aug.	серп.	Awst
sept.	sept. (set.)	sept.	вер.	Medi
okt.	oct.	okt.	жовт.	Hyd.
nov.	nov.	nov.	лист.	Tach.
dec.	dic.	dec.	груд.	Rhag.

APPENDIX C

NUMERALS

Contents

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 - C.8 ORDINAL NUMERALS
-

C.1. GENERAL RULE

C.1A. Apply the following rules to all items published in the nineteenth century or later. Apply them also to items published before the nineteenth century unless rules 2.12–2.18 instruct otherwise.

C.2. ARABIC VS. ROMAN

C.2A. Headings

C.2A1. Use roman numerals in headings for persons (e.g., rulers, popes) and for corporate bodies identified by names including roman numerals unless, in the case of a corporate body, a particular rule instructs otherwise (see 24.7B2).

John XXIII, Pope

XXth Century Heating & Ventilating Co.

C.2A2. In uniform titles, use roman numerals that are integral parts of the name of the work.

Sancho II y el cerco de Zamora

In the case of numerals used to identify particular parts of a work, follow the instructions in the appropriate rule (see 25.6A2 and 25.18A3).

C.2B. Description

C.2B1. Substitute arabic numerals for roman in the following areas and elements of the bibliographic description:

- a) in an edition statement
- b) in the material (or type of publication) specific details area unless a particular rule directs otherwise (see 3.3B2) or unless C.2B2 applies
- c) in the date of publication, distribution, etc., element
- d) in the other physical details element of the physical description area
- e) in the series numbering in the series area unless C.2B2 applies.

C.2B2. Use roman numerals in the areas and elements listed in C.2B1 if 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, section, series, or other group from the number, part, or other division of that group).

(The Washington papers ; vol. IV, 36)

C.2B3. When using roman numerals, give them in capitals except those used in paging or page references and those appearing in lowercase in the chief source of information or in quoted notes. Use lowercase roman numerals in paging or page references even when capitals appear in the item.

xliii, 289 p.

C.3. ARABIC NUMERALS VS. NUMBERS EXPRESSED AS WORDS**C.3A. Headings**

C.3A1. Retain numbers expressed as words in the names of corporate bodies unless a particular rule instructs otherwise (see 24.7B2).

Four Corners Geological Society

C.3A2. Retain numbers expressed as words in uniform titles if they are an integral part of the name of the work. In the case of numbers used to identify particular parts of a work, follow the instructions in the appropriate rule (see 25.6A2 and 25.18A3).

Quinze joies de mariage

C.3B. Description

C.3B1. Substitute arabic numerals for numbers expressed as words in the following areas and elements of the bibliographic description:

- a) in an edition statement
- b) in the material (or type of publication) specific details area unless a particular rule directs otherwise (see 3.3B2)
- c) in the date of publication, distribution, etc., element
- d) in the physical description area
- e) in the series numbering.

C.4. NUMERALS BEGINNING NOTES

C.4A. Express a numeral that is the first word of a note in words unless the note is a quotation. In the latter case, give the numeral as it appears in the source.

First ed. published in 1954

"5th anniversary printing"—T.p. verso

Four no. a year, 1931; 5 no. a year, 1932-1934

C.5. ORIENTAL NUMERALS

C.5A. In cataloguing Arabic alphabet, Far Eastern, Greek, Hebrew, Indic, etc., materials, substitute roman numerals or Western-style arabic numerals for numerals in the vernacular as instructed in the following rules.

C.5B. Use roman numerals in romanized headings for persons identified by numerals (e.g., rulers).

C.5C. Use Western-style arabic numerals in romanized headings for corporate bodies and in uniform titles.

Thawrat 25 Mâyû, 1969

Lajnah al- 'Ulyā li-Iḥtifālāt 14 Tammūz

C.5D. Use Western-style arabic numerals in the following areas and elements of the bibliographic description:

- 1) in an edition statement
- 2) in the material (or type of publication) specific details area unless a particular rule directs otherwise (see 3.3B2)
- 3) in the date of publication, distribution, etc., element
- 4) in the physical description area
- 5) in the series numbering.

C.5E. Consider inclusive dates and other numbers to be a single unit in languages that are read from right to left.

1960-1965 *not* 1965-1960

Add punctuation to the left of the inclusive dates or numbers.

.1973-1976

C.6. INCLUSIVE NUMBERS

C.6A. Give inclusive dates and other inclusive numbers in full.

1967-1972

p. 117-128

C.7. ALTERNATIVE DATES

C.7A. When alternative dates of birth or death are given in headings for persons (see 22.17), give the second of the alternatives as it is spoken.

d. 1506 *or* 7

d. 1819 *or* 20

b. 1899 *or* 1900

In all other cases, give the numbers in full.

C.8. ORDINAL NUMERALS

C.8A. In the case of English-language items, record ordinal numerals in the form 1st, 2nd, 3rd, 4th, etc.

C.8B. In the case of other languages, follow the usage of the language if ascertainable.¹

1^{er}, 1^{re}, 2^e, 3^e, *etc.*

(French)

1., 2., 3., *etc.*

(German)

1^o, 1^a, 2^o, 2^a, 3^o, 3^a, *etc.*

(Italian)

C.8C. For Chinese, Japanese, and Korean items, accompany the arabic numeral by the character indicating that the numeral is ordinal.

C.8D. If the usage of a language cannot be ascertained, use the form 1., 2., 3., etc.

1. 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.

APPENDIX D

GLOSSARY

This glossary contains definitions of most of the technical bibliographic and cataloguing terms (for both print and nonprint materials) used in these rules. The terms have been defined only within the context of the rules. For definitions of other terms, consult the standard glossaries of bibliographic and library terms or technical dictionaries.

- Access point.** A name, term, code, etc., under which a bibliographic record may be searched and identified. *See also* Heading.
- Accompanying material.** Material issued with, and intended to be used with, the item being catalogued.
- Activity card.** A card printed with words, numerals, and/or pictures to be used by an individual or a group as a basis for performing a specific activity. Usually issued in sets. *See also* Game, Kit.
- Adaptation (Music).** A musical work that represents a distinct alteration of another work (e.g., a free transcription); a work that paraphrases parts of various works or the general style of another composer; a work that is merely based on other music (e.g., variations on a theme). *See also* Arrangement (Music).
- Added entry.** An entry, additional to the main entry, by which an item is represented in a catalogue; a secondary entry. *See also* Main entry.
- Added title page.** A title page preceding or following the title page chosen as the basis for the description of the item. It may be more general (e.g., a series title page), or equally general (e.g., a title page in another language). *See also* Series title page.
- Alternative title.** The second part of a title proper that consists of two parts, each of which is a title; the parts are joined by *or* or its equivalent in another language (e.g., *The tempest, or, The enchanted island*).
- Analytical entry.** An entry for a part of an item for which a comprehensive entry is also made.
- Analytical note.** The statement in an analytical entry relating the part being analyzed to the item of which it is a part.
- Anonymous.** Of unknown authorship.
- Architectural rendering.** A pictorial representation of a building intended to show, before it has been built, how the building will look when completed.
- Area.** A major section of the bibliographic description, comprising data of a particular category or set of categories. *See also* Element.
- Arrangement (Music).** A musical work, or a portion thereof, rewritten for a medium of performance different from that for which the work was originally intended; a simplified version of a work for the same medium of performance. *See also* Adaptation (Music).
- Art original.** An original two- or three-dimensional work of art (other than an art print (q.v.) or a photograph) created by the artist (e.g., a painting, drawing, or sculpture, as contrasted to a reproduction of a painting, drawing, or sculpture).
- Art print.** An engraving, etching, lithograph, woodcut, etc., printed from the plate prepared by the artist.
- Art reproduction.** A mechanically reproduced copy of a work of art, generally as one of a commercial edition.
- Artefact.** Any object made or modified by one or more persons.
- Atlas.** A volume of maps, plates, engravings, tables, etc., with or without descriptive text. It may be an independent publication or it may have been issued as accompanying material (q.v.).
- Audiorecording.** *See* Sound recording.
- Author.** *See* Personal author.
- Author-title added entry.** *See* Name-title added entry.
- Author-title reference.** *See* Name-title reference.
- Bibliographic resource.** An expression or manifestation of a work or an item that forms the basis for bibliographic description. A bibliographic resource may be tangible or intangible.
- Binder's title.** A title lettered on the cover of an item by a binder, as distinguished from a title on the publisher's original cover. *See also* Cover title, Spine title.
- Braille.** Material intended for the visually impaired and using embossed characters formed by raised dots in six-dot cells. Nemeth code is a form of braille used in mathematics.
- Broadsheet.** *See* Broadside.
- Broadside.** A separately published item consisting of a piece of paper, printed on one side only and intended to be read unfolded; usually intended to be posted or pub-

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- licly distributed. Examples of broadsides are proclamations, handbills, ballad-sheets, news-sheets. *See also* Sheet.
- Caption title.** A title given at the beginning of the first page of the text or, in the case of a musical score, immediately above the opening bars of the music.
- Carrier.** *See* Physical carrier.
- Cartographic material.** Any material representing the whole or part of the Earth or any celestial body at any scale. Cartographic materials include two- and three-dimensional maps and plans (including maps of imaginary places); aeronautical, nautical, and celestial charts; atlases; globes; block diagrams; sections; aerial photographs with a cartographic purpose; bird's-eye views (map views), etc.
- Case binding.** A method of binding in which a hard cover is made separately from the book and later attached to it.
- Cased.** *See* Case binding.
- Catalogue.** 1. A list of library materials contained in a collection, a library, or a group of libraries, arranged according to some definite plan. 2. In a wider sense, a list of materials prepared for a particular purpose (e.g., an exhibition catalogue, a sales catalogue).
- Chart.** An opaque sheet that exhibits data in graphic or tabular form (e.g., a wall chart).
- Chart (Cartography).** A map designed primarily for navigation through water, air, or space. *See also* Map.
- Chief source of information.** The source of bibliographic data to be given preference as the source from which a bibliographic description (or portion thereof) is prepared.
- Chinese style.** *See* Traditional format (Oriental books).
- Chorus score.** A score of a vocal work showing only the chorus parts, with accompaniment, if any, arranged for keyboard instrument. *See also* Vocal score.
- Cinefilm.** *See* Motion picture.
- Close score.** A musical score giving all the parts on a minimum number of staves, normally two, as with hymns.
- Collaborator.** One who works with one or more associates to produce a work: all may make the same kind of contribution, as in the case of shared responsibility (see 21.6), or they may make different kinds of contributions, as in the case of collaboration between an artist and a writer (see 21.24). *See also* Joint author, Mixed responsibility, Shared responsibility.
- Collection.** 1. Three or more independent works or parts of works by one author published together. 2. Two or more independent works or parts of works by more than one author published together and not written for the same occasion or for the publication in hand.
- Collective title.** A title proper that is an inclusive title for an item containing several works. *See also* Uniform title 3.
- Colophon.** A statement at the end of an item giving information about one or more of the following: the title, author(s), publisher, printer, date of publication or printing. It may include other information.
- Coloured illustration.** An illustration containing any colour; black, white, and shades of grey are not to be considered colours.
- Compiler.** 1. One who produces a collection by selecting and putting together matter from the works of various persons or bodies. 2. One who selects and puts together in one publication matter from the works of one person or body. *See also* Editor.
- Compound surname.** A surname consisting of two or more proper names, sometimes connected by a hyphen, or conjunction, and/or preposition.
- Computer file.** *See* Electronic resource.
- Condensed score.** A musical score giving only the principal musical parts on a minimum number of staves, and generally organized by instrumental sections.
- Conference.** 1. A meeting of individuals or representatives of various bodies for the purpose of discussing and/or acting on topics of common interest. 2. A meeting of representatives of a corporate body that constitutes its legislative or governing body.
- Container.** Housing for an item, a group of items, or part of any item, that is readily physically separable from the material being housed (e.g., a box for a disk or videocassette, a sleeve for a sound or videodisc). *See also* Physical carrier.
- Continuation.** 1. A supplement (q.v.). 2. A part issued in continuance of a monograph, a serial, or a series.
- Continuing resource.** A bibliographic resource that is issued over time with no predetermined conclusion. Continuing resources include serials and ongoing integrating resources.
- Conventional name.** A name, other than the real or official name, by which a corporate body, place, or thing has come to be known.
- Conventional title.** *See* Uniform title.
- Corporate body.** An organization or group of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples of corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies, local churches, and conferences.
- Cover title.** A title printed on the cover of an item as issued. *See also* Binder's title, Spine title.
- Cross-reference.** *See* Reference.

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- Diorama.** A three-dimensional representation of a scene created by placing objects, figures, etc., in front of a two-dimensional painted background.
- Direct access (Electronic resources).** The use of electronic resources via carriers (e.g., discs/disks, cassettes, cartridges) designed to be inserted into a computerized device or its auxiliary equipment. *See also* Remote access (Electronic resources).
- Disc (Electronic resources).** *See* Optical disc (Electronic resources).
- Disk (Electronic resources).** A magnetic disk, usually encased in a protective plastic jacket or rigid case, used by computerized devices for storing and retrieving electronic resources. Disks can either be fixed or removable. *See also* Optical disc (Electronic resources).
- Distributor.** An agent or agency that has exclusive or shared marketing rights for an item.
- Double leaf.** A leaf of double size with a fold at the fore edge or at the top edge of the item. *See also* Traditional format (Oriental books).
- Edition: Books, pamphlets, fascicles, single sheets, etc.** All copies produced from essentially the same type image (whether by direct contact or by photographic or other methods) and issued by the same entity. *See also* Facsimile reproduction, Impression, Issue, Reprint.
- Edition: Electronic resources.** All copies embodying essentially the same content and issued by the same entity.
- Edition: Other materials.** All copies produced from essentially the same master copy and issued by the same entity. A change in the identity of the distributor does not mean a change of edition. *See also* Facsimile reproduction, Issue.
- Edition: Unpublished items.** All copies made from essentially the same original production (e.g., the original and carbon copies of a typescript).
- Editor.** One who prepares for publication an item not his or her own. The editorial work may be limited to the preparation of the item for the manufacturer, or it may include supervision of the manufacturing, revision (restitution), or elucidation of the content of the item, and the addition of an introduction, notes, and other critical matter. In some cases, it may involve the technical direction of a staff of persons engaged in creating or compiling the content of the item. *See also* Compiler.
- Electronic resource.** Material (data and/or program(s)) encoded for manipulation by a computerized device. This material may require the use of a peripheral directly connected to a computerized device (e.g., CD-ROM drive) or a connection to a computer network (e.g., the Internet). *See also* File (Electronic resources).
- Element.** A word, phrase, or group of characters representing a distinct unit of bibliographic information and forming part of an area (q.v.) of the description.
- Engineering drawing.** *See* Technical drawing.
- Entry.** A record of an item in a catalogue. *See also* Heading.
- Entry word.** The word by which an entry is arranged in the catalogue, usually the first word (other than an article) of the heading. *See also* Heading.
- Explanatory reference.** An elaborated *see* or *see also* reference that explains the circumstances under which the headings involved should be consulted.
- Explicit.** A statement at the end of the text of a manuscript or early printed book, or at the end of one of its divisions, indicating its conclusion and sometimes giving the author's name and the title of the work.
- Extent of item.** The first element of the physical description area. It gives the number and the specific material designation of the units of the item being described and, in some cases, other indications of the extent (e.g., duration). *See also* Specific material designation.
- Facsimile reproduction.** A reproduction simulating the physical appearance of the original in addition to reproducing its content exactly. *See also* Reprint.
- Fascicle.** One of the temporary divisions of a printed item that, for convenience in printing or publication, is issued in small installments, usually incomplete in themselves; they do not necessarily coincide with any formal division of the work into parts, etc. Usually the fascicle is protected by temporary paper wrappers. It may or may not be numbered. A fascicle is distinguished from a part (q.v.) by being a temporary division of a work rather than a formal component unit.
- File (Electronic resources).** A basic unit in which electronic resources are organized and stored. Electronic resources can contain one or more files. *See also* Electronic resource.
- Filing title.** *See* Uniform title.
- Filmstrip.** A length of film containing a succession of images intended for projection one at a time, with or without recorded sound.
- Flash card.** A card or other opaque material printed with words, numerals, or pictures and designed for rapid display.
- Format.** In its widest sense, a particular physical presentation of an item.
- Format (Texts).** The number of times the printed sheet has been folded to make the leaves of a book (e.g., folio (one fold giving two leaves), quarto (two folds giving four leaves)).

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Full score. *See* Score.

Game. An item or set of materials designed for play according to prescribed or implicit rules and intended for recreation or instruction. *See also* Activity card, Kit, Toy.

General material designation. A term indicating the broad class of material to which an item belongs (e.g., *sound recording*). *See also* Specific material designation.

Globe. A model of the Earth or other celestial body, depicted on the surface of a sphere.

Graphic. A two-dimensional representation whether opaque (e.g., art originals and reproductions, flash cards, photographs, technical drawings) or intended to be viewed, or projected without motion, by means of an optical device (e.g., filmstrips, stereographs, slides).

Half title. A title of a publication appearing on a leaf preceding the title page.

Harmony (Bible). 1. An arrangement of passages of the Bible on the same topic into parallel columns so that similarities and differences may be compared readily. 2. An interweaving of such passages into a continuous text.

Heading. A name, word, or phrase placed at the head of a catalogue entry to provide an access point. *See also* Access point.

Impression. All copies of an edition of a book, pamphlet, etc., printed at one time. *See also* Issue, Reprint.

Incipit. The opening words of a manuscript or early printed book, or of one of its divisions. It frequently includes the word "incipit" or its equivalent in another language. An incipit at the beginning of a work often contains the name of the author and the title of the work.

Initial title element. The word or words selected from the title of a musical work and placed first in the uniform title for that work. If no additions to the initial title element are required by the rules, it becomes the uniform title for the work.

Integrating resource. A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources can be finite or continuing. Examples of integrating resources include updating loose-leaves and updating Web sites.

International intergovernmental body. An international body created by intergovernmental action.

International Standard Book Number (ISBN). *See* Standard number.

International Standard Serial Number (ISSN). *See* Standard number.

Issue. Copies of an edition forming a distinct group that are distinguished from other copies of that edition by minor but well-defined variations (e.g., a new impression of a

book for which minor revisions have been incorporated into the original type image). *See also* Impression, Reprint.

Item. A document or set of documents in any physical form, published, issued, or treated as an entity, and as such forming the basis for a single bibliographic description.

Iteration. An instance of an integrating resource, either as first published or after it has been updated.

Jacket (Disc). *See* Sleeve.

Japanese style. *See* Traditional format (Oriental books).

Joint author. A person who collaborates with one or more other persons to produce a work in relation to which the collaborators perform the same function. *See also* Shared responsibility.

Key-title. The unique name assigned to a bibliographic resource by centres of the ISSN Network.

Kit. 1. An item containing two or more categories of material, no one of which is identifiable as the predominant constituent of the item; also designated "multimedia item" (q.v.). 2. A single-medium package of textual material (e.g., a "press kit," a set of printed test materials, an assemblage of printed materials published under the name "Jackdaw"). *See also* Activity card, Game.

Leaf. One of the units into which the original sheet or half sheet of paper, parchment, etc., is folded to form part of a book, pamphlet, journal, etc.; each leaf consists of two pages, one on each side, either or both of which may be blank.

Local access (Electronic resources). *See* Direct access (Electronic resources).

Loose-leaf publication. *See* Updating loose-leaf.

Machine-readable data file. *See* Electronic resource.

Macroform. A generic term for any medium, transparent or opaque, bearing images large enough to be read easily by the naked eye. *See also* Microform.

Main entry. The complete catalogue record of an item, presented in the form by which the entity is to be uniformly identified and cited. The main entry may include the tracing(s) (q.v.). *See also* Added entry.

Main heading. The first part of a heading that includes a subheading (q.v.).

Manuscript. Writings (including musical scores, maps, etc.) made by hand, typescripts, and inscriptions on clay tablets, stone, etc.

Map. A representation, normally to scale and on a flat medium, of a selection of material or abstract features on, or in relation to, the surface of the Earth or of another celestial body. *See also* Chart (Cartography).

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- Map section.** *See* Section (Cartography).
- Masthead.** A statement of title, ownership, editors, etc., of a newspaper or periodical. In the case of newspapers it is commonly found on the editorial page or at the top of page one, and, in the case of periodicals, on the contents page.
- Mechanical drawing.** *See* Technical drawing.
- Microfiche.** A sheet of film bearing a number of micro-images in a two-dimensional array.
- Microfilm.** A length of film bearing a number of micro-images in linear array.
- Microform.** A generic term for any medium, transparent or opaque, bearing microimages. *See also* Macroform.
- Microopaque.** A sheet of opaque material bearing a number of microimages in a two-dimensional array.
- Microscope slide.** A slide designed for holding a minute object to be viewed through a microscope or by a microprojector.
- Miniature score.** A musical score not primarily intended for performance use, with the notation and/or text reduced in size.
- Mixed authorship.** *See* Mixed responsibility.
- Mixed responsibility.** A work of mixed responsibility is one in which different persons or bodies contribute to its intellectual or artistic content by performing different kinds of activities (e.g., adapting or illustrating a work written by another person). *See also* Joint author, Shared responsibility.
- Mock-up.** A representation of a device or process that may be modified for training or analysis to emphasize a particular part or function; it usually has movable parts that can be manipulated.
- Model.** A three-dimensional representation of a real thing. *See also* Toy.
- Monograph.** A bibliographic resource that is complete in one part or intended to be completed within a finite number of parts.
- Monographic series.** *See* Series 1.
- Motion picture.** A length of film, with or without recorded sound, bearing a sequence of images that create the illusion of movement when projected in rapid succession.
- Multimedia item.** An item containing two or more categories of material, no one of which is identifiable as the predominant constituent of the item; also designated "kit" (q.v.).
- Multipart item.** A monograph complete, or intended to be completed, in a finite number of separate parts. The separate parts may or may not be numbered.
- Multivolume monograph.** *See* Multipart item.
- Music (large print).** A term used as a general material designation for printed music intended for use by the visually impaired.
- Musical presentation statement.** A term or phrase found in the chief source of information of a publication of printed music or a music manuscript that indicates the physical presentation of the music (e.g., score, miniature score, score and parts). This type of statement should be distinguished from one that indicates an arrangement or edition of a musical work (e.g., vocal score, 2-piano edition, version with orchestra accompaniment, chorus score).
- Name-title added entry.** An added entry consisting of the name of a person or corporate body and the title of an item.
- Name-title reference.** A reference made from the name of a person or a corporate body and the title of an item.
- Numbering.** The identification of each of the successive items of a publication. It can include a numeral, a letter, any other character, or the combination of these with or without an accompanying word (volume, number, etc.) and/or a chronological designation.
- Object.** A three-dimensional artefact (or replica of an artefact) or a naturally occurring entity. *See also* Realia.
- Optical disc (Electronic resources).** Any of several specific carriers delivering optically read data (e.g., CD-I, CD-ROM, Photo CD). *See also* Disk (Electronic resources).
- Other title information.** A title borne by an item other than the title proper or parallel or series title(s); also any phrase appearing in conjunction with the title proper, etc., indicative of the character, contents, etc., of the item or the motives for, or occasion of, its production or publication. The term includes subtitles, avant-titres, etc., but does not include variations on the title proper (e.g., spine titles, sleeve titles).
- Overhead projectual.** *See* Transparency.
- Overlay.** A transparent sheet containing matter that, when superimposed on another sheet, modifies the data on the latter.
- Parallel title.** The title proper in another language and/or script.
- Part.** 1. One of the subordinate units into which an item has been divided by the author, publisher, or manufacturer. In the case of printed monographs, generally synonymous with volume (q.v.); it is distinguished from a fascicle (q.v.) by being a component unit rather than a temporary division of a work. 2. As used in the physical description area, "part" designates bibliographic units intended to be bound several to a volume. *See also* Part (Music).
- Part (Music).** 1. The music for one of the participating voices or instruments in a musical work. 2. The written or printed copy of one or more (but not all) such parts for the use of one or more performers, designated in the physical description area as *part*.

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- Patronymic.** A name derived from the given name of a father.
- Personal author.** The person chiefly responsible for the creation of the intellectual or artistic content of a work.
- Phonorecord.** *See* Sound recording.
- Photocopy.** A macroform photoreproduction produced directly on opaque material by radiant energy through contact or projection.
- Physical carrier.** A physical medium in which data, sound, images, etc., are stored. For certain categories of material, the physical carrier consists of a storage medium (e.g., tape, film) sometimes encased in a plastic, metal, etc., housing (e.g., cassette, cartridge) that is an integral part of the item. *See also* Container.
- Piano [violin, etc.] conductor part.** A performance part for a particular instrument of an ensemble work to which cues have been added for the other instruments to permit the performer of the part also to conduct the performance.
- Piano score.** A reduction of an orchestral score to a version for piano, on two staves.
- Picture.** A two-dimensional visual representation accessible to the naked eye and generally on an opaque backing. Used when a more specific term (e.g., art original, photograph, study print) is not appropriate.
- Plan.** A drawing showing relative positions on a horizontal plane (e.g., relative positions of parts of a building; a landscape design; the arrangement of furniture in a room or building; a graphic presentation of a military or naval plan).
- Plan (Cartography).** *See* Map.
- Plate.** A leaf containing illustrative matter, with or without explanatory text, that does not form part of either the preliminary or the main sequence of pages or leaves.
- Plate number (Music).** A numbering designation assigned to an item by a music publisher, usually printed at the bottom of each page, and sometimes appearing also on the title page. It may include initials, abbreviations, or words identifying a publisher and is sometimes followed by a number corresponding to the number of pages or plates. *See also* Publisher's number (Music).
- Portfolio.** A container for holding loose materials (e.g., paintings, drawings, papers, unbound sections of a book, and similar materials) consisting of two covers joined together at the back.
- Praeses.** A faculty moderator of an academic disputation, normally proposing a thesis and participating in the ensuing disputation.
- Predominant name.** The name or form of name of a person or corporate body that appears most frequently (1) in the person's works or works issued by the corporate body, or (2) in reference sources, in that order of preference.
- Preliminaries.** The title page(s) of an item, the verso of the title page(s), any pages preceding the title page(s), and the cover.
- Printing.** *See* Facsimile reproduction, Impression, Issue, Reprint.
- Producer.** 1. A person or corporate body that has artistic and/or intellectual responsibility for the form and content of an item. 2. An individual or organization that has responsibility for the technical aspect(s) (e.g., mixing of sound), manufacture, or production of an item.
- Profile (Cartography).** A scale representation of the intersection of a vertical surface (which may or may not be a plane) with the surface of the ground, or of the intersection of such a vertical surface with that of a conceptual three-dimensional model representing phenomena having a continuous distribution (e.g., rainfall).
- Pseudonym.** A name assumed by an author to conceal or obscure his or her identity.
- Publisher's number (Music).** A numbering designation assigned to an item by a music publisher, appearing normally only on the title page, the cover, and/or the first page of music. It may include initials, abbreviations, or words identifying the publisher. *See also* Plate number (Music).
- Radiograph.** A photograph produced by the passage of radiation, such as X rays, gamma rays, or neutrons, through an opaque object.
- Realia.** An artefact or naturally occurring entity, as opposed to a replica. *See also* Object, Toy.
- Recto.** 1. The right-hand page of a book, usually bearing an odd page number. 2. The side of a printed sheet intended to be read first.
- Reference.** A direction from one heading or entry to another.
- Reference source.** Any publication from which authoritative information may be obtained. Not limited to reference works.
- Reissue.** *See* Issue, Reprint.
- Related body.** A corporate body that has a relation to another body other than a hierarchical relation (e.g., one that is founded but not controlled by another body; one that only receives financial support from another body; one that provides financial and/or other types of assistance to another body, such as "friends" groups; one whose members have also membership in or an association with another body, such as employees' associations and alumni associations).
- Related music.** *See* Adaptation (Music).

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- Releasing agent.** An agent or agency responsible for the initial distribution of a motion picture.
- Remote access (Electronic resources).** The use of electronic resources via computer networks. *See also* Direct access (Electronic resources).
- Reprint.** 1. A new printing of an item made from the original type image, commonly by photographic methods. The reprint may reproduce the original exactly (an impression (q.v.)) or it may contain minor but well-defined variations (an issue (q.v.)). 2. A new edition with substantially unchanged text. *See also* Facsimile reproduction.
- Resource, Electronic.** *See* Electronic resource.
- Respondent (Academic disputations).** A candidate for a degree who, in an academic disputation, defends or opposes a thesis proposed by the praeses (q.v.); also called the “defendant.”
- Romanization.** Conversion of names or text not written in the roman alphabet to roman-alphabet form.
- Running title.** A title, or abbreviated title, that is repeated at the head or foot of each page or leaf.
- Score.** A series of staves on which all the different instrumental and/or vocal parts of a musical work are written, one under the other in vertical alignment, so that the parts may be read simultaneously. *See also* Chorus score, Close score, Condensed score, Miniature score, Part (Music), Piano [violin, etc.] conductor part, Piano score, Short score, Vocal score.
- Secondary entry.** *See* Added entry.
- Section.** A separately published part of a bibliographic resource, usually representing a particular subject category within the larger resource and identified by a designation that may be a topic, or an alphabetic or numeric designation, or a combination of these. *See also* Subseries.
- Section (Cartography).** A scale representation of a vertical surface (commonly a plane) displaying both the profile where it intersects the surface of the ground, or some conceptual model, and the underlying structures along the plane of intersection (e.g., a geological section).
- Sequel.** A literary or other imaginative work that is complete in itself but continues an earlier work.
- Serial.** A continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series.
- Series.** 1. A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered. 2. Each of two or more volumes of essays, lectures, articles, or other writings, similar in character and issued in sequence (e.g., Lowell’s *Among my books*, second series). 3. A separately numbered sequence of volumes within a series or serial (e.g., *Notes and queries*, 1st series, 2nd series, etc.).
- Series title page.** An added title page bearing the series title proper and usually, though not necessarily, other information about the series (e.g., statement of responsibility, numeric designation, data relating to publication, title of the item within the series).
- Shared authorship.** *See* Shared responsibility.
- Shared responsibility.** Collaboration between two or more persons or bodies performing the same kind of activity in the creation of the content of an item. The contribution of each may form a separate and distinct part of the item, or the contribution of each may not be separable from that of the other(s). *See also* Joint author, Mixed responsibility.
- Sheet.** As used in the physical description area, a single piece of paper other than a broadside (q.v.) with manuscript or printed matter on one or both sides.
- Short score.** A sketch made by a composer for an ensemble work, with the main features of the composition set out on a few staves. *See also* Close score, Condensed score.
- Sine loco (s.l.).** Without place (i.e., the name of the place of publication, distribution, etc., is unknown).
- Sine nomine (s.n.).** Without name (i.e., the name of the publisher, distributor, etc., is unknown).
- Sleeve.** A protective envelope for bibliographic resource (e.g., disc).
- Slide.** Transparent material on which there is a two-dimensional image, usually held in a mount, and designed for use in a projector or viewer.
- Sound recording.** A recording on which sound vibrations have been registered by mechanical or electrical means so that the sound may be reproduced.
- Specific material designation.** A term indicating the special class of material (usually the class of physical object) to which an item belongs (e.g., *sound disc*). *See also* General material designation.
- Spine title.** A title appearing on the spine of an item. *See also* Binder’s title, Cover title.
- Standard number.** The International Standard Number (ISN), (e.g., International Standard Book Number (ISBN), International Standard Serial Number (ISSN)) or any other internationally agreed upon standard number that identifies an item uniquely.

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Standard title. *See* Uniform title.

Statement of responsibility. A statement, transcribed from the item being described, relating to persons responsible for the intellectual or artistic content of the item, to corporate bodies from which the content emanates, or to persons or corporate bodies responsible for the performance of the content of the item.

Subheading. Part of a corporate heading other than the main heading (q.v.).

Subordinate body. A corporate body that forms an integral part of a larger body in relation to which it holds an inferior hierarchical rank.

Subseries. 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). Its title may or may not be dependent on the title of the main series. *See also* Section.

Supplement. An item, usually issued separately, that complements one already published by bringing up-to-date or otherwise continuing the original or by containing a special feature not included in the original. The supplement has a formal relationship with the original as expressed by common authorship, a common title or subtitle, and/or a stated intention to continue or supplement the original. *See also* Sequel.

Supplied title. A title provided by the cataloguer for an item that has no title proper on the chief source of information or its substitute. It may be taken from elsewhere in the item itself or from a reference source, or it may be composed by the cataloguer.

Surname. Any name used as a family name (other than those used as family names by Romans of classical times).

Tactile materials. Materials with raised symbols and/or differently textured surfaces that are intended for use by the visually impaired.

Technical drawing. A cross section, detail, diagram, elevation, perspective, plan, working plan, etc., made for use in an engineering or other technical context. *See also* Architectural rendering.

Text. 1. A term used as a general material designation to designate printed material accessible to the naked eye (e.g., a book, a pamphlet, a broadside). 2. The words of a song, song cycle, or, in the plural, a collection of songs.

Text (large print). A term used as a general material designation for a printed text intended for use by the visually impaired.

Text (tactile). A term used as a general material designation for material intended for the visually impaired and presented as embossed textual information composed by use

of any system of touch reading and writing, excluding braille systems. Examples include Moon type and New York point.

Thematic index. A list of a composer's works, usually arranged in chronological order or by categories, with the theme given for each composition or for each section of large compositions.

Title. A word, phrase, character, or group of characters, normally appearing in an item, that names the item or the work contained in it. *See also* Alternative title, Binder's title, Caption title, Cover title, Half title, Parallel title, Running title, Spine title, Supplied title, Title proper, Uniform title.

Title frame. A frame containing written or printed material not part of the subject content of the item.

Title page. A page at the beginning of an item bearing the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication. The leaf bearing the title page is commonly called the "title page" although properly called the "title leaf." *See also* Added title page.

Title proper. The chief name of an item, including any alternative title but excluding parallel titles and other title information.

Title screen (Electronic resources). In the case of an electronic resource, a display of data that includes the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication.

Toy. An object designed for imaginative play or one from which to derive amusement. *See also* Game, Model, Realia.

Tracing. 1. A record of the headings under which an item is represented in the catalogue. 2. A record of the references that have been made to a name or to the title of an item that is represented in the catalogue.

Traditional format (Oriental books). A format consisting of double leaves with folds at the fore edge and with free edges sewn together to make a fascicle. Usually several fascicles are contained in a cloth-covered case.

Trailer. A short motion picture film consisting of selected scenes from a film to be shown at a future date, used to advertise that film.

Transcription (Music). *See* Adaptation (Music), Arrangement (Music).

Translator. One who renders from one language into another, or from an older form of a language into the modern form, more or less closely following the original.

Transliteration. *See* Romanization.

Transparency. A sheet of transparent material bearing an

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image and designed for use with an overhead projector or a light box. It may be mounted in a frame.

Uniform title. 1. The particular title by which a work is to be identified for cataloguing purposes. 2. The particular title used to distinguish the heading for a work from the heading for a different work. 3. A conventional collective title used to collocate publications of an author, composer, or corporate body containing several works or extracts, etc., from several works (e.g., complete works, several works in a particular literary or musical form).

Updating loose-leaf. An integrating resource that consists of one or more base volumes updated by separate pages that are inserted, removed, and/or substituted.

Version (Bible). A particular translation of the Bible or any of its parts. For the broader use of *version* for other works, to designate a type of adaptation, see 21.10.

Verso. 1. The left-hand page of a book, usually bearing an even page number. 2. The side of a printed sheet intended to be read second.

Videorecording. A recording on which visual images, usu-

ally in motion and accompanied by sound, have been registered; designed for playback by means of a television set.

View (Cartography). A perspective representation of the landscape in which detail is shown as if projected on an oblique plane (e.g., a bird's-eye view, panorama, panoramic drawing, worm's-eye view).

Vocal score. A score showing all vocal parts, with accompaniment, if any, arranged for keyboard instrument. *See also* Chorus score.

Volume. 1. In the bibliographic sense, a major division of a work, regardless of its designation by the publisher, distinguished from other major divisions of the same work by having its own inclusive title page,¹ half title, cover title, or portfolio title, and usually independent pagination, foliation, or signatures. This major bibliographic unit may include various title pages and/or paginations. 2. In the material sense, all that is contained in one binding, portfolio, etc., whether as originally issued or as bound after issue.² The volume as a material unit may not coincide with the volume as a bibliographic unit.

1. The most general title page, half title, or cover title is the determining factor in deciding what constitutes a bibliographic volume (e.g., a reissue in one binding, with a general title page, of a work previously issued in two or more bibliographic volumes is considered to be one bibliographic volume even though the reissue includes the title pages of the original volumes).

2. Such a composite volume may contain either two or more bibliographic volumes of the same work or two or more works published independently.

APPENDIX E

INITIAL ARTICLES

E.1. GENERAL RULE

E.1A. Omit the initial article(s) listed below as instructed in 22.11D, 24.5A, 25.2C, and 26.1A. Consider only those definite and indefinite articles for headings in the languages included in the list. The list does not cover articles in all languages; it covers only those in the languages most frequently encountered by cataloguers. An asterisk (*) before an indefinite article indicates that the same form is also used for the cardinal numeral one; therefore, care must be taken to distinguish the meaning.

ARTICLE(S)	LANGUAGE
a	English, Galician, Hungarian, Portuguese, Romanian, Scots, Yiddish
a'	Scottish Gaelic
al	Romanian
al-	Arabic, Baluchi, Brahui, Panjabi (Perso-Arabic script), Persian, Turkish, Urdu <i>(N.B. "al-" is meant to cover all the spellings in romanization, e.g., "as" in "as-sijill")</i>
am	Scottish Gaelic
an	English, Irish, Scots, Scottish Gaelic, Yiddish
an t-	Irish, Scottish Gaelic
ane	Scots
ang	Tagalog
ang mga	Tagalog
as	Galician, Portuguese
az	Hungarian
*bat	Basque
d'	English
da	Shetland English
das	German
de	Danish, Dutch, English, Frisian, Norwegian, Swedish
dei	Norwegian
dem	German
den	Danish, German, Norwegian, Swedish
der	German, Yiddish
des	German, Walloon
det	Danish, Norwegian, Swedish
dii	Yiddish
die	Afrikaans, German, Yiddish
dos	Yiddish
e	Norwegian
'e	Frisian
*cen	Dutch
*cene	Dutch
*egy	Hungarian
*ei	Norwegian
*ein	German, Norwegian, Walloon
*eine	German

ARTICLE(S)	LANGUAGE
einem	German
einen	German
einer	German
eines	German
*eit	Norwegian
el	Catalan, Spanish
el-	Arabic
els	Catalan
*en	Catalan, Danish, Norwegian, Swedish
enne	Walloon
*et	Danish, Norwegian
*ett	Swedish
eyn	Yiddish
eyne	Yiddish
gl'	Italian
gli	Italian
ha-	Hebrew
hai	Classical Greek, Greek
he	Hawaiian
hē	Classical Greek, Greek
he-	Hebrew
*heis	Greek
*hen	Greek
*hena	Greek
*henas	Greek
het	Dutch
hin	Icelandic
hina	Icelandic
hinar	Icelandic
hinir	Icelandic
hinn	Icelandic
hinna	Icelandic
hinnar	Icelandic
hinni	Icelandic
hins	Icelandic
hinu	Icelandic
hinum	Icelandic
hið	Icelandic
ho	Classical Greek, Greek
hoi	Classical Greek, Greek
i	Italian
ih'	Provençal
il	Italian, Provençal/Occitan
il-	Maltese
in	Frisian
it	Frisian
ka	Hawaiian
ke	Hawaiian

ARTICLE(S)	LANGUAGE
l'	Catalan, French, Italian, Provençal/Occitan, Walloon
l-	Maltese
la	Catalan, Esperanto, French, Italian, Provençal/Occitan, Spanish
las	Provençal/Occitan, Spanish
le	French, Italian, Provençal/Occitan
les	Catalan, French, Provençal/Occitan, Walloon
lh	Provençal/Occitan
lhi	Provençal/Occitan
li	Provençal/Occitan, Walloon
lis	Provençal/Occitan
lo	Italian, Provençal/Occitan, Spanish
los	Provençal/Occitan, Spanish
lou	Provençal/Occitan
lu	Provençal/Occitan
mga	Tagalog
m̃ga	Tagalog
*mia	Greek
*'n	Afrikaans, Dutch, Frisian
na	Hawaiian, Irish, Scottish Gaelic
na h-	Irish, Scottish Gaelic
*njĕ	Albanian
ny	Malagasy
'o	Neapolitan Italian
*o	Galician, Hawaiian, Portuguese, Romanian
os	Portuguese
'r	Icelandic
's	German
't	Dutch, Frisian
ta	Classical Greek, Greek
tais	Classical Greek
tas	Classical Greek
tē	Classical Greek
tēn	Classical Greek, Greek
tēs	Classical Greek, Greek
the	English
to	Classical Greek, Greek
tō	Classical Greek
tois	Classical Greek
ton	Classical Greek, Greek
tōn	Classical Greek, Greek
tou	Classical Greek, Greek
*um	Portuguese
*uma	Portuguese
*un	Catalan, French, Italian, Provençal/Occitan, Romanian, Spanish

E.1B

INITIAL ARTICLES

ARTICLE(S)	LANGUAGE
un'	Italian
*una	Catalan, Italian, Provençal/Occitan, Spanish
*une	French
unei	Romanian
unha	Galician
*uno	Italian, Provençal/Occitan
uns	Provençal/Occitan
unui	Romanian
us	Provençal/Occitan
y	Welsh
ye	English
yr	Welsh

E.1B. For languages not included in the above list, consult reference sources to determine if the language uses definite or indefinite articles.

INDEX

The index covers the rules (including introductions to the rules) and appendices, but not examples under the rules or works cited in any of the rules or appendices. “App. D” indicates that a term is defined in Appendix D (Glossary).

Rules for description have been indexed only to the general chapter (chapter 1) unless there is an amplification, amendment, or examples specific to a particular format in a later chapter.

The index is alphabetized word-by-word, with numerals preceding letters. Numbers, symbols, and punctuation marks at the beginning of index entries are filed as if spelled out. They are also filed at the beginning of the alphabet, before the A’s. Hyphens and other punctuation and prepositions preceding subentries are ignored in filing. Thus “author-title” is filed as if spelled “authortitle.”

Since the locators are arranged hierarchically, index entry terms with shorter (higher) locators can be assumed to include all the subrules under it. For example, “Physical description area, 1.5” covers the range of rules from 1.5A to 1.5E.

Abbreviations used in the index:

App.	Appendix
n	Footnote

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, (comma), use of, *see* Punctuation of description

— (dash), *see* Dashes

/ (diagonal slash), use of, *see* Punctuation of description

. . . (ellipsis marks), *see* Omission, marks of

= (equals sign), use of, *see* Punctuation of description

! (exclamation point) in names, *see* Typographical devices in names

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