

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

**From:** Sally Strutt, Chair, JSC

**Subject:** AACR3 - Part I - Constituency Review of December 2004 Draft

The draft of part I consists of the following:

- An introductory document providing background, etc.
- A template for responses
- Draft of part I of AACR3:
  - Introduction
  - Section A
  - Section B
  - Section C
  - Glossary (only terms used in part I)

JSC members are asked to submit their constituency responses by 28 March 2005.

[Verso of cover sheet]

## **AACR3 – Part I**

### **Constituency Review of the December 2004 Draft**

#### **Background**

The Joint Steering Committee for Revision of AACR, with the endorsement of the Committee of Principals, is undertaking the preparation of a new edition of the *Anglo-American Cataloguing Rules*. The planned revision will be the most extensive since the publication of the second edition in 1978. The new edition will incorporate a significantly expanded general introduction, revised and expanded introductions to parts I and II, and an introduction to a new part III, which together will articulate the principles underlying the design of the rules and provide a conceptual framework for their application. Part I will be reorganized to facilitate a more efficient application of the rules for description as they pertain to aspects of content and medium. Part II will be restructured to simplify the use of rules pertaining to the choice of access points, and to facilitate the application of general rules in circumstances not addressed by specific rules. A new part III will situate current rules pertaining to the formulation of headings and references in the context of authority control.

The revisions being undertaken will entail a re-articulation of the function of the catalogue and a logical “deconstruction” of many of the concepts that underlie the current structure and formulation of the rules. In that context, the objectives established for the revision will entail aligning the rules with the concepts and terminology used in the *Functional Requirements for Bibliographic Records*, and re-examining underlying assumptions pertaining to concepts such as class of materials, main entry, authorship, and uniform titles. The adaptation of the concepts underlying the rules to accommodate the description of newly emerging forms of digital resources is a major issue to be addressed with the new edition.

The new edition of AACR is envisioned as providing the basis for improved user access to all media in an online search environment. It is being designed with a view to compatibility with other standards for resource description and retrieval and for use worldwide both by libraries and by other information agencies. The intent is to produce a new edition that will be easier and more efficient for cataloguers to use and interpret, both in a printed format and in an enhanced electronic form.

#### **Objectives and principles**

The Joint Steering Committee has formulated a statement of objectives and principles to guide the drafting of part I of AACR3. As the revision work proceeds, the statement will be expanded to incorporate objectives and principles underlying parts II and III, and a comprehensive statement will be included in the general introduction.

The statement of objectives and principles for part I is presented in two sections. The first section covers objectives and principles relating to the scope, structure, terminology, etc. of part I as a whole. The second section covers objectives and principles relating to the functionality of the descriptions produced through the application of the rules.

**(A) Scope, structure, terminology, etc.**

***Objectives:***

**Comprehensiveness**

The rules for description are designed to cover all types of resources represented in catalogues or similar tools.

**Consistency**

The rules for description are designed to be consistent in their formulation.

**Clarity**

The rules for description are designed to be clear and unambiguous with respect to underlying concepts, terminology, and scope of application.

**Rationality**

The rules for description are designed to reflect rational, non-arbitrary decisions.

**Currency**

The rules for description are designed to be responsive to new developments affecting the range, nature, and characteristics of resources covered.

**Compatibility**

The rules for description are designed to be compatible with internationally established principles, models, and standards.

**Adaptability**

The rules for description are designed to be adaptable to the specific needs of user communities.

**Ease and efficiency of use**

The rules for description are designed to be easy and efficient to use.

**Format**

The rules for description are designed to be amenable to presentation in either a conventional print format or in a digital format embodying features such as hypertext links, selective display, etc.

***Principles:***

**Generalization**

For each element of the description the rules should provide substantive instructions that are applicable to all types of resources.

### **Specificity**

Where required, the rules for description should provide supplementary or special instructions applicable to a specific type of content, medium, etc.

### **Non-redundancy**

The rules for description should avoid unnecessary repetition of instructions.

### **Terminology**

The terminology used in the rules for description should be consistent with the concepts and terms defined in *Functional Requirement for Bibliographic Records*.

### **Reference structure**

The reference structure embodied in the rules should be consistent in its overall design and serve as an efficient means of indicating the location of other rules containing instructions that may be relevant to the application of the rule from which the reference is made.

## **(B) Functional Requirements**

### ***Objectives:***

#### **Responsiveness to user needs**

The description produced should enable the user to:

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

#### **Cost efficiency**

The description produced should meet functional requirements in a cost-efficient manner.

#### **Format independence**

The description produced should function independently of the format, medium, or system used to store or communicate the data it embodies.

### ***Principles:***

#### **Differentiation**

The data included in the description should serve to differentiate the resource described from other resources represented in the catalogue.

#### **Sufficiency**

The data included in the description should be sufficient to meet the needs of the user with respect to selection of an appropriate resource.

### **Relationships**

The data included in the description should indicate significant bibliographic relationships between the resource described and other resources.

### **Representation**

The data included in the description should reflect the resource's representation of itself.

### **Accuracy**

The description should provide supplementary information to correct or clarify ambiguous, unintelligible, or misleading representations made by the resource itself.

### **Uniformity**

The presentation of elements in descriptions should adhere to prescribed conventions with respect to order, punctuation, capitalization, abbreviations, terminology, etc.

### **Common usage**

Data other than that transcribed from the resource itself should be given in a form that reflects common usage.

While the statement of objectives and principles provides overall guidance in the review and development of the rules, it must be recognized that to a certain extent the revision process entails tradeoffs between one principle and another – the principle of uniformity needs to be balanced with the principle of common usage, the principle of accuracy needs to be balanced with the principle of representation, etc.

## **Highlights of major changes from AACR2**

To facilitate comparison of the draft of AACR3 with the current version of AACR2, all changes and additions to the current rules are highlighted in yellow – deletions as such are not marked. The number in square brackets at the end of the first paragraph in each rule indicates the AACR2 rule from which the base text was derived. Unless indicated otherwise, the remainder of the base text and examples for that rule were derived from the same rule as the first paragraph.

Major changes in the organization and scope of coverage of the rules are summarized below.

### **Organization of the rules**

The AACR2 division of part I into a single chapter covering general rules, ten chapters covering various classes of material, a single chapter covering continuing resources, and a final chapter on analysis has been replaced by three new sections. The first section (section A) covers general rules, the second (section B) covers supplementary rules applicable to specific types of content, and the third (section C) covers supplementary rules applicable to specific types of media.

Within section A, there are three chapters. The first (chapter A1) contains general rules that apply to all types of resources. The second (chapter A2) contains rules that modify certain general rules for application to resources issued in successive parts. The third (chapter A3) contains rules that modify certain general rules for application to integrating resources. A rule is categorized as a general rule and included in chapter A1 if it applies to all resources exhibiting the characteristic covered by that rule, regardless of the type of content embodied in the resource or the medium in which it is conveyed. The rules in chapters A2 and A3 are categorized as general rules in that they apply to all resources issued in successive parts and integrating resources, respectively, again regardless of the type of content embodied in the resource or the medium in which it is conveyed.

Section B comprises seven chapters, each containing supplementary rules applicable to resources embodying a specific type of content: text (chapter B1), music (chapter B2), cartographic resources (chapter B3), graphics (chapter B4), three-dimensional resources (chapter B5), sound (chapter B6), and moving images (chapter B7). The chapters in section B only contain instructions that supplement those provided by the general rules in section A; they do not repeat the general instructions.

Section C comprises seven chapters, each containing supplementary rules applicable to resources conveyed in a specific type of media: print and graphic media (chapter C1), micrographic media (chapter C2), tactile media (chapter C3), three-dimensional media (chapter C4), audio media (chapter C5), projected graphic, film and video media (chapter C6), and digital media (chapter C7). Again, the chapters in section B only contain instructions that supplement those provided by the general rules in section A; they do not repeat the general instructions.

In parallel with the restructuring of supplementary rules, the rules pertaining to general material designations have been revised to distinguish between designations that indicate the type of content contained in the resource and those that indicate the medium in which the resource is conveyed. The new rules permit the use of either a content designation or a medium designation, or both.

It should be noted that the list of general material designations in rule A1.1C1 indicating type of content includes certain terms (e.g., data, software) for which there is no corresponding chapter in section B. In the current draft of part I, a separate chapter has been set up in section B only in cases where there are explicit supplementary rules that apply exclusively to a specific type of content. In the case of data and software, the few rules that make reference to such content (e.g., C7.1B1, C7.2B4, C7.7B5, C7.7B9) apply more broadly to content conveyed in digital media, and have therefore been included in the corresponding chapter in section C. Chapters may be added to section B in the future if a need is identified for supplementary rules to cover characteristics of specific types of content not yet included.

### **Focus for the description**

The AACR2 rule pertaining to the basis of the description (1.0A2) has been replaced by a reworked and expanded set of instructions in the introduction to part I on determining the focus for the description and a corresponding rule in chapter A1 (A1.0A1) that relates the focus for the description to the choice of a chief source of information.

In line with the reworking of instructions on the focus for the description, certain instructions from the AACR2 rules on supplementary items (1.9) have been incorporated into the rules on ancillary material (A1.5E), and those on facsimiles and reproductions (1.11) have been placed with the preliminary rules for the specific area of the description to which they pertain. The rules from chapter 13 of AACR2 pertaining to “In” analytics and multilevel description have been transferred to chapter A1 (A1.10 and A1.11, respectively).

### **Resources in an unpublished form**

There is no longer a separate chapter corresponding to chapter 4 of AACR2. For the most part, the rules in the new part I are designed to apply equally to resources in a published form and to those in an unpublished form. In cases where the rules applying to resources in an unpublished form differ from those applying to resources in a published form, instructions applying to the former are included as separate subrules under the general rule for that element. The applicability of each of the subrules under the general rule to either resources in a published form or resources in an unpublished form is indicated.

In some cases, AACR2 rules from chapter 4 have been recast as general rules applicable to resources in both published and unpublished form. For example, AACR2 rule 4.7B14 has been incorporated into a general rule on restrictions on access and use (A1.7B30). In other cases, rules from chapter 4 have been incorporated into either a general rule in chapter A1 or a supplementary rule in one of the chapters in section B, and designated as instructions applying specifically to resources in an unpublished form. For example, AACR2 rule 4.7B11 has been incorporated into rule A1.7B14, and rule 4.1B2 has been incorporated into rule B1.1B11.

In cases where an AACR2 rule from chapter 4 has been deemed to be inconsistent with the general rules, the AACR2 rule has been deleted. For example, AACR2 rules 4.1F2 and 4.1F3, which include instructions on completing or supplying a name in a statement of responsibility, were deemed to be inconsistent with the general rule on transcribing statements of responsibility appearing prominently on the prescribed source of information in the form in which they appear, and the rules have therefore been deleted.

### **Resources issued in successive parts**

AACR2 chapter 12 has been replaced by chapter A2 (covering resources issued in successive parts) and chapter A3 (covering integrating resources). The rules in the new chapters, for the most part, cover both continuing and finite resources. In several cases where a rule from chapter 12 was designated as being applicable only to serials (e.g., 12.4C2a), the rule has been broadened to apply to all resources issued in successive parts (A2.4C9). In other cases, however, instructions pertaining specifically either to serials or to multipart monographs have been retained as separate subrules (e.g., A2.6G1).

In a few cases, AACR2 rules from chapter 12 have been incorporated into the general rules in chapter A1. For example, the AACR2 rule pertaining to a title proper that appears on the source of information in full and in the form of an acronym or initialism (12.1B2) has been incorporated into a general rule pertaining to titles appearing in two or more forms (A1.1B7). Similarly, relevant portions of rule 12.7B8 pertaining to notes on particular types of relationships have been incorporated into the general rule on edition and history (A1.7B9).

The AACR2 rules from chapter 12 pertaining to the numbering area for serials have been transferred in their entirety to chapter A1 (A1.3), and their application has been broadened to cover all multipart resources with numbered issued or parts, whether issued successively or simultaneously.

### **Assembled collections**

AACR2 rules pertaining specifically to assembled collections (primarily from chapter 4) have, for the most part, been incorporated into the general rules in chapter A1. For example, AACR2 rules 4.5B2 and 4.5D2 have been incorporated into the general rules on the technical description area (A1.5B5 and A1.5D3, respectively), and have been designated as instructions applying specifically to assembled collections. In cases where an AACR2 rule applies only to assembled collections of a specific type of content, the rule has been incorporated into the appropriate chapter in section B. For example, the instructions in rule 4.1B2 pertaining to supplied titles for assembled collections of manuscript texts have been incorporated into rule B1.1B11.

### **Early printed resources**

The “extra” rules in chapter 2 of AACR2 (2.12-2.18) for the description of early printed books, etc., have been incorporated either into the general rules in chapter A1 or into the supplementary rules for print and graphic media in chapter B1, to the extent that they have been consistent with the corresponding general or supplementary rule. For example, the instructions in AACR2 rule 2.14D pertaining to additions to the title linked by a preposition have been incorporated into the general rule A1.1B6. In some cases, the instructions have been designated as applying specifically to early printed resources. For example, rules 2.16D and 2.16G pertaining to names of printers have been incorporated into the general rules A1.4D1 and A1.4G1, respectively, as instructions applying specifically to early printed resources. In cases where the “extra” rules pertain specifically to the technical description of print media, the instructions have been included in the supplementary rules in chapter B1. For example, AACR2 rule 2.18D1 pertaining to notes on signatures, type measurements, etc. has been included in chapter B1 as rule C1.7B13.2, and has been designated as applying specifically to early printed books, etc.

In cases where an “extra” rule from chapter 2 has been deemed to be in conflict with the corresponding general or supplementary rule, the “extra” rule has been deleted. For example, AACR2 rule 2.14E has been deemed to be inconsistent with the general rules on transcription (and the principle of representation), and has therefore been deleted. Similarly the instructions in rule 2.14B on abridgement of the title proper have been deleted as they have been deemed to be inconsistent with the corresponding general rule A1.1B6.

The general introduction to AACR3 will include direct specialist cataloguers to manuals providing more detailed instructions on the description of early printed resources.

### **Technical description**

The AACR2 rules pertaining to the physical description area have been renamed as rules pertaining to technical description and have been realigned either as general rules (in section A) or as supplementary rules applicable to specific types of media (in section C). The general rules for the physical description area from chapter 1 of AACR2 have been significantly

expanded in order to provide a substantive set of instructions applicable to all types of resources.

The lists of specific material designations from chapters 2 through 11 have been amalgamated into tables accompanying general rules A1.5B1 and A1.5B2. In the process of amalgamation, the AACR2 specific material designations have been realigned to provide a more consistent division between those that pertain to physical units, on the one hand, and those that pertain, on the other hand, either to presentation units (e.g., pages) or to logical aggregations of content (e.g., score, part). Those in the first category have been listed as specific material designations to be used when recording the number of physical units, and those in the second category have been listed as terms used when recording the number of components. In addition, the differences in practice reflected in the AACR2 general rules on extent (1.5B1, 1.5B2, and 1.5B3) have been incorporated in the form of an “either/or” instruction in rule A1.5B, permitting the cataloguer to record the extent either in terms of physical units or in terms of components, or both.

The AACR2 option pertaining to the use of a term in common usage in place of a listed specific material designation (which was included only in the chapters covering certain classes of material) has been generalized and incorporated into rule A1.5B1.

In the process of formulating general rules on other technical details (A1.5C), certain instructions from AACR2 have been realigned. For example, the AACR2 instructions pertaining to motion pictures and videorecordings with closed captioning (7.7B2) have been incorporated into the general rule on special format characteristics (A1.5C2).

## **Work in progress**

The Joint Steering Committee has initiated a number of related follow-up tasks that will be undertaken in parallel with the constituency review of the draft of part I.

A JSC working group is being established to review all the examples in the draft. The task force will propose revisions, deletions, and additions to the examples as necessary to reflect changes both in the rules and in the types of resources that are being catalogued currently. A report from the task force is scheduled to be submitted in August 2005.

An ALA task force will undertake a review of rules in the technical description area and the notes area pertaining to characteristics of digital resources, and propose additions and changes to reflect current characteristics. The group will also assess the feasibility of extending the application of rules in the material specific area on digital graphic representation to non-cartographic resources containing graphic content. A report from the working group is scheduled to be submitted in August 2005.

CILIP has been asked to prepare a discussion paper on the use of abbreviations in descriptions and access points. The discussion paper is scheduled to be submitted for discussion at the JSC meeting in April 2005.

## **AACR3 – Part I**

### **Comments on the December 2004 Draft**

**Submitted by:**

**E-mail address:**

**Date:**

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*Note: The chapter designators (A1, A2, A3, B1, etc.) in the draft of part I have been used in order to differentiate chapter and rule numbers for the new edition from those used in AACR2 for purposes of the constituency review. The final form of numbering for chapters and rules will be determined once the complete structure for AACR3 has been finalized.*

#### **1. Objectives and principles**

General comments on the formulation or application of the objectives and principles established for part I:

##### **A. Scope, structure, terminology, etc.**

###### ***Objectives:***

**Comprehensiveness**

**Consistency**

**Clarity**

**Rationality**

**Currency**

**Compatibility**

**Adaptability**

**Ease and efficiency of use**

**Format**

###### ***Principles:***

**Generalization**

**Specificity**

**Non-redundancy**

**Terminology**

**Reference structure**

## **B. Functional Requirements**

### *Objectives:*

**Responsiveness to user needs**

**Cost efficiency**

**Format independence**

### *Principles:*

**Differentiation**

**Sufficiency**

**Relationships**

**Representation**

**Accuracy**

**Uniformity**

**Common usage**

## **2. Organization of the rules**

Comments on the scope and organization of the sections and chapters in part I:

### **Section A – General rules**

*Scope and organization of chapter A1 – General rules for description*

*Scope and organization of chapter A2 – Resources issued in successive parts*

*Scope and organization of chapter A3 – Integrating resources*

**Section B – Supplementary rules applicable to specific types of content**

*Scope and organization of chapter B1 – Text*

*Scope and organization of chapter B2 – Music*

*Scope and organization of chapter B3 – Cartographic resources*

*Scope and organization of chapter B4 – Graphics*

*Scope and organization of chapter B5 – Three-dimensional resources*

*Scope and organization of chapter B6 – Sound*

*Scope and organization of chapter B7 – Moving images*

**Section C – Supplementary rules applicable to specific types of media**

*Scope and organization of chapter C1 – Print and graphic media*

*Scope and organization of chapter C2 – Micrographic media*

*Scope and organization of chapter C3 – Tactile media*

*Scope and organization of chapter C4 – Three-dimensional media*

*Scope and organization of chapter C5 – Audio media*

*Scope and organization of chapter C6 – Projected graphic, film, and video media*

*Scope and organization of chapter C7 – Digital media*

**3. Focus of the description**

Comments on instructions in the Introduction and in rule A1.0A1 on focus of the description:

#### **4. Resources in an unpublished form**

Comments on the scope and placement of rules pertaining to resources in an unpublished form:

**General rules (A1.1B11, A1.2A1, A1.4C8, A1.4D9, A1.4F8, A1.7B12.2, A1.7B14, A1.7B30)**

**Supplementary rules applicable to text (B1.1B11, B1.1E6, B1.4F8)**

**Rules on resources in an unpublished form from AACR2 omitted from the draft of AACR3**

#### **5. Resources issued in successive parts**

Comments on rules pertaining to resources in an unpublished form:

**Numbering area (A1.3)**

**Title and statement of responsibility area (A2.1)**

**Edition area (A2.2)**

**Publication, distribution, etc., area (A2.4)**

**Technical description area (A2.5)**

**Series area (A2.6)**

**Note area (A2.7)**

#### **6. Integrating resources**

Comments on rules pertaining to integrating resources:

**Title and statement of responsibility area (A3.1)**

**Edition area (A3.2)**

**Publication, distribution, etc., area (A3.4)**

**Technical description area (A3.5)**

**Series area (A3.6)**

**Note area (A3.7)**

**Standard number and terms of availability area (A3.8)**

## **7. Assembled collections**

Comments on the scope and placement of rules pertaining to assembled collections:

**General rules (A1.4C8, A1.4D9, A1.4F8, A1.5B5, A1.5D3)**

**Supplementary rules applicable to text (B1.1B11)**

**Supplementary rules applicable to print and graphic media (C1.5D3)**

## **8. Early printed resources**

Comments on the scope, placement, and application of rules pertaining to early printed resources:

**General rules (A1.4D1, A1.4G1, )**

**Supplementary rules applicable to print and graphic media (C1.5B2.1.19, C1.5D1.1, C1.7B13.2, C1.7B28.1)**

**Rules on early printed monographs from AACR2 omitted from the draft of AACR3**

## **9. Sources of information**

Comments on the generalization and reworking of rules on sources of information (A1.0A):

## **10. General material designation**

Comments on the revision of rules on general material designation and the terms used as GMDs (A1.1C):

## **11. Publication, distribution, etc. area**

Comments on the revision of rules pertaining to the publication, distribution, etc., area:

**Elimination of the use of “s.l.” and “s.n.” (A1.4C6, A1.4D7)**

## **12. Technical description area**

Comments on the scope, placement, and application of rules pertaining to technical description:

**General rules on extent (A1.5B)**

**General rules on other technical details (A1.5C)**

**General rules on dimensions (A1.5D)**

**General rules on dimensions (A1.5E)**

**Supplementary rules applicable to print and graphic media (C1.5)**

**Supplementary rules applicable to micrographic media (C2.5)**

**Supplementary rules applicable to tactile media (C3.5)**

**Supplementary rules applicable to three-dimensional media (C4.5)**

**Supplementary rules applicable to audio media (C5.5)**

**Supplementary rules applicable to projected graphic, film, and video media (C6.5)**

**Supplementary rules applicable to digital media (C7.5)**

**Potential for further generalization of rules on technical description (e.g., X.5C10)**

### **13. Note area**

Comments on the scope, placement, and application of rules pertaining to notes:

**Generalization of rules on notes (e.g., A1.7B15)**

**Potential for further generalization of rules on notes (e.g., X.7B21)**

### **14. Glossary**

Comments on the terms and definitions included in the glossary:

### **15. Style**

Comments on matters of style:

**Tables of contents for chapters and areas**

**Captioning of subrules**

**References to related and supplementary rules**

**Clarity of instructions**

### **16. Typographical and grammatical errors, etc.**

Please reference errors, etc., in the form: [page number] - [rule number] - [paragraph or example number]

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# INTRODUCTION

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## SCOPE

The rules in part I provide instructions on formulating bibliographic descriptions. Those descriptions need, in most instances, access points added to them before they are usable as catalogue entries. For instructions on the formulation of such access points, see part III. [0.21]

## STRUCTURE OF THE DESCRIPTION

The rules for description are based on the general framework for the description of library materials, the General International Standard Bibliographic Description (ISBD(G)<sup>1</sup>) 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. [0.22]

## ORGANIZATION OF THE RULES

The rules for description are divided into sections covering general rules (section A) and supplementary rules applicable to specific types of content (section B) and specific types of media (section C). [0.23]

Within section A, there are three chapters. The first (chapter A1) contains general rules that apply to all types of resources. The second (chapter A2) contains rules that modify certain general rules for application to resources issued in successive parts. The third (chapter A3) contains rules that modify certain general rules for application to integrating resources. References are provided from the general rules in chapter A1 to the corresponding instructions in chapters A2 and A3.

Section B comprises seven chapters, each containing supplementary rules applicable to resources embodying a specific type of content: text, music, cartographic resources, graphics, three-dimensional resources, sound, and moving images.

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1. *ISBD(G) : General International Standard Bibliographic Description : Annotated Text* / 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.

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Section C comprises seven chapters, each containing supplementary rules applicable to resources conveyed in a specific type of media: print and graphic media, micrographic media, tactile media, three-dimensional media, audio media, projected graphic, film and video media, and digital media.

Where additional instructions relating to a particular element are required for specific types of content or media, the rules in section A provide references to supplementary instructions in sections B and C. For example, rule A1.1B11 contains instructions on devising a brief descriptive title for a resource that lacks a title proper, with references to specific rules in section B for devising descriptive titles for texts, music, cartographic resources, etc. Within each of the chapters in sections B and C the rule numbering corresponds to that in chapter A1. For example, the general rule on devising a brief descriptive title is numbered A1.1B11; the corresponding supplementary rules for texts, music, and cartographic resources are numbered B1.1B11, B2.1B11, and B3.1B11, respectively. The chapters in sections B and C contain only supplementary instructions. If there are no supplementary instructions to the general rule as given in chapter A1 pertaining to a specific type of content or media, the chapter in section B or C will contain no rule corresponding to the general rule in chapter A1. As a result there are gaps in the rule numbering in those sections.

**APPLYING GENERAL AND SUPPLEMENTARY RULES**

In formulating a description for a resource it is generally necessary to include elements that relate to aspects of its content and/or the medium in which it is conveyed. The rules in part I are structured so as to provide general instructions on formulating each element of the description, supplemented by additional instructions applicable to specific types of content or media. [new]

The general rules for description in chapter A1, together with the instructions applicable to resources issued in successive parts contained in chapter A2 and those applicable to integrating resources contained in chapter A3, if needed, serve as the starting point for formulating the description. The rules in chapter A1 are structured around the eight areas of description defined in the ISBD(G), and proceed element by element through each of those areas in sequence.

A general rule in section A may reference supplementary rules in any of the chapters in sections B and/or C. In describing a particular resource, it may be necessary in applying a general rule to consult a supplementary rule in section B related to the content of the resource as well as a supplementary rule in section C related to the medium in which the resource is conveyed.

**DETERMINING THE FOCUS FOR THE DESCRIPTION**

The description of a resource may focus on any one of the following: [new]

- a) a *single-part resource* (or a single part of a resource comprising two or more parts)
- b) a resource comprising *two or more parts issued simultaneously*
- c) a *resource issued in successive parts*

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- d) an *integrating resource*
- e) a *separately titled component part* within a single-part resource or within a part of a multipart resource
- f) an *assembled collection* of resources

The rules in part I are designed so that they can be applied in accordance with the focus of the description.

Chapter A1 provides direction on choosing a chief source of information that is appropriate to the focus of the description (see A1.0A1).

If the focus for the description is a single-part resource or a resource comprising two or more parts issued simultaneously, the general rules in chapter A1 will normally be applicable without modification.

If the focus for the description is a resource issued in successive parts or an integrating resource, certain of the general rules in chapter A1 will be modified by a corresponding rule in chapters A2 and A3 respectively.

If the focus for the description is a separately titled component part within a single-part resource or within a part of a multipart resource, chapter A1 provides instructions for structuring the description as an “In” analytic (see A1.10).

If the focus for the description is an assembled collection, certain of the general rules in chapter A1 (e.g., those pertaining to place of publication, distribution, etc., name of publisher, distributor, etc., date of publication, distribution, etc., extent, and dimensions) provide instructions specific to assembled collections.

Chapter A1 also provides instructions for briefly describing parts of a multipart resource or of an assembled collection and separately titled component parts of a resource within the description of the aggregate resource. Parts of a multipart resource (including supplements) may be described as ancillary material (see A1.5E). Separately titled component parts may be described in contents notes (see A1.7B21). The description of parts of a multipart resource and separately titled component parts may also be included with a description of the aggregate resource in a multilevel description (see A1.11).

## RESOURCES IN AN UNPUBLISHED FORM

For the most part, the rules in part I apply equally to resources in a published form and to those in an unpublished form. In cases where the rules applying to resources in an unpublished form differ from those applying to resources in a published form, instructions applying to the former are included as separate subrules under the general rule for that element. The applicability of each of the subrules under the general rule to either resources in a published form or resources in an unpublished form is indicated.

[new]

## OPTIONS AND OMISSIONS

### ISBD areas

Although the rules for description are based upon a standard (the ISBD(G)), it is recognized that certain resources do not require every element of that standard. [0.26]

## INTRODUCTION

The ISBD(G) contains an area for details that are specific to a particular type of material or type of publication. This area is used in these rules for multipart resources with numbered issues or parts (see A1.3), resources embodying music in notational form (see B2.3), and cartographic resources (see B3.3). This area is not used for resources that do not fall into one or more of those categories. [0.25]

**Notes**

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 description depends on the nature of the resource 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). [0.27]

**Measurements**

Not all measurements prescribed in part I 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: [0.28]

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

**Levels of description**

Rule A1.0D 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 resources to be described in more detail than others. Use the three levels of description: [0.29]

- either* a) by choosing a level of description for all resources 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 resource being described.

# SECTION A

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## GENERAL RULES

- A1 General Rules for Description
- A2 Resources Issued in Successive Parts
- A3 Integrating Resources

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[Verso of Contents Page for Section A]

## GENERAL RULES FOR DESCRIPTION

## CHAPTER

**A1**

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**A1.0. PRELIMINARY RULES****A1.0A. Sources of information**

**A1.0A1. Focus for the description.** The sources of information for a bibliographic description are dependent on the focus for the description.

In choosing the chief source of information for a description, apply the following guidelines: [new]

- a) If the focus for the description is a *single-part resource* (or a single part of a resource comprising two or more parts), choose a chief source of information pertaining to that resource (or part) following the instructions in A1.0A2. [1.0A2a (2004 amendments)]
- b) If the focus for the description is a resource comprising *two or more parts issued simultaneously*, and the resource contains a chief source of information for the resource as a whole as well as chief sources of information for its individual parts, choose a chief source of information pertaining to the resource as a whole following the instructions in A1.0A2. If there is no chief source of information pertaining to the resource as a whole, prefer (in this order): [1.0A3b (2004 amendments)]
  - i) a chief source of information for the first part (i.e., the lowest numbered part), if the parts are consecutively numbered
  - ii) a chief source of information on one of the parts that provides the most complete information about the resource as a whole
  - iii) a chief source of information on a part that is a unifying element for the resource
  - iv) a chief source of information on a container that is a unifying element for the resource
  - v) a chief source of information on the part that is the main resource if the other parts are accompanying or related dependent supplements.
- c) If the focus for the description is a *resource issued in successive parts*, choose a chief source of information pertaining to the first issue or part or, lacking this, the earliest available issue or part following the instructions in A1.0A2. If the parts are numbered, the first issue or part is the lowest numbered issue or part. If the parts are unnumbered, the first issue or part is the issue or part with the earliest publication, distribution, etc., date. Generally, make notes for changes on later parts when considered to be important (see A2.1B12, A2.1D6, A2.1E7, etc.). [1.0A2b (2004 amendments)]
- d) If the focus for the description is an *integrating resource*, choose a chief

## GENERAL RULES FOR DESCRIPTION

source of information from the current iteration following the instructions in A1.0A2. Update the description and, generally, make notes about changes from earlier iterations when considered to be important (see A3.1B12, A3.1D6, A3.1E7, etc.). **[1.0A2b (2004 amendments)]**

- e) If the focus for the description is a *separately titled component part* within a single-part resource or within a part of a multipart resource, choose a chief source of information pertaining to the component part following the instructions in A1.0A2.
- f) If the description is a *multilevel description* (see A1.11), choose chief sources of information for each level of the description that pertain to the aggregate resource, part, or component part described at that level following the instructions in A1.0A2.
- g) If the focus for the description is an *assembled collection* of resources, choose a chief source of information pertaining to the collection as a whole following the instructions in A1.0A2. If a source of information for the collection as a whole is lacking, use any available source (e.g., a reference work, the content of the resource being described). Update the description and, generally, make notes about later additions when considered to be important. **[1.0A2b (2004 amendments)]**

If the resource contains more than one source of information that qualifies as a chief source of information, choose one of those sources as the chief source following the instructions in A1.0A3.

If the resource lacks a chief source of information, or if information to be included in the description is not available from the chief source, information may be taken from other sources associated with the resource, other sources describing the resource, or the content of the resources itself as instructed in A1.0A4.

**A1.0A2. Choice of chief source of information.** When choosing a chief source of information, give preference to a prominent source on which data that are to be recorded in the title and statement of responsibility area, the edition area, and the publication, distribution, etc., area of the description are formally presented. If the information in two or more such sources varies in degree of completeness, prefer the source that provides the title proper as well as the most complete information relating to the title and statement of responsibility area, the edition area, and the publication, distribution, etc., area. If two or more such sources are equivalent with respect to completeness, prefer (in this order):

- i) a title page<sup>1</sup>, title sheet, title card, title frame, title screen, etc.<sup>2</sup>

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1. For a resource consisting of a single sheet (folded or unfolded), consider a title panel to be the equivalent of a title page if it provides information pertaining to the title and statement of responsibility area of the description.

## GENERAL RULES FOR DESCRIPTION

- ii) a cover
- iii) a label permanently affixed to the physical carrier (i.e., to the storage medium or to housing that is an integral part of the resource)
- iv) a caption, masthead, header, digital file header or label, etc.
- v) other preliminaries
- vi) a colophon<sup>3</sup>
- vii) other internal parts of the resource (including sound sources within the resource).

The chief source of information may be unitary in nature (e.g., a title page) or may be collective (e.g., a title page and its verso, the labels on either side of a disc, a sequence of title and/or credit frames).

**A1.0A3. Resources with more than one chief source of information.** If the resource contains more than one source of information that qualifies as the chief source of information as specified in A1.0A2, use the first occurring source unless one of the following applies: **[1.0A3 (2004 amendments)]**

- a) ***Chief sources of information in different languages or scripts.*** If the resource contains chief sources of information in more than one language or script, prefer (in this order):
  - i) the source in the language or script that corresponds to the language or script of the content or the predominant language or script of the content of the resource
  - ii) the source in the language or script of translation, if the resource contains the same work in more than one language or script and translation is known to be the purpose of the publication
  - iii) the source in the original language or script of the work, if the resource contains the same work in more than one language or script and the original language or script can be identified
  - iv) the source in the language or script that occurs first in the following list: English, French, German, Spanish, Latin, any other language using the roman alphabet, Greek, Russian, any other language using the Cyrillic alphabet, Hebrew, any other language using the Hebrew alphabet, any other language.
- b) ***Chief sources of information bearing different dates.*** If a resource other than one issued in successive parts contains chief sources of information bearing different dates, prefer the source bearing the later or latest date.

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2. For a resource in a digital form (direct access or remote access), consider an initial display, home page, main menu page, etc., as the equivalent of a title screen or title page if it provides information pertaining to the title and statement of responsibility area of the description.

3. For an oriental nonroman script resource, prefer the colophon to the title page if the title page bears only the title proper, a calligraphic version of the title proper, or a western-language version of the title and other bibliographic information.

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c) **Chief sources of information for individual works contained in the resource.**

If the resource comprises two or more works and contains no chief source of information for the resource as a whole, treat the chief sources of information for all of the works as if they were a single source.

d) **Chief sources of information for aggregate and component resources.**

If the resource contains chief sources of information that present the content of the resource from different aspects (e.g., as an individual resource, as part of a multipart resource, or as a component part of a resource), prefer the source that provides the most complete information pertaining to the aspect of the resource that is the focus for the description.

**A1.0A4. Other sources of information.** If the resource lacks a chief source of information, as specified above, or if information to be included in the description is not available from the chief source, information may be taken from the following sources (in order of preference): [new]

- i) a container issued with or made for the resource (e.g., a box, portfolio, case, sleeve, envelope, etc.)
- ii) ancillary textual material (e.g., a manual, leaflet, script, publicity material, “about” file, etc.)
- iii) other published descriptions of the resource
- iv) any other available source (e.g., a reference work, the content of the resource being described).

**A1.0A5. Prescribed sources of information.** 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. Generally, prefer information appearing on the chief source of information to information found elsewhere. [1.0A4 (2004 amendments)]

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information
Material (or type of publication) specific details	See A1.3A2, B2.3A2, and B3.3A2
Publication, distribution, etc.	Chief source of information, other preliminaries
Technical description	Any source
Series	Any source within the resource
Note	Any source
Standard number and terms of availability	Any source

**A1.0B. Organization of the description**

## GENERAL RULES FOR DESCRIPTION

**A1.0B1.** The description is divided into the following areas: **[1.0B1]**

Title and statement of responsibility  
Edition  
Material (or type of publication) specific details  
Publication, distribution, etc.  
**Technical** 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 **chapter**.

### **A1.0C. Punctuation**

**A1.0C1.** 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. **[1.0C1]**

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 **A1.3A3**), 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 to the **resource being described**; also omit its prescribed preceding or enclosing punctuation. Do not indicate the omission of an area or element by the mark of omission.

When adjacent elements within one area are to be enclosed in square brackets, enclose them in one set of square brackets unless one of the elements is a general material designation, which is always enclosed in its own set of square brackets.

Skaterdater [GMD] / [produced by] Marshal Backlar  
but [London : Phipps, 1870]

When adjacent elements are in different areas, enclose each element in a set of square brackets.

## GENERAL RULES FOR DESCRIPTION

[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. Metric unit symbols such as *cm* and *mm* are not considered abbreviations.

1 computer optical disc ; 4 ¾ in. — (Research Publications' American journey)

not 1 computer optical disc ; 4 ¾ in. — (Research Publications' American journey)

When punctuation occurring within or at the end of an element is retained, record it with normal spacing. Prescribed punctuation is always added, even though double punctuation may result.

Quo vadis? : a narrative from the time of Nero

#### A1.0D. Levels of detail in the description

The elements of description provided in the rules in this chapter 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 resources catalogued at the chosen level when the elements are applicable to the resource 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.XX. [1.0D]

**A1.0D1. First level of description.** For the first level of description, include at least the elements set out in this schematic illustration: [1.0D1]

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. — Note(s). — Standard number

See A1.1B, A1.1F, A1.2B, A1.3, A1.4D, A1.4F, A1.5B, A1.7, and A1.8B.

**A1.0D2. Second level of description.** For the second level of description, include at least the elements set out in this schematic illustration: [1.0D2]

## GENERAL RULES FOR DESCRIPTION

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 : other **technical** 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

See A1.1B, A1.1C, A1.1D, A1.1E, A1.1F, A1.2B, A1.3, A1.4C, A1.4D, A1.4F, A1.5B, A1.5C, A1.5D, A1.6, A1.7, and A1.8B.

**A1.0D3. Third level of description.** For the third level of description, include all elements set out in the following rules that are applicable to the **resource** being described. **[1.0D3]**

### **A1.0E. Language and script of the description**

**A1.0E1.** In the following areas, **transcribe** information in the language and script (wherever practicable) in which it appears **on the source of information**: **[1.0E1]**

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

For details **recorded** in the material (or type of publication) specific details area, follow the instructions in **rules A1.3, B2.3, and B3.3, as appropriate.**

In general, **record** 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 **A1.1C**)
- c) supplied forms of the place of publication (see **A1.4C2, A1.4C3, and A1.4C6**)
- d) statements of function of the publisher, distributor, etc., (see **A1.4E**).

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

**Record** all elements in the other areas (other than the key-title (see **A1.8C**) and titles and quotations in notes) in the language and script of the cataloguing agency.

### **A1.0F. Transcription**

**A1.0F1. Capitalization.** Apply capitalization as instructed in **appendix A**. **[new]**

## GENERAL RULES FOR DESCRIPTION

**A1.0F2. Accents and other diacritical marks.** Add accents and other diacritical marks that are not present in the data appearing on the source of information in accordance with the usage of the language used in the context. [1.0G1]

**A1.0F3. Abbreviations.** Use abbreviations as instructed in appendix B. [new]

**A1.0F4. Numerals.** For numerals, follow the instructions in appendix C. [new]

**A1.0F5. Punctuation.** For instructions on the use of prescribed punctuation, see A1.0C. [new]

If the data as given in the source of information include the punctuation marks . . . or [ ], replace them by — and ( ), respectively. [1.1B1]

If elected—

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

**A1.0F6. Symbols, etc.** Replace symbols and other characters, etc., that cannot be reproduced by the facilities available with a cataloguer's description in square brackets. Make an explanatory note if necessary. (See also A1.2B2.) [1.1B1]

**A1.0F7. Letters or words intended to be read more than once.** If a letter or word appears on the source of information only once but the design of the 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. [1.1B5]

**A1.0F8. Inaccuracies.** In an area where transcription is required, transcribe an inaccuracy or a misspelled word as it appears on the source of information. 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. [1.0F1 (2004 amendments)]

For instructions on transcribing inaccuracies in the title proper for *resources issued in successive parts* and *integrating resources*, see A2.1B1 and A3.1B1.

**A1.0G. Resources without a collective title.** If, in a resource lacking a collective title, one component part is predominant, describe the resource as a unit. Treat the title of that component part as the title proper (see A1.1G1) and name the other component part(s) in a contents note (see A1.7B21). [1.1G1]

If no one component part is predominant, *either* describe the resource as a unit (see A1.1G2 and A1.1G3) *or* make a separate description for each separately titled component part, linking the separate descriptions with notes (see A1.7B25). [1.1G2]

**A1.0H. Multimedia resources.** In describing a resource made up of multiple parts, two or more of which are conveyed in different types of media, follow the instructions in A1.9. [new]

**A1.0J. Facsimiles and reproductions.** In describing a facsimile or reproduction, record the data relating to the facsimile or reproduction in all areas except the

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numbering and note areas (see A1.1B4, A1.2A3, A1.4A2, A1.5A4, A1.6A2, and A1.8A2). [1.11A]

Record data relating to the original manifestation in the note area (see A1.7B26), but record numbering in the material (or type of publication) specific details area (see A1.3A3).

If a facsimile or reproduction is in a form different from that of the original manifestation (e.g., a manuscript reproduced as a book), use sources of information appropriate to the form of the facsimile, etc., (see A1.0A).

**A1.0K. “In” analytics.** If more bibliographic description is needed for a separately titled component part than can be obtained by describing it in a contents note (see A1.7B21), describe the component part by means of an “In” analytic, following the instructions in A1.10. [13.5A]

**A1.0L. Multilevel description.** Multilevel description is normally used by national bibliographies and those cataloguing agencies that prepare entries needing complete identification of both the aggregate resource and its parts and/or component parts in a single record that shows as its primary element the description of the aggregate resource. Use it as an alternative to “In” analytic entries. In preparing a multilevel description, follow the instructions in A1.11. [13.6A]

## A1.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- A1.1A Preliminary rule
  - A1.1A1 Sources of information
  - A1.1A2 Punctuation
- A1.1B Title proper
  - A1.1B1 Transcription of the title proper
  - A1.1B6 Omissions and abridgements
  - A1.1B7 Titles in two or more forms
  - A1.1B8 Titles in two or more parts
  - A1.1B9 Collective title and titles of component parts
  - A1.1B10 Resources without a collective title
  - A1.1B11 Supplied or devised title
  - A1.1B12 Change in title proper
- A1.1C General material designation
- A1.1D Parallel titles
  - A1.1D6 Change in parallel title
- A1.1E Other title information
  - A1.1E3 Lengthy other title information
  - A1.1E7 Change in other title information
- A1.1F Statements of responsibility
  - A1.1F16 Change in statements of responsibility
- A1.1G Resources without a collective title

## GENERAL RULES FOR DESCRIPTION

**A1.1A. Preliminary rule**

**A1.1A1. Sources of information.** Take information recorded in this area from the chief source of information. Enclose information supplied from any other source in square brackets. **[1.1A2]**

**Record** the elements of data in the order of the sequence of the following rules, even if this means transposing data. Transcribe the data as **they appears on the source of information**, 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.

**A1.1A2. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see **A1.0C**. **[1.1A1]**

Precede the title of a **section or supplement** (see **A1.1B8**) by a full stop, **unless the title of the section, etc., is preceded by an enumeration or alphabetic designation, in which case precede the enumeration or alphabetic designation by a full stop and precede the title by a comma.**

Enclose the general material designation in square brackets.

**When the general material designation comprises two terms, precede the second by a colon.**

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 **resources** without a collective title, see **A1.1G2**.

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

**A1.1B. Title proper**

**A1.1B1. Transcription of the title proper.** Transcribe the title proper exactly as to wording, order, and spelling. Follow the instructions in A1.0F with respect to capitalization, accentuation, abbreviations, punctuation, symbols, etc. For omissions and abridgements, see A1.1B6. **[1.1B1 (2004 amendments)]**

Speedball technique charts

England & Wales **[3.1B1]**

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

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$\lambda$ -calculus and computer theory

Fourteen hours

IV informe de gobierno

The wolrd [sic] of television

A nev [i.e. new] mechanism for transnational media complaints

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, **record** the source of the title in a note (see **A1.7B4**).

For instructions on transcribing a title proper for *resources issued in successive parts* and *integrating resources*, see A2.1B1 and A3.1B1.

See also supplementary instructions on transcribing a title proper for *music* (B2.1B1), *cartographic resources* (B3.1B1), *sound* (B6.1B1), and *digital media* (C7.1B1).

**A1.1B2.** An alternative title is part of the title proper. 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. **[1.1B1]**

Marcel Marceau, ou, L'art du mime

The Edinburgh world atlas, or, Advanced atlas of modern geography **[3.1B1]**

**A1.1B3.** In describing a facsimile or reproduction that has a title different from the original **manifestation**, **record** the title of the facsimile **or reproduction** as the title proper. **Record** the original title as other title information if it appears on the chief source of information of the facsimile **or reproduction** (see **A1.1D3**). Otherwise, **record** the title of the original **manifestation** in the note area (see **A1.7B26**). **[1.11B]**

**A1.1B4.** 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. **[1.1B2]**

Marlowe's plays

Eileen Ford's a more beautiful you in 21 days

Ernst Günther läser Balzac

La route Shell

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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. [12.1B3]

**A1.1B5.** If the title proper consists solely of the name of **the responsible** person or body, transcribe such a name as the title proper. [1.1B3]

Georges Brassens

Conference on Industrial Development in the Arab Countries

**A1.1B6. Omissions and abridgements.** Do not transcribe words that serve as an introduction and are not intended to be part of the title. **Record** the title including these words in a note (see **A1.7B5**). [1.1B1]

Sleeping Beauty

*Note:* Title appears as: Disney presents Sleeping Beauty

NASA quest

*Note:* Title appears as: Welcome to NASA quest

Treat additions to the title, even if they are linked to it by a preposition, conjunction, prepositional phrase, etc., as other title information (**see A1.1E**), not as part of the title proper. [2.14D]

The English Parliament represented in a vision : with an after-thought 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 ...

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. [1.1B4]

For instructions on omissions from the title proper for **resources issued in successive parts** and **integrating resources**, see A2.1B6 and A3.1B6.

**A1.1B7. Titles in two or more forms.** 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. 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 **A1.1D**). [1.1B8]

If the chief source of information bears more than one title, and if both or all of the titles are in the same language and script, choose the title proper on the basis of the sequence or layout of the titles. If these are insufficient to enable the choice to be

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made or are ambiguous, choose the most comprehensive title. Record the other titles in a note if considered to be important (see A1.7B5). [3.1B3]

When the title appears on the source of information in full and in the form of an acronym or initialism, choose the full form as the title proper. Transcribe the acronym or initialism as other title information. [12.1B2]

Linguistics and language behavior abstracts  
(Title appears on the source of information in full and as LLBA) [12.1B2]

**A1.1B8. Titles in two or more parts.** If the 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, record 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. [12.1B4]

Faust. Part one [1.1B9]

Acta Universitatis Carolinae. Philologica

Key abstracts. Industrial power and control systems

Journal of the American Leather Chemists' Association.  
Supplement

Études et documents tchadiens. Série B

Art of advocacy. Structured settlements

If the title of such a section or supplement is preceded by an enumeration or alphabetic designation, record the common title, followed by the designation, and the part, section, or supplement title. [12.1B5]

Journal of polymer science. Part A, General papers

Progress in nuclear energy. Series II, Reactors

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, record the title that is common to all sections as the title proper of the series (see A1.6B). In the case of a supplement, record the title of the main resource in a note (see A1.7B9). [12.1B6]

British journal of applied physics . . . . - (Journal of  
physics ; D) [12.1B6]

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(Section title only presented in chief source of information. Common title **recorded as series**)

For additional instructions on titles in two or more parts for **resources issued in successive parts**, see A2.1B8.

**A1.1B9. Collective title and titles of component parts.** If the chief source of information bears both a collective title and the titles of **component parts**, **record** the collective title as the title proper and **record** the titles of the **component parts** in a contents note (see A1.7B21). **[1.1B10]**

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

**A1.1B10. Resources without a collective title.** For instructions on recording the title proper of a resource without a collective title see A1.1G. **[new]**

**A1.1B11. Supplied or devised title.** For a resource lacking a chief source of information, **either supply or devise a title proper**. **Supply a title proper** from the rest of the **resource**, or a reference source, or elsewhere. If no title can be found in any source, devise a brief descriptive title **that indicates the nature of the resource** (e.g. map, literary manuscript, diary, advertisement) or its subject (e.g. names of persons, corporate bodies, objects, activities, events, geographical area and dates), or a combination of the two, as appropriate. For collections of resources in an unpublished form, the descriptive title may include the name of the creator, collector, or source. Except where specific terminology is prescribed, use the language and script suggested by the resource being described. *Optionally*, devise a title in the language and script of the cataloguing agency. Enclose such a supplied or devised title in square brackets. Record the source of a supplied title (other than one composed by the cataloguer) in the note area (see A1.7B4). **[1.1B7]**

[Photograph of Theodore Roosevelt]

[Gravity anomaly map of Canada] **[new]**

[Anarchist bombing, Union Square, New York City, March 1908] **[new]**

[Paddleboats on the Murray River, Mildura, 1990] **[new]**

[Sydney Bicycle Club badge] **[new]**

[Velma Dawson interviewed by Jeff Rolick about Howdy Doody] **[new]**

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[Letters from Don Banks to Suzanne Gleeson] [new]

[Collection of recruitment posters for World War I] [new]

[Baseball cards from the Benjamin K. Edwards Collection]  
[new]

See also supplementary instructions on supplying or devising a title proper for a *text* in an *unpublished* form (B1.1B11), *music* (B2.1B11), *cartographic resources* (B3.1B11), *graphics* (B4.1B11), *sound* (B6.1B11), and *moving images* (B7.1B11).

**A1.1B12. Change in title proper.** For instructions relating to changes in the title proper for *resources issued in successive parts* and *integrating resources*, see A2.1B12 and A3.1B12. [new]

### A1.1C. General material designation

**A1.1C1.** *Optionally*, indicate the type of content contained in the resource, *or* the medium in which the content is conveyed, *or* both, using terms from each of the following lists.<sup>4</sup> [new]

CONTENT	MEDIUM
cartographic resource	audio
choreography	digital
data	film
graphic	graphic
mixed content	micrographic
moving image	multimedia
music	print
sound	projected
software	three-dimensional
text	tactile
three-dimensional	video

Use a single term to indicate content *and/or* a single term to indicate medium. When using the terms *graphic* or *three-dimensional*, record the term only once. Use either *sound* or *audio*, not both.

**A1.1C2.** Record the appropriate designation(s) immediately following the title proper (or the last part of the title proper (see A1.1B8)). [1.1C2 (2004 amendments)]

British masters of the albumen print [text : micrographic]

Divina commedia. Inferno [text : print]

4. 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.

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England & Wales [cartographic resource : print] [new]

The CPS 1974 American national election survey [data : digital] [new]

Symphony no. 3, A major, op. 56 [audio] [new]

Jules et Jim [video] [new]

WordStar [software] [new]

In the case of a **resource** having no collective title, **record** the appropriate designation(s) immediately following the first title (inclusive of **section or supplement** titles (see [A1.1B8](#)) and alternative titles (see [A1.1B2](#)), but exclusive of parallel titles (see [A1.1D](#)) and other title information (see [A1.1E](#))).

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

**A1.1C3.** If the **resource** is a reproduction of a work originally presented in another **medium** (e.g., a printed text reproduced in microform; a printed map reproduced on a slide) and a general material designation indicating medium is used, **record** the designation appropriate to the **resource** being described (e.g., in the case of a printed map reproduced on a slide, **record** the designation appropriate to the slide). [1.1C3]

**A1.1C4.** If a resource with a collective title contains component parts falling into two or more categories in the content list and if none of these is the predominant component part of the resource, **record** *mixed content*. If the resource contains parts falling into two or more categories in the medium list and if none of these is the predominant part of the **resource**, **record** *multimedia* (see [A1.9B1](#)). [1.1C4]

Changing Africa [multimedia]

### A1.1D. Parallel titles

**A1.1D1.** Transcribe parallel titles in the order indicated by their sequence on, or by the layout of, the chief source of information. Follow the instructions in [A1.0F](#) with respect to capitalization, accentuation, abbreviations, punctuation, symbols, etc. [1.1D1]

See also supplementary instructions on transcribing a parallel title for *music* ([B2.1D1](#)) and *sound* ([B6.1D1](#)).

**A1.1D2.** In preparing a second-level description (see [A1.0D2](#)), **record** the first parallel title. **Record** any subsequent parallel title that is in English. [1.1D2]

Wood Cree [GMD] = Les Cris des forêts

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

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

Canadian bibliographies [GMD] = Bibliographies canadiennes  
(*Source of information reads: Canadian BIBLIOGRAPHIES canadiennes*) [1.1B5]

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

**record** 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 A1.0D3), transcribe all parallel titles appearing in the chief source of information.

Wood Cree [GMD] = Les Cris des forêts

Einführung in die Blutmorphologie [GMD] = Introduction to the morphology of blood = Ddtltybt d vjhajkjub. rhjdb

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

**A1.1D3.** 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 **resource** 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 A1.1E). In all other cases **record** the original title in a note. [1.1D3]

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

**A1.1D4.** 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, **etc.** (see A1.1B8), the common title has a parallel title and the section title has a parallel title, **record** the common title and the section title that make up the title proper followed by the parallel common title and the parallel section title. [12.1D2]

Trade of Canada. Exports by commodities [GMD] = Commerce du Canada. Exportations par marchandises

## GENERAL RULES FOR DESCRIPTION

**A1.1D5.** Record parallel titles appearing outside the chief source of information in a note (see A1.7B6). [1.1D4]

**A1.1D6.** Change in parallel title. For instructions relating to changes in parallel titles for *resources issued in successive parts* and *integrating resources*, see A2.1D6 and A3.1D6. [new]

### A1.1E. Other title information

**A1.1E1.** Transcribe other title information appearing on the chief source of information. Follow the instructions in A1.0F with respect to capitalization, accentuation, abbreviations, punctuation, symbols, etc. [1.1E1]

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

For instructions on transcription of other title information for *resources issued in successive parts* and *integrating resources*, see A2.1E1 and A3.1E1.

**A1.1E2.** Transcribe other title information in the order indicated by the sequence on, or the layout of, the chief source of information. [1.1E2]

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

**A1.1E3.** Lengthy other title information. If the other title information is lengthy, either record it in a note (see A1.7B7) or abridge it. [1.1E3]

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.

**A1.1E4.** 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. [1.1E4]

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

**A1.1E5.** Transcribe other title information following the whole or part of the title proper, or the parallel title to which it pertains. [1.1E5]

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

**A1.1E6.** If the title proper needs explanation, supply a brief addition as other title information, in the language of the title proper. **[1.1E6]**

Longfellow [GMD] : [selections]

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

See also supplementary instructions on additions to other title information for a **text** in an **unpublished** form (B1.1E6), **cartographic resources** (B3.1E6), and **moving images** (B7.1E6).

**A1.1E7. Change in other title information.** For instructions relating to changes in other title information for **resources issued in successive parts** and **integrating resources**, see A2.1E7 and A3.1E7. **[new]**

### A1.1F. Statements of responsibility

**A1.1F1.** Transcribe statements of responsibility appearing prominently in the form in which they appear **on the source of information**. Follow the instructions in A1.0F with respect to capitalization, accentuation, abbreviations, punctuation, symbols, etc. **[1.1F1 (2004 amendments)]**

What your child really wants to know about sex, and why [GMD] / by William 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

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

La vie parisienne [GMD] : operetta in three acts / Jacques Offenbach ; music adapted and arranged by Ronald Hanmer ; new book and lyrics by Phil Park [5.1F1]

Map catalogue [GMD] / Ordnance Survey

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

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

Note: Author's initials represented by musical notes on title page [1.1F9]

Classroom control [GMD] / University of London Audio Visual Centre ; produced, directed, and edited by N.C. Collins [7.1F1]

Food [GMD] : green grow the profits / ABC News ; producer and writer, James Benjamin ; director, Al Niggemeyer [7.1F1]

Square pegs, round holes [GMD] / director, Dan Bessie ; writer, Phyllis Harvey ; animation, B. Davis ; editor, I. Dryer [7.1F1]

If a statement of responsibility is taken from a source other than the chief source of information, enclose it in square brackets.

For instructions on recording statements of responsibility pertaining to editors of *serials* and *integrating resources*, see A2.1F1 and A3.1F1.

See also supplementary instructions on statements of responsibility for *three-dimensional resources* (B5.1F1), *sound* (B6.1F1), and *moving images* (B7.1F1).

**A1.1F2.** Do not include in the title and statement of responsibility area statements of responsibility that do not appear prominently. If such a statement is necessary, record it in a note (see A1.7B8). [1.1F2]

**A1.1F3.** 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 A1.1A1 and A1.1B4). [1.1F3]

**A1.1F4.** 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. [1.1F4]

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

## GENERAL RULES FOR DESCRIPTION

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

**A1.1F5.** 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. **[1.1F5]**

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.]

**A1.1F6.** If there is more than one statement of responsibility, transcribe **the statements** 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. **[1.1F6]**

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 Atmosphere Physics ; edited by Arthur Henderson, Jr., and Jerry Grey

**A1.1F7.** 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, **record** a statement of responsibility after the part of the title proper to which it refers. In case of doubt, **record** the statements of responsibility at the end of the title proper. **[12.1F4]**

## GENERAL RULES FOR DESCRIPTION

Länderkurzberichte. Thailand [GMD] / Statistisches  
Bundesamt

**A1.1F8.** 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: **[1.1F7]**

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)

**A1.1F9.** 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. **[1.1F8]**

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

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

## GENERAL RULES FOR DESCRIPTION

Der Prozess [GMD] / [Musik von] Gottfried von Einem ; [Text von] Boris Blacher und Heinz von Cramer [5.1F2]

but

Bleak House [GMD] / Charles Dickens

Brief guide [GMD] / National Gallery of Art

Beggars banquet [GMD] / the Rolling Stones

**A1.1F10.** If the resource 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. [1.1F10]

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

If the resource 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 record 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 on the source of information in German and English)

**A1.1F11.** If there are no parallel titles and a statement of responsibility appears on the source of information 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. [1.1F11]

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

**A1.1F12.** 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. [1.1F12]

## GENERAL RULES FOR DESCRIPTION

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.

**A1.1F13.** When a statement of responsibility or a name associated with responsibility for the work or expression embodied in the resource is transcribed, in full or in abbreviated form, as part of the title proper (see A1.1B4) or other title information (see A1.1E4), 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. **[1.1F13] [modified to incorporate 12.1F2]**

Goethes Stücke [GMD]

British Library news [GMD] **[12.1F2]**

ARC research review [GMD] **[12.1F2]**

Ethnic minorities and employment [GMD] : quarterly journal  
of the Employment Section, Community Relations Commission  
**[12.1F2]**

*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)*

League review [GMD] / League of St. George **[12.1F2]**

EmPHASis [GMD] / Public Health Advisory Service **[12.1F2]**

The K-H newsletter service [GMD] / Stephen King-Hall  
**[12.1F2]**

**A1.1F14.** Transcribe a statement of responsibility even if no person or body is named in that statement. **[1.1F14]**

## GENERAL RULES FOR DESCRIPTION

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

**A1.1F15.** Omit statements **appearing on** the chief source of information that neither constitute other title information nor form part of statements of responsibility. [1.1F15]

**A1.1F16. Change in statements of responsibility.** For instructions relating to changes in statements of responsibility for *resources issued in successive parts* and *integrating resources*, see A2.1F16 and A3.1F16. [new]

**A1.1G. Resources without a collective title**

**A1.1G1.** In describing as a unit a resource lacking a collective title in which one component part is predominant (see A1.0G), treat the title of that component part as the title proper.

**A1.1G2.** In describing as a unit a resource lacking a collective title that has no one predominant component part (see A1.0G), transcribe the titles of the individually titled component parts 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 resource, treating multiple sources of information as if they were one source (see A1.0A3). [1.1G3 (2004 amendments)]

Separate the titles of the component parts by semicolons if the component parts are all by the same person(s) or emanate from the same body (bodies), even if the titles are linked by a connecting word or phrase. Follow the title of each component part 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 component parts are by different persons or emanate from different bodies, or in case of doubt, follow the title of each component part 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

## GENERAL RULES FOR DESCRIPTION

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)

**A1.1G3.** In describing as a unit a resource lacking a collective title in which more than one (but not all) of the separately titled component parts predominate, treat the predominating component parts as instructed in A1.1G2, and name the other component part(s) in a contents note (see A1.7B21). [1.1G4]

**A1.2. EDITION AREA**

Contents:

- A1.2A Preliminary rule
  - A1.2A1 Application
  - A1.2A2 Sources of information
  - A1.2A3 Facsimiles and reproductions
  - A1.2A4 Punctuation
- A1.2B Edition statement
- A1.2C Statements of responsibility relating to the edition
- A1.2D Statement relating to a named revision of an edition
- A1.2E Statements of responsibility relating to a named revision of an edition
- A1.2F Change in edition information

**A1.2A. Preliminary rule**

**A1.2A1. Application.** For resources in a *published* form, use this area to transcribe edition information appearing on the source of information or, *optionally*, to supply a brief statement relating to edition if the resource lacks an edition statement but is known to contain significant changes from other editions (see A1.2B4). [new]

For resources in an *unpublished* form, use this area to record statements relating to versions of works existing in two or more unpublished versions or states in single or multiple copies. Examples are different manuscript drafts of a text or musical composition and various versions of film or video that have not been commercially released. [4.2A1]

**A1.2A2. Sources of information.** Take information recorded in this area from the chief source of information. Enclose information supplied from any other source in square brackets. [1.2A2]

**A1.2A3. Facsimiles and reproductions.** In describing a facsimile or reproduction that has edition information pertaining to the original manifestation as well as that information pertaining to the facsimile or reproduction, record the information pertaining to the facsimile or reproduction in the edition area. Record the edition information pertaining to the original manifestation in the note area (see A1.7B26). [1.11C]

## GENERAL RULES FOR DESCRIPTION

**A1.2A4. Punctuation**

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

**A1.0C. [1.2A1]**

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.

**A1.2B. Edition statement**

**A1.2B1.** Transcribe **an** edition statement as **it appears on the source of information.** Use abbreviations as instructed in appendix B and numerals as instructed in appendix C. **[1.2B1]**

Ny udg.

*(Source of information reads: Ny udgave)*

2nd ed.

*(Source of information reads: Second edition)*

1st ed.

New ed., rev. and enl. **[2.2B1]**

1st American ed. **[2.2B1]**

6. Aufl. **[2.2B1]**

2<sup>e</sup> éd. du recueil note **[5.2B1]**

Urtextausg. **[5.2B1]**

NORC test ed. **[9.2B1]**

Rev. ed. 10/2/82 **[9.2B1]**

For instructions on recording edition statements for **resources issued in successive parts** and **integrating resources**, see A2.2B1 and A3.2B1.

See also supplementary instructions on recording the source of edition statements for **digital media** (C7.2B1).

**A1.2B2.** If **an** edition statement consists solely or chiefly of characters that are neither numeric nor alphabetic, **record** the statement in words in the language and script of the title proper and enclose them in square brackets. **[1.2B2]**

[Three asterisks] ed.

## GENERAL RULES FOR DESCRIPTION

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

3<sup>e</sup> [éd.]

[State] B

[Version] 1.1 **[9.2B1]**

**A1.2B3.** In case of doubt about whether a statement is an edition statement, **consider** the presence of: **[1.2B3] [incorporates text from 12.2B1 and 9.2B2]**

- a) a word such as *edition, issue, version, release, level, or update* (or its equivalent in another language);<sup>5</sup>
- b) a statement indicating a difference in content (e.g., *abridged, corrected, enlarged, with a new introduction*);
- c) a statement indicating a difference in version (e.g., *draft, preliminary, revision, final, script, continuity, state*);
- d) a statement indicating a difference in geographic coverage (e.g., *Midwest edition vs. Western edition*);
- e) a statement indicating a difference in language (e.g., *English edition vs. Edizione italiana*);
- f) a statement indicating a difference in audience (e.g., *Teacher's edition vs. Student edition*);
- g) a statement indicating a special format or physical presentation (e.g., *Airmail edition, Braille edition, Library edition, Microform edition*);
- h) a statement associating a different date with an edition (e.g., *Draft, Jan. 2000 vs. Draft, May 2000*)

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

Somerset ed.

World Cup ed.

Corr. 2nd print. **[new]**

Household ed. **[2.2B4]**

Draft **[2.2B4]**

Rev. et corr. **[3.2B1]**

Re-edited version **[7.2B1]**

Version 5.20 **[9.2B1]**

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<sup>5</sup> Note that “edition” statements in different languages may reflect printing information rather than edition information. A statement detailing the number of copies printed is not an edition statement.

## GENERAL RULES FOR DESCRIPTION

Northern ed. [12.2B1]

Éd. pour le médecin [12.2B1]

For instructions pertaining to edition statements for *resources issued in successive parts* and *integrating resources*, see A2.2B3 and A3.2B3.

**A1.2B4.** *Optionally*, if the resource lacks an edition statement but is known to contain significant differences in content, language, presentation, etc., supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets. [1.2B4]

[New ed.]

[2nd ed., partly rev.]

[Mar. 1970 draft] [4.2B3]

[Nouv. éd. augm. des Lectures chantées, parue en 1968]  
[5.2B3]

[3rd state] [8.2B3]

[Windows 95 ed.] [9.2B3]

[2nd draft] [4.2B3]

[3. Konzept] [4.2B3]

[Continuity] [4.2B3]

[Rev. screenplay] [4.2B3]

See also supplementary instructions on supplying edition statements for *digital media* (C7.2B4).

**A1.2B5.** If an edition statement appears on the source of information 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. [1.2B5]

Carte géologique internationale de l'Europe [GMD] =  
International geological map of Europe. - 3<sup>e</sup> éd.

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

Rev. 1980 = Révision 1980

2<sup>e</sup> éd. = 2<sup>a</sup> ed. = 2. Aufl.

2de herziene en verb. uitg. = 2<sup>e</sup> éd., rev. et corr.

## GENERAL RULES FOR DESCRIPTION

Canadian ed. = Éd. canadienne [12.2B3]

**A1.2B6.** If a resource lacking a collective title and containing one or more component parts with an associated edition statement(s) is described as a unit, transcribe each edition statement following the title and statement(s) of responsibility to which it relates, separated from them by a full stop. [1.2B6]

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

Finnegans wake [GMD]. 2nd ed. ; Ulysses / James Joyce  
[11.2B5]

**A1.2B7.** If the resource consists of multiple issues or parts, including ancillary material, and there are edition statements relating to the whole as well as to parts, transcribe only the edition statement(s) relating to the whole resource in the edition area. Edition statements relating to issues or parts may be recorded in a note (see A1.7B9). [9.2B5]

### A1.2C. Statements of responsibility relating to the edition

**A1.2C1.** Transcribe a statement of responsibility relating to one or more editions, but not to all editions, following the edition statement if there is one. Follow the instructions in A1.0F with respect to capitalization, accentuation, abbreviations, punctuation, symbols, etc. [1.2C1]

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

The well-beloved : a sketch of a temperament / Thomas Hardy. - New Wessex ed. / introduction by J. Hillis Miller ; notes by Edward Mendelson [2.2C1]

2nd ed. / with cards re-drawn in colour [10.2B1]

**A1.2C2.** 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, record such a statement in the title and statement of responsibility area. [1.2C2]

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

When describing the first edition, record all statements of responsibility in the title and statement of responsibility area (see A1.1F).

## GENERAL RULES FOR DESCRIPTION

**A1.2C3.** If **the source of information** has parallel edition statements that have been recorded (see **A1.2B5**) and a statement of responsibility relating to the edition in only one language or script, **record** the statement of responsibility after all the parallel edition statements. **[1.2C3]**

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

**A1.2C4.** *Optionally*, if **the source of information** has both an edition statement and a statement of responsibility relating to the edition in more than one language or script, **record** each statement of responsibility after the edition statement to which it relates. **[1.2C4]**

2nd ed. / edited by Larry C. Lewis = 2<sup>e</sup> éd. / rédigé par  
Larry C. Lewis

**A1.2C5.** If **the source of information** 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, **record** the statement of responsibility in the language or script of the title proper. If this criterion does not apply, **record** the statement that appears first. **[1.2C5]**

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

### **A1.2D. Statement relating to a named revision of an edition**

**A1.2D1.** If **the source of information has a statement indicating** a revision (e.g., a named reissue of a particular “**edition**” containing changes from that “**edition**”), transcribe the statement relating to that revision following the edition statement and its statements of responsibility. **[1.2D1]**

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

Ireland / edited by L. Russel Muirhead. - 3rd ed., 2nd  
(corr.) impression **[2.2D1]**

4th ed., Roads rev. **[3.2D1]**

ICPSR ed., OSIRIS IV version **[9.2D1]**

## GENERAL RULES FOR DESCRIPTION

**A1.2D2.** If a statement relating to the revision appears **on the source of information** in more than one language or script, follow the instructions in **A1.2B5**. **[1.2D2]**

2nd ed., 3rd corr. impression

or 2nd ed., 3rd corr. impression = 2<sup>e</sup> éd., 3<sup>e</sup> réimpr. corr.

**A1.2D3.** Do not record statements relating to a reissue of an edition that contains no changes unless the **resource** is considered to be of **particular importance to the cataloguing agency**. **[1.2D3]**

### **A1.2E. Statements of responsibility relating to a named revision of an edition**

**A1.2E1.** 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 A1.0F with respect to capitalization, accentuation, abbreviations, punctuation, symbols, etc.** **[1.2E1]**

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

3rd ed., Version 1.2 / programmed by W.G. Toepfer **[9.2E1]**

**A1.2E2.** If **the resource** has parallel statements relating to the revision of an edition that have been recorded (see **A1.2D2**) and a statement of responsibility relating to that revision in only one language or script, **record** the statement of responsibility following all the parallel statements relating to the revision. **[1.2E2]**

4th ed., Corr. = 4<sup>a</sup> ed., Corr. / G.A. Phelan

**A1.2E3.** **Optionally**, if the statement of responsibility referred to in **A1.2E1** appears **on the source of information** in more than one language or script, **record** each statement as instructed in **A1.2C4** and **A1.2C5**. **[1.2E3]**

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

**A1.2F. Change in edition information.** For instructions relating to changes in edition information for **resources issued in successive parts** and **integrating resources**, see **A2.2F1** and **A3.2F1**. **[new]**

## **A1.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA**

### **Contents:**

- A1.3A Preliminary rule
- A1.3A1 Application
- A1.3A2 Sources of information

## GENERAL RULES FOR DESCRIPTION

- A1.3A3 Facsimiles and reproductions
- A1.3A4 Punctuation
- A1.3B Numeric and/or alphabetic designation
- A1.3C Chronological designation
- A1.3D No designation on first issue or part
- A1.3E Alternative numbering systems
- A1.3F Ceased multipart resources
- A1.3G Change in numbering

**A1.3A. Preliminary rule****A1.3A1. Application**

For *multipart resources* with numbered issues or parts, whether issued simultaneously or successively, this area is used for numbering information (see A1.3B to A1.3G). [1.3A (2004 amendments)]

Vol. 1, no. 1 (Jan./Mar. 1974)- [12.3C4]

For *music*, this area is used for the musical presentation statement (see B2.3).

For *cartographic resources* this area is used for mathematical data and digital graphic representation (see B3.3).

If more than one type of material specific details area is applicable, record the areas in the following order: musical presentation statement, mathematical data for cartographic resources, digital graphic representation for cartographic resources, and numbering for multipart resources.

Scale 1:3,000,000 at 45° N ; polar stereographic proj.  
(W 140°-W 52°/N 78°-N 41°). – 1st ed. (1976)- [3.3F1]

Full score. – Vol. 1- [new]

**A1.3A2. Sources of information.** Take numbering information recorded in this area from any source within the resource. Enclose information supplied from any other source in square brackets. [new; based on 12.0B3]

For *music*, see B2.3A2.

For *cartographic resources*, see B3.3A2.

**A1.3A3. Facsimiles and reproductions.** In describing a facsimile or reproduction that has numbering information pertaining to the original manifestation, record the information pertaining to the original in the numbering area. [new]

**A1.3A4. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see A1.0C. [12.3A2]

Precede this area, or each occurrence of this area, by a full stop, space, dash, space.

Follow the numbering of the first issue or part of a resource by a hyphen.

Precede the numbering by a hyphen when only the numbering of the last issue or part of a resource is recorded.

## GENERAL RULES FOR DESCRIPTION

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.

For instructions on punctuation for the musical presentation statement for *music*, see B2.3A3.

For instructions on punctuation for mathematical data and digital graphic representation for *cartographic resources*, see B3.3A3.

### A1.3B. Numeric and/or alphabetic designation

**A1.3B1.** Record the numeric and/or alphabetic designation of the first and/or last issue or part of a **multipart resource** 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, record the numeric and/or alphabetic designation of the original. For resources that have ceased publication, see A1.3F. [12.3B1]

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 resource, record the numbering of the first issue or part of the resource 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)

**A1.3B2.** If a numeric and/or alphabetic designation appears on the source of information in more than one language or script, record the designation that is in the language or script of the title proper. If this criterion does not apply, record the designation that appears first. [12.3B2]

### A1.3C. Chronological designation

**A1.3C1.** If the first and/or last issue or part of a multipart resource is identified by a chronological designation, record it in the same terms, but not necessarily with the same punctuation, used in that issue or part. Use abbreviations as instructed in

## GENERAL RULES FOR DESCRIPTION

appendix B and numerals as instructed in appendix C. For **resources** that have ceased publication, see **A1.3F**. **[12.3C1]**

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

**A1.3C2.** 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. **[12.3C2]**

**[New example]**

**A1.3C3.** If a chronological designation appears **on the source of information** in more than one language or script, **record** the designation that is in the language or script of the title proper. If this criterion does not apply, **record** the designation that appears first. **[12.3C3]**

May 1977-

*not*

May 1977 = Mai 1977-

**A1.3C4.** If the first and/or last issue or part of a **multipart resource** is identified by both a numeric and/or alphabetic designation and a chronological designation, **record** the numeric and/or alphabetic designation before the chronological designation. **[12.3C4]**

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)-

## GENERAL RULES FOR DESCRIPTION

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, **record** the year before the number.

97-1-

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

1998-1-

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

**A1.3D. No designation on first issue or part**

**A1.3D1.** If the first issue **or** part of a **multipart resource** lacks any numbering, but subsequent issues or parts define a designation pattern, supply numbering for the first issue or part based on that pattern. If information about designations of subsequent issues or parts is not available, **record** [*No. 1*]– (or its equivalent in the language of the title proper) or a chronological designation for the first issue or part, as appropriate. **[12.3D1]**

[Pt. 1]–

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

[No. 1]–

[1998]–

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

**A1.3E. Alternative numbering systems**

**A1.3E1.** If a **multipart resource** has more than one separate system of designation, **record** the systems in the order in which they are presented. **[12.3E1]**

Vol. 3, no. 7– = no. 31–

**A1.3F. Ceased multipart resources**

**A1.3F1.** In describing a **multipart resource** that has ceased publication, **record** the designation of the first issue or part followed by the designation of the last issue or part. If information about the first issue or part is not available, **record** only the designation of the last issue or part. **[12.3F1]**

Vol. 3, no. 6 (Aug./Sept. 1970)–v. 5, no. 3 (Mar. 1972)

–v. 10, no. 12 (Dec. 1995)

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**A1.3G. Change in numbering**

**A1.3G1.** If the numbering starts a new sequence with a different system, **record** 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. **[12.3G1]**

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 **A2.1B8**, **A1.6G1** and **A1.6H3**).

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-

**Make** a note for other variations in designations that do not constitute a new sequence if the change is considered to be important (see **A1.7B11**).

**A1.4. PUBLICATION, DISTRIBUTION, ETC., AREA**

Contents:

- A1.4A Preliminary rule
- A1.4A1 Sources of information
- A1.4A2 Facsimiles and reproductions
- A1.4A3 Punctuation
- A1.4B General rule
- A1.4C Place of publication, distribution, etc.
- A1.4C9 Change in place of publication, distribution, etc.
- A1.4D Name of publisher, distributor, etc.
- A1.4D10 Change in name of publisher, distributor, etc.
- A1.4E Statement of function of publisher, distributor, etc.

## GENERAL RULES FOR DESCRIPTION

- A1.4F Date of publication, distribution, etc.  
 A1.4G Place of manufacture, name of manufacturer, date of manufacture  
 A1.4G5 Change in place and/or name of manufacturer

**A1.4A. Preliminary rule**

**A1.4A1. Sources of information.** Take information recorded in this area from the chief source of information or from other preliminaries. Enclose in square brackets information supplied from a source other than those prescribed. [1.4A2]

**A1.4A2. Facsimiles and reproductions.** In describing a facsimile or reproduction that has publication details pertaining to the original manifestation as well as those pertaining to the facsimile or reproduction, record those of the facsimile or reproduction in the publication, distribution, etc., area. Record the details of the original manifestation in the note area (see A1.7B26). [1.11C]

**A1.4A3. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see A1.0C. [1.4A1]

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.

**A1.4B. General rule**

**A1.4B1.** Record information about the place, name, and date of all types of publishing, distributing, releasing, issuing, and manufacturing activities. [1.4B1]

For resources in an *unpublished* form, see A1.4C8, A1.4D9, and A1.4F8

**A1.4B2.** When more than one place, name, or date is recorded in this area, record them in the order that is appropriate to the resource being described. [1.4B3]

**A1.4B3.** Record names of places, persons, or bodies as they appear on the source of information, omitting accompanying prepositions unless case endings would be affected. Use abbreviations as instructed in appendix B. [1.4B4]

Berolini

## GENERAL RULES FOR DESCRIPTION

... : Im Deutschen Verlag

*but*

Paris

*not* À Paris

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

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

**A1.4B4.** If the original publication details are covered by a label containing publication details relating to a reproduction, reissue, etc., **record** the publication details of the later publication in this area. **Record** the publication details of the original in a note (see **A1.7B12**) if they can be ascertained readily. **[1.4B5]**

**A1.4B5.** If **the resource** is known to have fictitious publication, distribution, etc., details, **record** them in the conventional order. Supply the real publication, distribution, etc., details as a correction if they are known. **[1.4B6]**

Belfast [i.e. Dublin], 1982

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

#### **A1.4C. Place of publication, distribution, etc.**

**A1.4C1.** Transcribe a place of publication, etc., in the form and the grammatical case in which it appears **on the source of information**. **[1.4C1]**

Köln

Lugduni Batavorum

Den Haag

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

**A1.4C2.** 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. **[1.4C2]**

Lerpwl [Liverpool]

Christiania [Oslo]

Augustae Treverorum [Trier] **[2.16B]**

**A1.4C3.** If the name of the country, state, province, etc., appears **on** 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

## GENERAL RULES FOR DESCRIPTION

the same name. Supply the name of the country, state, province, etc., if it does not appear **on** 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 **appendix B.14**). **[1.4C3]**

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

Tolworth, England

Carbondale, Ill.

*City alone appears in prescribed source of information*

London [Ont.]

Santiago [Chile]

**A1.4C4.** If a place name **appears on the source of information** only in an abbreviated form, transcribe it as **it appears**, and add the full form or complete the name. **[1.4C4]**

Mpls [i.e. Minneapolis]

Rio [de Janeiro]

**A1.4C5.** If two or more places in which a publisher, distributor, etc., has offices are named **on the source of information**, **record** the first named place. **Record** 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, **record** also the first of any subsequently named places that is in the home country. Omit all other places. **[1.4C5]**

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)*

Ann Arbor, Mich.

*(Cataloguing agency in the United States)* **[1.4D1]**

Ann Arbor, Mich. ; Tylers Green, Buckinghamshire

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(Cataloguing agency in the United Kingdom) [11.4D1]

For **resources** with two or more places of publication, distribution, etc., relating to two or more publishers, distributors, etc., see **A1.4D4**.

**A1.4C6.** If the place of publication, distribution, etc., is uncertain, supply the probable place in the English form of the name if there is one, followed by a question mark. [1.4C6]

[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 probable place can be given, and it is not possible to supply the name of the country, state, province, etc., or probable country, state, province, etc., do not record a place of publication, distribution, etc.

**A1.4C7.** *Optionally*, **record** the full address of a publisher, distributor, etc., after the name of the place. Enclose the full address in parentheses. Do not **record** the full address for major trade publishers. [1.4C7]

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

**A1.4C8.** Do not record a place of publication, distribution, etc., for **resources in an unpublished form** (e.g., manuscripts, unpublished microforms, nonprocessed sound recordings, unedited or unpublished film or video, stock shots, unpublished digital resources, art originals, naturally occurring objects that have not been mounted for viewing or packaged for presentation, artefacts that are not intended primarily for communication) or for **assembled collections** (including those containing resources in a published form but not published as collections). [1.4C8]

Record the name of the place in which the resource was produced in a note as instructed in A1.7B12.2.

**A1.4C9. Change in place of publication, distribution, etc.** For instructions relating to changes in place of publication, distribution, etc., for **resources issued in successive parts** and **integrating resources**, see A2.4C9 and A3.4C9. [new]

**A1.4D. Name of publisher, distributor, etc.**

**A1.4D1.** **Record** the name of the publisher, distributor, etc., following the place(s) to which it relates. [1.4D1]

London : Macmillan

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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

London : H.M.S.O. [2.4D1]

London : John Lane, the Bodley Head [2.4D1]

Geneva : World Health Organization [2.4D1]

Paris : Institut géographique internationale [3.4D1]

Mainz ; London : Schott [5.4D1]

[Leeds] : University of Leeds, Dept. of Spanish [8.4D1]

*Optionally, for **early printed resources**, if the name of a printer appears on the source of information as part of the publication, distribution, etc., information, record the name as part of the name of publisher, distributor, etc., element (see A1.4D).* [2.16D]

Birmingham : Printed by John Baskerville for R. and J. Dodsley ...

Paris : Chez Testu, imprimeur-libraire

**A1.4D2. Record** the name of **the** publisher, distributor, etc., in the shortest form in which it can be understood and identified internationally. [1.4D2]

: 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, **record** the form that is in the language or script of the title proper. If this criterion does not apply, **record** the shortest form in the language or script that appears first.

*Optionally, record* 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, **record** it only once.

## GENERAL RULES FOR DESCRIPTION

: Éditions du peuple = Commoner's Pub.

*but* : Høst

*not* : Høst & Søns Forlag = Høst & Son Publisher

**A1.4D3.** In **recording** the name of a publisher, distributor, etc., retain: **[1.4D3]**

- 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

**A1.4D4.** If **the resource** 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): **[1.4D4 (2004 amendments)]**

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

London : Macmillan for the University of York

Southampton : Ordnance Survey for the Institute of Geological Sciences **[3.4D1]**

- 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.

## GENERAL RULES FOR DESCRIPTION

Paris : Gauthier-Villars ; Chicago : University of Chicago Press  
*(Cataloguing agency in the United States)*

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

Freiburg : Baedeker ; London : Allen & Unwin  
*(Cataloguing agency in the United Kingdom)* [2.4D1]

**A1.4D5.** If **the resource** 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, **record** the name of the subdivision or the trade name or brand name as the name of the publisher. [6.4D2]

[London] : Ace of Diamonds  
*(Source of information reads: Decca Record Company. Ace of Diamonds)*

If in doubt as to whether the name is that of a subdivision, etc., record the name of the publishing company as the name of the publisher and record the other name in a note, if considered to be important.

If, however, a trade name appears to be the name of a series rather than of a publishing subdivision, **record** it as a series title (see A1.6). [6.4D3]

London : Walt Disney Productions . . . . - (Disney storyteller)  
*(Source of information reads: Disney Storyteller. Walt Disney Productions)*

**A1.4D6.** *Optionally,* **record** the name and, when appropriate, the place of a distributor when the first named entity is a publisher. [1.4D5]

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

London : Society of African Missions : Sold by Longman  
 [2.4D1]

**A1.4D7.** If the name of the publisher, distributor, etc., is unknown, **do not record a name.** [1.4D6]

**A1.4D8.** In case of doubt about whether a named agency is a publisher or a manufacturer, treat it as a publisher. [1.4D7]

**A1.4D9.** Do not record the name of a publisher, distributor, etc., for **resources in an unpublished form** (e.g., manuscripts, unpublished microforms, nonprocessed sound recordings, unedited or unpublished film or video, stock shots, unpublished digital resources, art originals, naturally occurring objects that have not been mounted for viewing or packaged for presentation, artefacts that are not intended primarily for communication) or for **assembled collections** (including those containing resources in a published form) but not published as collections). [1.4D8]

## GENERAL RULES FOR DESCRIPTION

**A1.4D10. Change in name of publisher, distributor, etc.** For instructions relating to changes in name of publisher, distributor, etc., for *resources issued in successive parts* and *integrating resources*, see A2.4D10 and A3.4D10. [new]

**A1.4E. Statement of function of publisher, distributor, etc.**

**A1.4E1.** *Optionally*, add to the name of a publisher, distributor, etc., a term that clarifies the function of the publisher, distributor, etc., unless: [1.4E1]

- 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]

København : Geodætisk Institut ; [London] : Stanford [distributor] [3.4E1]

London : Rickett Encyclopedia of Slides [publisher] : Voluntary Committee on Overseas Aid & Development [distributor]

*but*

New York : Released by Beaux Arts

Oliver Twist [GMD] / Charles Dickens. – London : Chapman and Hall

**A1.4F. Date of publication, distribution, etc.**

**A1.4F1.** For *resources in a published form*, record the date (i.e., year) of publication. Record dates in Western-style arabic numerals. If the date is not of the Gregorian or Julian calendar, record the date as *it appears on the source of information* and follow it with the year(s) of the Gregorian or Julian calendar. [1.4F1]

, 1975

, 4308 [1975]

, [4308 i.e. 1975]

, 5730 [1969 or 1970]

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

For instructions on recording dates for resources in an *unpublished form*, see A1.4F8.

## GENERAL RULES FOR DESCRIPTION

For instructions on recording dates for *resources issued in successive parts* and *integrating resources*, see A2.4F1 and A3.4F1.

See also supplementary instructions on recording dates for *sound* (B6.4F1) and *moving images* (B7.4F1).

**A1.4F2.** Record the date as it appears on the source of information even if it is known to be incorrect. If a date is known to be incorrect, add the correct date. [1.4F2]

, 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.

**A1.4F3.** Record 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 A1.2D). In this case, record only the date of the named revision. [1.4F3]

**A1.4F4.** If the publication date differs from the date of distribution, add the date of distribution if considered to be important. If the publisher and distributor are different, record the date(s) after the name(s) to which they apply. [1.4F4]

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, record the date after the last named publisher, distributor, etc.

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

Melbourne : University of Melbourne ; London : EFVA [distributor], 1966 [8.4F1]

**A1.4F5.** *Optionally*, record the latest date of copyright following the publication, distribution, etc., date if the copyright date is different. [1.4F5]

, 1967, c1965

, [1981], p1975



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(creation, inscription, manufacture, recording, etc.). Record the year or years, and optionally the month and day, in that order. [1.4F9; incorporates text from 4.4B1]

Do not record a date for naturally occurring objects that have not been mounted for viewing or packaged for presentation or for commercial distribution, or for artefacts that are not intended primarily for communication.

Exil [GMD] / St.-J. Perse. - 1941

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

Fair Rosamund / E. Burne-Jones. - 1863  
(Dated gouache) [8.4F2]

Portrait of Charles Dickens [GMD]. - [1861?]  
(Undated photograph) [8.4F2]

[English Victorian costume] [GMD]. - [186-?] [10.4F2]

[United States silver dollar] [GMD]. - 1931 [10.4F2]

[Victorian literary letters from the Morgan-Krane Collection] [GMD]. - 1971  
(Title frame contains: Filmed in 1971) [11.4F2]

Record the date or inclusive dates of assembled collections of resources in an unpublished form (including those containing resources in a published form but not published as collections). Separate inclusive dates by a hyphen. [1.4F10]

Correspondence [GMD] / William Allen. - 1821-1879

Records [GMD] / American Colonization Society. - 1816-1908

[Pen drawings of birds and flowers of Dorset] [GMD]. -  
[1910-1937] [8.4F3]

See also supplementary instructions on recording dates for text in an unpublished form (B1.4F8).

**A1.4F9.** Record any other useful dates (e.g., dates of collection of data) in a note (see A1.7B9 and A1.7B12). [9.4F3]

#### **A1.4G. Place of manufacture, name of manufacturer, date of manufacture**

**A1.4G1.** If the name of the publisher is unknown or if there is no place of publication, etc., and no publisher (see A1.4C8 and A1.4D9), and the place and name of the manufacturer appear on the source of information, record the place and name of the manufacturer. [1.4G1]

## GENERAL RULES FOR DESCRIPTION

1970 (London : High Fidelity Sound Studios)

Paris : [ca. 1898] (Paris : LeBrun) [3.4G1]

*Optionally, for early printed resources,* if the printer is named separately and the printer can clearly be distinguished from the publisher or bookseller, record the place of printing and the name of the printer, regardless of whether or not the place of publication or the name of the publisher are known. [2.16H]

**A1.4G2.** In recording the place and name of the manufacturer, follow the instructions in A1.4B–A1.4D. [1.4G2]

**A1.4G3.** If the date of manufacture is recorded in place of an unknown date of publication, distribution, etc., (see A1.4F6), do not repeat it here. [1.4G3]

**A1.4G4.** *Optionally,* record the place, name of manufacturer, and/or date of manufacture if they appear on the source of information and differ from the place, name of publisher, distributor, etc., and date of publication, distribution, etc., and are considered to be important. [1.4G4]

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

Harmondsworth : Penguin, 1949 (1963 printing)

Madrid : Real Academia de Bellas Artes de San Fernando, [1890] (Madrid : Tip. de las Huérfanos) [5.4G2]

London : H.M.S.O., 1976 (London : UDO (Litho)) [10.4G3]

**A1.4G5. Change in place and/or name of manufacturer.** For instructions relating to changes in place and/or name of manufacturer for *resources issued in successive parts* and *integrating resources*, see A2.4G5 and A3.4G5. [new]

## A1.5. TECHNICAL DESCRIPTION AREA

Contents:

- A1.5A Preliminary rule
  - A1.5A1 Application
  - A1.5A2 Sources of information
  - A1.5A3 Manifestations available in different formats
  - A1.5A4 Facsimiles and reproductions
  - A1.5A5 Multimedia resources
  - A1.5A6 Punctuation
- A1.5B Extent (including specific material designation)
  - A1.5B1 Number of physical units
  - A1.5B2 Number of components
  - A1.5B3 Playing time

## GENERAL RULES FOR DESCRIPTION

A1.5B4	Component parts
A1.5B5	Assembled collections
A1.5C	Other technical details
A1.5C2	Special format characteristics
A1.5C3	Layout
A1.5C4	Production method
A1.5C5	Polarity
A1.5C6	Medium
A1.5C7	Physical material
A1.5C8	Mounting
A1.5C9	Illustrative matter
A1.5C10	Colour
A1.5C11	Sound characteristics
A1.5C12	Projection characteristics
A1.5C13	Other digital characteristics
A1.5C14	Change in other technical details
A1.5D	Dimensions
A1.5D3	Multipart resources and assembled collections
A1.5D4	Change in dimensions
A1.5E	Ancillary material
A1.5E4	Dependent supplements

**A1.5A. Preliminary rule**

**A1.5A1. Application.** For instructions on the application of the technical description area to digital resources, see C7.5A1. [new]

**A1.5A2. Sources of information.** Take information for this area from any source. Take explicitly or implicitly stated information from the resource itself. Enclose information in square brackets only when specifically instructed by the chapter dealing with the medium in which the resource is conveyed. [1.5A2]

**A1.5A3. Manifestations available in different formats.** If manifestations of a work are available in different formats (e.g., as printed text and microfilm; as sound disc and sound tape reel), record the technical description of the resource being described. *Optionally*, make a note describing other formats available (see A1.7B10). [1.5A3]

**A1.5A4. Facsimiles and reproductions.** In describing a facsimile or reproduction, record the physical description of the facsimile or reproduction, in the physical description area. Record the physical description of the original manifestation in the note area (see A1.7B26). [1.11D]

**A1.5A5. Multimedia resources.** For instructions on recording technical details for a resource made up of multiple parts, two or more of which are conveyed in different types of media, see A1.9. [new]

**A1.5A6. Punctuation**

## GENERAL RULES FOR DESCRIPTION

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

**A1.0C. [1.5A1]**

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

If the extent is recorded in terms of the number of components as well as the number of physical units, enclose the number of components in parentheses.

If the extent includes more than one designation of components, preceded the second and subsequent designations by a comma.

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

Precede dimensions by a semicolon.

Precede each statement of **ancillary** material by a plus sign.

Enclose **technical** details of **ancillary** material in parentheses.

**A1.5B. Extent (including specific material designation)**

Record the extent of the resource by specifying *either* the number of physical units (see A1.5B1) *or* the number of components (see A1.5B2), *or* both. **[new]**

Add the playing time, if applicable, as instructed in A1.5B3.

**A1.5B1. Number of physical units.** Record the number of physical units by giving the number in arabic numerals and an appropriate specific material designation taken from Table 1 on page A1-57. **[1.5B1]**

1 microfilm cassette **[11.5B1]**

3 microscope slides

3 v.

1 computer disk **[9.5B1]**

If none of the terms listed in Table 1 is appropriate, **record** the specific name of the **unit** as concisely as possible. **[8.5B1]**

1 clockwork toy train **[10.5B1]**

2 jigsaw puzzles **[10.5B1]**

3 hand puppets **[10.5B1]**

2 feather headbands, 1 pair beaded moccasins **[10.5B1]**

When new physical carriers are developed, **record** the specific name of the physical carrier as concisely as possible. **[9.5B1]**

1 computer card **[9.5B1]**

1 computer optical card **[9.5B1]**

## GENERAL RULES FOR DESCRIPTION

Optionally, instead of using a term from Table 1, use a term in common usage to record the specific format of the physical carrier. [6.5B1 / 7.5B1 / 9.5B1 (2004 amendments)]

1 DVD-audio [6.5B1]

1 DVD-video [7.5B1]

1 CD-ROM [9.5B1]

2 Photo CDs [9.5B1]

1 DVD-ROM [9.5B1]

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

30 identical microscope slides

If the exact number cannot be readily ascertained, record an approximate number. [8.5B1]

ca. 1,000 postcards

If the resource being described forms only part of a physical unit, record the extent as instructed in A1.5B4.

For instructions on recording the number of physical units for *resources issued in successive parts* and *integrating resources*, see A2.5B1 and A3.5B1.

See also supplementary instructions on recording the number of physical units for *updating loose-leaves* (C1.5B1) and *digital media* (C7.5B1).

**A1.5B2. Number of components.** Record the number of components by giving the number in arabic numerals and an appropriate term taken from Table 2 on pages A1-58 and A1-59. [1.5B3]

327 p. [1.5B2]

1 microfiche (150 fr.)

3 v. (1397 p.)

1 sheet (1 map) [3.5B1]

1 sheet (3 diagrams) [3.5B1]

4 sheets (1 map) [3.5B1]

2 v. (1 score) 5.5B1]

1 v. (1 vocal score) 5.5B1]

## GENERAL RULES FOR DESCRIPTION

**Table 1: Specific material designations for physical units (A1.5B1)**

Medium						
Print and Graphic	Micrographic	Tactile	3-Dimensional	Recorded Sound	Projected Graphic, Film, and Video	Digital
broadside card case flip chart pamphlet part piece portfolio sheet <sup>1</sup> v. (i.e., volume)	aperture card microfiche microfiche cassette microfilm microfilm cartridge microfilm cassette microfilm reel microopaque	broadside card case flipchart pamphlet part piece portfolio sheet <sup>1</sup> v. (i.e., volume)	art original art reproduction braille cassette diorama exhibit game globe microscope slide mock-up model	sound cartridge sound cassette sound disc sound tape reel sound track film sound track film cartridge sound track film cassette sound track film reel [piano, etc.] roll	film cartridge film cassette film loop film reel filmstrip filmstrip filmstrip cartridge filmstrip reel slide stereograph stereograph cartridge stereograph reel transparency videocartridge videocassette videodisc videoreel	computer chip cartridge computer disk computer optical disc computer tape cartridge computer tape cassette computer tape reel

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<sup>1</sup> Describe a single sheet (folded or not) as *sheet*. **[2.5B1]**

## GENERAL RULES FOR DESCRIPTION

**Table 2: Designations for components (A1.5B2)**

Content	Medium						
	Print and Graphic	Micrographic	Tactile	3-Dimensional	Audio	Projected Graphic, Film, and Video	Digital
<b>All</b>	sheet <sup>2</sup>	frame	N/A	piece	N/A	N/A	byte file record statement
<b>Text</b>	column leaf p. (i.e., page)	column leaf p. (i.e., page)	column leaf p. (i.e., page)	N/A	N/A		column p. (i.e., page)
<b>Music</b>	chorus score close score condensed score miniature score part piano score piano [violin, etc.] conductor part score vocal score	chorus score close score condensed score miniature score part piano score piano [violin, etc.] conductor part score vocal score	chorus score close score condensed score miniature score part piano score piano [violin, etc.] conductor part score vocal score	N/A	N/A		chorus score close score condensed score miniature score part piano score piano [violin, etc.] conductor part score vocal score
<b>Cartographic</b>	atlas diagram map profile remote-sensing image section view	atlas diagram map profile remote-sensing image section view	atlas diagram map profile remote-sensing image section view	N/A	N/A	frame double frame pair of frames overlay	atlas diagram map profile remote-sensing image section view

<sup>2</sup> Use *sheet* as a term designating components for flip charts only.

## GENERAL RULES FOR DESCRIPTION

**Table 2: Designations for components (A1.5B2) - Continued**

<b>Content</b>	<b>Medium</b>						
	<b>Print and Graphic</b>	<b>Micrographic</b>	<b>Tactile</b>	<b>3-Dimensional</b>	<b>Audio</b>	<b>Projected Graphic, Film, and Video</b>	<b>Digital</b>
<b>Graphics</b>	activity card art original art print art reproduction chart flash card picture photograph postcard poster radiograph study print technical drawing wall chart	activity card art original art print art reproduction chart flash card picture photograph postcard poster radiograph study print technical drawing wall chart	activity card art original art print art reproduction chart flash card picture photograph postcard poster radiograph study print technical drawing wall chart	N/A	N/A	frame double frame pair of frames overlay	activity card art original art print art reproduction chart flash card picture photograph postcard poster radiograph study print technical drawing wall chart
<b>Three-dimensional</b>	N/A	N/A	N/A	piece	N/A	N/A	N/A
<b>Recorded sound</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Moving image</b>	N/A	N/A	N/A	N/A	N/A	frame	N/A

## GENERAL RULES FOR DESCRIPTION

1 v. (4 parts) **5.5B1]**

1 flip chart (8 sheets) **[8.5B3]**

1 game (1 board, 50 cards, 5 role cards, 2 dice) **[10.5B2]**

If the components of the **resource** are identical, add *identical* before the specific material designation.

10 sheets (10 identical maps) **[3.5B1]**

2 v. (2 identical scores, 20 p. each) **[new]**

*Optionally*, add a more specific term. **[8.5B1]**

50 identical sets of 10 activity cards

If the components cannot be named concisely or if their number cannot be readily ascertained, add (*various pieces*) and **optionally record** the details of the pieces in a note (see **A1.7B13**). **[10.5B2]**

2 games (various pieces)

1 diorama (various pieces)

*Note:* Contains 1 small stage, 5 foreground transparencies, 2 backgrounds, 5 story sheets, and 1 easel

See also supplementary instructions on recording the number of components for **print and graphic media** (C1.5B2), **micrographic media** (C2.5B2), **projected graphic, film, and video media** (C6.5B2), and **digital media** (C7.5B2).

**A1.5B3. Playing time.** If the **resource** being described has a playing time, **record** that playing time as follows. **[1.5B4]**

- a) If the playing time is stated on the **resource**, **record** the playing time as stated.

1 sound cassette (40 min.)

1 film loop (3 min., 23 sec.)

2 sound discs (1 hr., 30 min.)

1 videodisc (80 min.)

- b) If the playing time is not stated on the **resource** but is readily ascertainable, **record** it.

1 videoreel (30 min.)

- c) *Optionally*, if the playing time is neither stated on the **resource** nor readily

## GENERAL RULES FOR DESCRIPTION

ascertainable, **record** an approximate time.

1 piano roll (ca. 7 min.)

2 film reels (ca. 90 min.)

- d) *Optionally*, **if the resource is issued in more than one part, and** the parts have a stated uniform playing time or an approximate uniform playing time, **record** the playing time of each part followed by *each*. Otherwise, **record** the total duration.

31 sound cassettes (60 min. each)

11 sound cassettes (ca. 30 min. each)

2 videoreels (50 min.)

**See also supplementary instructions on recording playing time for *videodiscs* (C6.5B3).**

**A1.5B4. Component parts.** In describing a separately titled component part of a resource lacking a collective title (see A1.0G), or in describing a component part of a resource using an “In” analytic (see A1.10) or multilevel description (see A1.11), **express the extent of the component part in one or other of the following ways:** **[new; based on 6.5B3 / 7.5B3 / 9.5B2 / 11.5B3]**

- a) **record the number of pages, frames, etc., that apply to the component part;**

310 p.

68 frames

- or b) **record the physical position of the component part within the larger resource, indicating the specific physical unit or component on which the component part is located if the physical unit or component is numbered as part of a continuous sequence of numbering for the larger resource.**

p. 210-450

leaves 51-71 **[4.5B1]**

**on sheet 3 of 4 sheets** **[new]**

on 1 side of 1 sound disc **[6.5B3]**

on reel 1 of 2 film reels **[7.5B3]**

on cassette no. 3 of 4 microfilm cassettes **[11.5B3]**

## GENERAL RULES FOR DESCRIPTION

**A1.5B5. Assembled collections.** If an assembled collection occupies one linear foot or less of shelf space, record the extent in terms of the number or approximate number of items<sup>1</sup> (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 recorded, add the number or approximate number of items. **[4.5B2]**

123 items

ca. 400 items

6 v.

3 v. (183 items)

If the collection occupies more than one linear foot of shelf space, record 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)

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)

### **A1.5C. Other technical details**

**A1.5C1.** Record the following details, as applicable to the resource, as instructed in the following rules (in this order): **[1.5C1]**

special format characteristics

layout

production method

polarity

medium

physical material

mounting

illustrative matter

colour

sound characteristics

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<sup>1</sup> *Item* here means a separate resource. For example, a letter with several leaves and an enclosure is counted as one item.

## GENERAL RULES FOR DESCRIPTION

projection characteristics  
| other digital characteristics

If details pertaining to more than one technical aspect of the resource are recorded, separate the individual details by a comma.

See also supplementary instructions on recording other technical details for a *remote access digital resource* (C7.5C1).

**A1.5C2. Special format characteristics.** If the resource is in a format specially designed for persons with disabilities (e.g., large print, braille, closed captioning) give an indication of the format. [new]

3 v. : large print [2.5B23]

1 sheet (1 map) : print and tactile [3.5B4]

1 videodisc (ca. 50 min.) : closed captioning [7.5B2]

See also supplementary instructions on recording special format characteristics for *tactile media* (C3.5C2).

**A1.5C3. Layout.** Describe any important characteristics pertaining to the layout of the resource. [new]

1 sheet (3 maps) : both sides [3.5C2]

1 sheet (2 maps) : back to back [3.5C2]

See also supplementary instructions on recording characteristics pertaining to layout for *print and graphic media* (C1.5C3).

**A1.5C4. Production method.** Record the method of production or reproduction in general terms (e.g., *engraving, lithograph, photocopy*) or specific terms (e.g., *copper engraving, chromolithograph, blueprint, blueline*), if considered to be important. [new]

1 v. (64 leaves) : braille, thermoform [2.5B22]

1 sheet (1 map) : photocopy [3.5C3]

1 sheet (1 map) : blueline [3.5C3]

1 sheet (1 map) : computer printout [3.5C3]

1 sheet (1 map) : print and braille, thermoform [3.5B4]

1 v. (1 score, 30 p.) : braille, thermoform [5.5B3]

1 sheet (1 art print) : sugar lift aquatint [8.5C1b]

## GENERAL RULES FOR DESCRIPTION

2 sheets (2 art prints) : engraving [8.5C1b]

1 sheet (1 art reproduction) : photogravure [8.5C1c]

1 sheet (1 technical drawing) : blueprint [8.5C1j]

1 sheet (1 chart) : tactile, thermoform [8.5B6]

See also supplementary instructions on recording details pertaining to method of production for *print and graphic media* (C1.5C4).

**A1.5C5. Polarity.** Give an indication of the polarity of the resource, if considered to be important. [new]

1 sheet (3 photographs) : negative [8.5C1]

1 microfilm reel : negative [11.5C1]

Optionally, record the process used. [8.5C1g]

1 sheet (1 photograph) : glass photonegative

**A1.5C6. Medium.** Record the medium (e.g., *pencil, ink, chalk, oil, pastel*) used to draw and/or colour a resource produced or enhanced by hand. [new]

54 sheets (54 maps) : ms., ink [3.5C6]

1 sheet (1 art original) : oil [8.5C1a]

If a printed resource is hand coloured, the medium may be recorded after the indication of colour (see C1.5C10). [3.5C6]

1 sheet (1 map) : hand col. in pencil

**A1.5C7. Physical material.** Record the base or support material of which the resource is made, if it is not typical for the type of manifestation (e.g., a printed or manuscript resource on a substance other than paper, a microscope slide made of a substance other than glass), or if considered to be important. [new]

1 sheet (1 map) : silk [3.5C7]

1 sheet (1 map) : ms., vellum [3.5C7]

1 globe : wood [3.5C7]

1 sheet ([1] leaf) : ms., parchment [4.5C1]

1 sheet (1 art original) : oil on canvas [8.5C1]

1 microscope slide : plastic [10.5C1]

## GENERAL RULES FOR DESCRIPTION

2 models (various pieces) : polystyrene [10.5C1]

1 diorama (various pieces) : plywood and papier mâché  
[10.5C1]

2 paperweights : glass [10.5C1]

1 jigsaw puzzle : wood [10.5C1]

If the physical material(s) cannot be named concisely, either omit the statement or record it in a note (see A1.7B13). [10.5C1]

**A1.5C8. Mounting.** Record details pertaining to the mounting of the resource, if considered to be important. [new]

1 sheet (1 map) : mounted on linen [3.5C8]

1 globe : wood, on brass stand [3.5C8]

1 globe : plastic, on metal stand [3.5C8]

**A1.5C9. Illustrative matter.** If the resource contains illustrative matter, record *ill.* Tables containing only words and/or numbers are not considered as illustrative matter. Disregard illustrated title pages, etc., and minor illustrations. [2.5C1]

1 v. (2 scores) : *ill.* [new]

**A1.5C9.1.** *Optionally*, if the illustrations are all of one or more of the following types, and are considered to be important, record 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. [2.5C2]

: coats of arms, facsims., ports.

: computer drawings

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

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

*Optionally*, add, in parentheses, woodcuts, metal cuts, etc., as appropriate. [2.17B1]

: *ill.* (woodcuts)

: 30 *ill.* (cuts)

: *ill.* (woodcuts, some col.)

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: ill. (woodcuts), ports.

: ports. (woodcuts)

: ports. (engravings)

**A1.5C9.2.** Describe coloured illustrations as such **if considered to be important** (see **A1.5C10**). **[2.5C3]**

If the **resource** is illustrated by hand or if the illustrations are hand coloured, **indicate such as part of other technical details** (see also **A1.5C6**) *or* make a note (see **A1.7B13**).

**A1.5C9.3.** **Record** the number of illustrations if their number can be ascertained readily (e.g., when the illustrations are listed and their numbers stated). **[2.5C4]**

: 48 ill.

: ill., 12 maps

**1 atlas (330 p.) : 100 col. maps (some folded) [3.5C4]**

**A1.5C9.4.** If the **resource** consists wholly or predominantly of illustrations, **record** *all ill. or chiefly ill.*, as appropriate. *Optionally*, if those illustrations are all of one type, **record** *all [name of type] or chiefly [name of type]*. **[2.5C5]**

: all ill.

: chiefly maps

**A1.5C9.5.** Describe illustrative matter issued **within another part of the resource** (e.g., in a pocket inside the cover of a book) or in a **container**, in the **technical** description. Specify the number of such **illustrative matter** and **its** location in a note (see **A1.7B13**). **[2.5C6]**

**A1.5C10. Colour.** If the **content or illustrative matter** is coloured or partly coloured, indicate this. Disregard coloured matter outside the **illustrative content** (e.g., the **border of a map**). **[3.3C5]**

**1 sheet (1 map) : col.**

**4 sheets (4 maps) : 2 col.**

**10 sheets (10 maps) : 10 maps (some col.)**

1 atlas (xvi, 97, 100 p.) : 35 col. maps

**1 v. (182 p.) : ill. (chiefly col.), plans [2.5C3]**

**1 film reel (10 min.) : col. [7.5C4]**

**1 sheet (1 photograph) : sepia [8.5C2]**

## GENERAL RULES FOR DESCRIPTION

1 computer optical disc (20 maps) : col.

**Record** details of the requirements for the display of colour in a note (see A1.7B15). [9.5C1]

See also supplementary instructions on recording details pertaining to colour for *print and graphic media* (C1.5C10), *micrographic media* (C2.5C10), *three-dimensional media* (C4.5C10), and *projected graphic, film, and video media* (C6.5C10).

**A1.5C11. Sound characteristics.** **Record** *sd.* (sound) to indicate the presence of sound in a resource other than one comprised primarily of recorded sound. If the sound is not integral, describe the accompanying sound as ancillary material (see A1.5E). [7.5C4]

1 videoreel (15 min.) : sd.

1 filmstrip (41 fr., 4 title fr.) : sd. [8.5C1e]

200 cards (200 flash cards) : sd. [8.5C1f]

12 slides : sd. [8.5C1h]

1 computer chip cartridge : sd. [9.5C1]

**Record** details of any special requirements for the production of sound in a note (see A1.7B15).

*Optionally*, record additional details pertaining to the sound characteristics as instructed in C5.5C11. [new]

See also supplementary instructions on recording sound characteristics for *film and video media* (C6.5C11).

**A1.5C11.1.** For instructions on recording details pertaining to sound characteristics of resources comprised primarily of recorded sound and conveyed through *audio media*, see C5.5C11.

**A1.5C12. Projection characteristics.** If the resource has special projection requirements, **record** them as succinctly as possible. [7.5C2]

[New example for projected graphic?]

14 film reels (157 min.) : Panavision

1 film reel (1 min., 17 sec.) : col., 25 fps

See also supplementary instructions on recording details pertaining to projection characteristics for *film* (C6.5C12).

## GENERAL RULES FOR DESCRIPTION

**A1.5C13. Other digital characteristics.** *Optionally, record other digital characteristics (e.g., whether a digital medium is single or double sided, its recording density, its sectoring), if readily available and if considered to be important. [9.5C2]*

1 computer disk : col., sd., single sided, single density,  
soft sectored

2 computer tape reels : 6,250 bpi

If such characteristics cannot be recorded succinctly, record them in a note (see A1.7B13).

See also supplementary instructions on recording other digital characteristics for a *remote access digital resource* (C7.5C13).

**A1.5C14. Change in other technical details.** For instructions relating to changes in technical details for *resources issued in successive parts* and *integrating resources*, see A2.5C14 and A3.5C14. [new]

**A1.5D. Dimensions**

**A1.5D1.** Record the dimensions in terms of height, height × width, height × width × depth, length, length × height, gauge, or diameter, as appropriate to the form of carrier, the storage medium, or the object being described. [1.5D1]

Record the dimensions either in metric measurements (*cm* or *mm*) or in inches depending on the standard system of measurement for the particular type of carrier. If there is no standard system of measurement for the type of carrier being described, record the dimensions either in centimetres or in inches.

Record dimensions expressed in centimetres to the next whole centimetre up (e.g., if the height measures 17.2 centimetres, record *18 cm*).

Record dimensions in fractions of an inch if appropriate to the particular type of carrier or storage medium.

1 sheet (1 wall chart) : col. ; 24 × 48 cm

1 v. (321 p.) : ill. (some col.) ; 23 cm

1 sculpture : polished bronze ; 110 cm high [10.5D1]

6 microfilm reels ; 35 mm

1 sound disc (56 min.) : digital, stereo. ; 4¾ in.

2 sound discs (1 hr., 15 min.) : analog, 33⅓ rpm, stereo.  
; 10-12 in.

1 sound cassette (85 min.) : analog, mono. ; 7¼ × 3½ in., ¼  
in. tape [6.5D5]

## GENERAL RULES FOR DESCRIPTION

*Optionally*, omit the dimensions if they are consistent with the established standard for the particular type of carrier (e.g., 5 × 5 cm for a slide).

See also supplementary instructions on recording dimensions for *print and graphic media* (C1.5D1), *micrographic media* (C2.5D1), *tactile media* (C3.5D1), *three-dimensional media* (C4.5D1), *audio media* (C5.5D1), *projected graphic, film, and video media* (C6.5D1), and *digital media* (C7.5D1).

**A1.5D2.** *Optionally*, if the **resource** is in a container, name the container and **record** its dimensions *either* after the dimensions of the **resource** *or* as the only dimensions. Separate the dimensions by a comma. **[1.5D2 (2004 amendments)]**

12 paperweights : glass ; 12 cm each in diam., in box 40 × 50 × 8 cm

1 stone : malachite ; in box 12 × 9 × 18 cm

1 model (10 pieces) : col. ; 16 × 32 × 3 cm, in case 17 × 34 × 6 cm **[10.5D2]**

1 diorama (various pieces) : col. ; in box 30 × 25 × 13 cm **[10.5D2]**

1 jigsaw puzzle : wood, col. ; in box 25 × 32 × 5 cm **[10.5D2]**

**A1.5D3. Multipart resources and assembled collections.** If the **materials and/or the containers** in a multipart resource or an assembled collection differ in size, **record** the smallest or smaller and the largest or larger size, separated by a hyphen. **[2.5D3/6.5D1/7.5D1/9.5D2/10.5D3]**

6 v. ; 24–28 cm **[2.5D3]**

3 sculptures : marble ; 150–210 cm high **[10.5D3]**

2 jigsaw puzzles : cardboard, col. ; in boxes 20 × 30 × 5 cm–26 × 35 × 6 cm **[10.5D3]**

If the **individual resources in an assembled collection are all on the same form of carrier, and the size of the carriers is uniform, record** that size. In the case of containers, **record** the height, width, and depth. **[4.5D2]**

20 items ; 20 × 30 cm

6 v. ; 30 cm

12 boxes ; 27 × 40 × 50 cm

6 v. ; 24–30 cm

See also supplementary instructions on recording dimensions for multipart resources and assembled collections of *printed maps, etc.*, (C1.5D3).

## GENERAL RULES FOR DESCRIPTION

**A1.5D4. Change in dimensions.** For instructions relating to changes in dimensions for *resources issued in successive parts* and *integrating resources*, see A2.5D4 and A3.5D4. [new]

**A1.5E. Ancillary material**

**A1.5E1.** Record details of ancillary material within the description of the resource the material accompanies in one of the following ways: [1.5E1]

a) make a note (see A1.7B14)

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 b) record the number of physical units in arabic numerals and the name of the ancillary material (using, when appropriate, a specific material designation) at the end of the technical description.

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

1 v. (32 p.) : col. ill. ; 28 cm + 7 sheets (7 maps)

1 v. (200 p.) : ill. ; 25 cm + 2 computer disks

1 v. (271 p.) : ill. ; 21 cm + 1 atlas

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

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

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

*Optionally*, if method b) is used and if more detail is desired, record the technical description of the ancillary material as instructed in the chapter dealing with the medium applicable to the ancillary material.

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

17 sheets (17 maps) ; 90 × 96 cm + 1 v. (xvii, 272 p. ; 25 cm) [3.5E1]

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

## GENERAL RULES FOR DESCRIPTION

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

5 models : col.; in box 20 × 20 × 12 cm + 1 teacher's guide  
(3 v. ; 30 cm) **[10.5E1]**

1 hand puppet : red and blue ; 20 cm long + 1 sound disc  
(20 min. : analog, 33<sup>1</sup>/<sub>3</sub> rpm, mono. ; 12 in.) **[10.5E1]**

2 v. (loose-leaf) : forms ; 25 cm + 2 computer disks (3½  
in.) **[12.5E1b]**

**Record** the details of **ancillary** material that is intended to be issued regularly. Make a note on the frequency of **ancillary** material (see **A1.7B14**). If **ancillary** material **accompanying a resource issued in successive parts** is issued irregularly or is issued only once, describe it in a note *or* ignore it. **[12.5E1a]**

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)*

See also supplementary instructions on recording ancillary material for **remote access digital resources** (C7.5E1).

**A1.5E2.** If the **ancillary** material is issued **within another part of the resource** (e.g., in a pocket inside the cover of a book) or in a container, **record** its location in a note (see **A1.7B14**) if considered to be important. **[2.5E2]**

**A1.5E3.** Record details of integral sound systems as part of “other technical details” (see A1.5C11). **[8.5E1]**

**A1.5E4. Dependent supplements.** Record a **dependent supplement** (whether accompanying or related) as **ancillary** material. **[1.9B1]**

48 photos. : b&w ; 20 × 16 cm + 1 v.

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

**A1.6. SERIES AREA**

Contents:

- A1.6A Preliminary rule
- A1.6A1 Sources of information
- A1.6A2 Facsimiles and reproductions
- A1.6A3 Punctuation
- A1.6B Title proper of series

## GENERAL RULES FOR DESCRIPTION

- A1.6C Parallel titles of series
- A1.6D Other title information of series
- A1.6E Statements of responsibility relating to series
- A1.6F ISSN of series
- A1.6G Numbering within series
- A1.6H Subseries
- A1.6J Resource in more than one series
- A1.6K Change in series statement

**A1.6A. Preliminary rule**

**A1.6A1. Sources of information.** Take information recorded in this area from any source within the resource being described. Enclose any information supplied from other sources in square brackets, within the parentheses enclosing each series statement. [1.6A2]

**A1.6A2. Facsimiles and reproductions.** In describing a facsimile or reproduction that has series data of the original manifestation as well as those of the facsimile or reproduction, record those of the facsimile or reproduction in the series area. Record the details of the original manifestation in the note area (see A1.7B26). [1.11C]

**A1.6A3. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see A1.0C. [1.6A1]

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

Enclose each series statement (see A1.6J) 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 a subseries by a comma.

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

**A1.6B. Title proper of series**

**A1.6B1.** If the resource is issued in a series, transcribe the title proper of the series as instructed in A1.1B. [1.6B1 (2004 amendments)]

(A1 street atlas series) [3.6B1]

(Bartholomew world travel series) [3.6B1]

## GENERAL RULES FOR DESCRIPTION

(Master choruses for Lent and Easter) [5.6B1]

(Allstate simulation film library) [7.6B1]

(Fant anthology of literature in Ameslan) [7.6B1]

(Listening, looking, and feeling) [8.6B1]

(Practicorp no-nonsense software) [9.6B1]

(PCMI collection) [11.6B1]

(H.C.) [12.6B1]

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.

(Publication #122 of the Social Science Education Consortium)

(The twenty-sixth L. Ray Buckendale lecture)

(Cuaderno número G del instituto)

**A1.6B2.** If different forms of the title of the series (other than parallel titles) appear, choose, if applicable, the title given in the chief source of information as the title proper of the series. Otherwise, choose the most prominent form of the series title. Record the other form(s) in the note area if of value in identifying the resource. [1.6B2]

If the title of the series appears in different forms within the resource, choose the title given in the most prominent source.

### A1.6C. Parallel titles of series

**A1.6C1.** Follow the instructions in A1.1D2 (second level of description) when transcribing the parallel titles of a series. [1.6C1]

(Jeux visuels = Visual games ...)

(Quellenwerke der Schweiz = Statistiques de la Suisse)  
[12.6B1]

### A1.6D. Other title information of series

**A1.6D1.** Record other title information of a series only if it provides valuable information identifying the series. Follow the instructions in A1.1E when transcribing other title information of a series. [1.6D1]

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

## GENERAL RULES FOR DESCRIPTION

(Words : their origin, use, and spelling ...)

**A1.6E. Statements of responsibility relating to series**

**A1.6E1.** 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 A1.1F when transcribing a statement of responsibility relating to a series. **[1.6E1]**

(Map supplement / Association of American Geographers ...)

(Technical memorandum / Beach Erosion Board ...)

(Sämtliche Werke / Thomas Mann ...)

(Nouvelle collection / Maurice Le Lannou) **[3.6B1]**

**A1.6F. ISSN of series**

**A1.6F1.** Transcribe the International Standard Serial Number (ISSN) of a series if it appears on the source of information (see also A1.6H7). Record the ISSN in the standard manner (i.e., ISSN followed by a space and two groups of four digits separated by a hyphen). **[1.6F1]**

(Western Canada series report, ISSN 0317-3127 ...)

**A1.6G. Numbering within series**

**A1.6G1.** Record the numbering of the resource within the series. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C. **[1.6G1]**

(Historic instruments at the Victoria and Albert Museum ;  
4)

(Beatrix Potter jigsaw puzzles ; no. 1)

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

(Recent scientific research ; Jan. 1996)

(Classic philosophers series ; A)  
(Parts in this series are numbered A, B, C, D, etc.)

(Occasional papers / University of Sussex Centre for  
Continuing Education, ISSN 0306-1108 ; no. 4) **[2.6B1]**

(Scr bhinni Gaeilge na mBr thar Mion r ; imleabhar 11)  
**[2.6B1]**

(Carte g ographique de l'Angleterre ; no 16) **[3.6B1]**

## GENERAL RULES FOR DESCRIPTION

{[Geological Survey of Canada A series] ; 1245A} [3.6B1]

{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} [3.6B1]

{Audio-cassette library for professional librarians ; L-510} [6.6B1]

{At-a-flash time line cards ; set 1} [8.6B1]

{AIP-DRP ; 63-2} [11.6B1]

{Wright American fiction ; reel A-4} [11.6B1]

If the numbering consists of a year and a number that is a division of the year, record the year before the number (see A1.3C4).

{Treaty series ; 1976, no. 66}  
(Numbering appears on the source of information as: no. 66 (1976)) [2.6B1]

{Background paper ; 2000, no. 3}  
(Numbering appears on the source of information as: no. 3, 2000; numbering restarts each year)

When the numbering is grammatically integrated with the series title, follow the instructions in A1.6B1.

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

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

Optionally, record designations from alternative systems of numbering (see A1.3E).

{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 A1.3G.

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

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

## GENERAL RULES FOR DESCRIPTION

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

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

If **simultaneously issued** parts of a multipart **resource** are separately numbered within a series, **record** the first and the last numbers if the numbering is continuous. Otherwise, **record** all the numbers. **[1.6G2]**

(... ; v. 11-15)

[New example]

For instructions on recording series numbering for **resources issued in successive parts**, see A2.6G1.

**A1.6G2.** *Optionally*, if **the resource** has both a numeric and/or alphabetic designation and a chronological designation, **record** the chronological designation after the numeric and/or alphabetic designation. A date of publication, distribution, etc., is not a chronological designation. **[1.6G3]**

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

### A1.6H. Subseries

**A1.6H1.** If **the resource** is one of a subseries (see Glossary) and both the series and the subseries are named **on the source of information**, **record** the details of the main series (see A1.6A–A1.6G) first and follow them with the name of the subseries and the details of that subseries. **[1.6H1]**

(Department of State publication ; 8583. East Asian and Pacific series ...)

**[2.6B1]**

(Acta Universitatis Stockholmiensis. Stockholm studies in the history of literature ...)

**[2.6B1]**

(Standard radio super sound effects. Trains)

**[6.6B1]**

([Development digest. Premier series])

**[6.6B1]**

(Three centuries of drama. English, 1642-1700)

**[11.6B1]**

**A1.6H2.** 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 **resource** 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. **[1.6H2]**

**A1.6H3.** If a phrase such as “new series,” “second series,” etc., appears with an unnumbered series **on the source of information**, transcribe such a phrase as a

## GENERAL RULES FOR DESCRIPTION

subseries title. If it appears with a numbered series, transcribe the phrase as part of the numbering of the series as instructed in A1.6G1 (see also A1.3G). [1.6H3]

(Cambridge studies in international and comparative law.  
New series)

(Marian Library studies ; new ser., v. 12)

**A1.6H4.** In case of doubt about whether one of the titles is a subseries or a second series, treat it as a second series (see A1.6J). [1.6H4]

**A1.6H5.** If the subseries has a numeric and/or alphabetic designation and no title, record the designation. If such a subseries has a title as well as a designation, record the title after the designation. [1.6H5]

(Music for today. Series 2 ...)

(Viewmaster science series. 4, Physics)

(Communications of the Dublin Institute for Advanced  
Studies. Series D, Geophysical bulletin ...) [3.6B1]

(Series of atlases in facsimile / Theatrum Orbis Terrarum.  
6th series ...) [3.6B1]

**A1.6H6.** Record parallel titles, other title information, and statements of responsibility relating to subseries as instructed in A1.6C, A1.6D, and A1.6E. [1.6H6]

(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 ...)

**A1.6H7.** Transcribe the International Standard Serial Number (ISSN) of a subseries if it appears on the source of information; in such a case, omit the ISSN of the main series. Record the ISSN in the standard manner (i.e., ISSN followed by a space and two groups of four digits separated by a hyphen). [1.6H7]

(West Virginia University bulletin. Engineering Experiment  
Station bulletin, ISSN 0083-8640) [12.6B1]

(Janua linguarum. Series maior, ISSN 0075-3114 ...)

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

**A1.6H8.** Record the numbering within a subseries as instructed in A1.6G. [1.6H8]

(Sciences. Physics ; TSP 1)

(Biblioteca de arte hispánico ; 8. Artes aplicadas ; 1)

## GENERAL RULES FOR DESCRIPTION

**A1.6J. Resource in more than one series**

**A1.6J1.** The information relating to one series, or series and subseries, constitutes one series statement. If **the resource** belongs to two or more series and/or two or more series and subseries, **record** separate series statements and enclose each statement in parentheses. Follow the instructions in **A1.6A-A1.6H** in recording each series statement. **[1.6J1]**

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

(Bulletin of the Iowa Highway Research Board) (Iowa State University bulletin) **[12.6B1]**

If parts of **the resource** belong to different series and this relationship cannot be stated clearly in the series area, **record** details of the series in a note (see **A1.7B17**).

**A1.6K. Change in series statement.** For instructions relating to changes in series statements for *resources issued in successive parts* and *integrating resources*, see **A2.6K1** and **A3.6K1**. **[new]**

For changes indicating that the resource belongs to more than one series, follow the instructions in **A1.6J1**.

**A1.7. NOTE AREA**

Contents:

- A1.7A Preliminary rule
  - A1.7A1 **Application**
  - A1.7A2 Sources of information
  - A1.7A3 Form of notes
  - A1.7A4 Notes citing other editions and works
  - A1.7A5 **Punctuation**
- A1.7B Notes
  - A1.7B1 **Nature, scope, or form**
  - A1.7B2 Frequency
  - A1.7B3 Language and script
  - A1.7B4 Source of title proper
  - A1.7B5 Variations in title
  - A1.7B6 Parallel titles
  - A1.7B7 Other title information
  - A1.7B8 Statements of responsibility
  - A1.7B9 Edition and history
  - A1.7B10 Manifestations in other formats
  - A1.7B11 Material (or type of publication) **specific details**
  - A1.7B12 Publication, distribution, etc.
  - A1.7B13 Technical description
  - A1.7B14 Ancillary material

## GENERAL RULES FOR DESCRIPTION

A1.7B15	System requirements
A1.7B16	Mode of access
A1.7B17	Series
A1.7B18	Dissertations
A1.7B19	Audience
A1.7B20	Summary
A1.7B21	Contents
A1.7B22	Indexes and finding aids
A1.7B23	References to published descriptions
A1.7B24	Numbers associated with the resource
A1.7B25	“With” notes
A1.7B26	Details of the original
A1.7B27	Issue, iteration, or part described
A1.7B28	Item being described and library’s holdings
A1.7B29	Donor, source, etc., and previous owner(s)
A1.7B30	Restrictions on access and use

**A1.7A. Preliminary rule**

**A1.7A1. Application.** Notes contain useful descriptive information that cannot be fitted into other areas of the description. [1.7A5]

Notes may reflect changes in the resource over time (see A2.7B2-A2.7B17 and A3.7B2-A3.7B17). [12.7B1]

**A1.7A2. Sources of information.** Take data recorded in notes from any suitable source. Use square brackets only for interpolations within quoted text. See also A1.0E. [1.7A2]

**A1.7A3. Form of notes**

**Order of information.** If data in a note correspond to elements that are recorded in the title and statement of responsibility, edition, material (or type of publication) specific details, publication, etc., technical description, and series areas, record 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. [1.7A3]

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 A1.0E).

Based on: <hfmz Rfhvfj ds / A. V. Ljcnjt dcrbq

## GENERAL RULES FOR DESCRIPTION

**Applicability.** If it is known that the note does not apply to the entire resource, add an identification of the applicable part(s), such as numbering or publication dates.

[12.7A2]

**Quotations.** Record quotations from the resource or from other sources in quotation marks. Follow the quotation by an indication of its source, unless that source is the 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 resource, 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.

**Combining notes.** When appropriate, combine two or more notes to make one note.

[1.7A5]

#### A1.7A4. Notes citing other editions and works

**Other editions.** In citing another edition of the same work, record enough information to identify the edition cited. [1.7A4]

Revision of: 2nd ed., 1973

**Other works and other expressions or manifestations of the same work.** In citing other works and other expressions or manifestations of the same work (other than different editions with the same title), use the title or name-title under which that resource is entered or would be entered (see chapter XX). If it is not possible to determine what this would be, use the title proper and statement of responsibility of the resource. When necessary, add the edition statement and/or date of publication of the manifestation cited.

## GENERAL RULES FOR DESCRIPTION

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 reproductions.** In describing a reproduction of another **manifestation of the same work** (e.g., a text reproduced in microform; a manuscript reproduced in book form; a set of maps reproduced as slides), **record** the notes relating to the reproduction and then the notes relating to the original **manifestation**. Combine the notes relating to the original in one note, giving the details in the order of the areas to which they relate.

**A1.7A5. Punctuation**

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each. [1.7A1]

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

**A1.7B. Notes**

**Make** notes in the order in which they are listed here. However, **make** a particular note first when it has been decided that note is of primary importance. [1.7B]

**A1.7B1. Nature, scope, or form.** **Make notes on the nature, scope, or form of the resource unless it is apparent from the rest of the description.** [1.7B1]

Comedy in two acts

Documentary

Shows all of western Europe and some of eastern Europe  
(**Resource** entitled: Germany) [3.7B1]

Shows the routes of Amundsen, Byrd, and Gould [3.7B1]

Shows southernmost extent of the midnight sun [3.7B1]

Shows the main battles of 1944-1945  
(**Resource** entitled: The Asian struggle) [3.7B1]

Shows dioceses [3.7B1]

Based on 1981 statistics [3.7B1]

Carol [5.7B1]

Play for child actors [6.7B1]

## GENERAL RULES FOR DESCRIPTION

Opera in two acts [6.7B1]

Field recording of birdsong [6.7B1]

TV play [7.7B1]

Cross-cultural survey [8.7B1]

In describing **an assembled** collection, name the types of papers, etc., constituting the collection and mention any other features that characterize it. If the collection is of personal papers, **etc.**, **provide** 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, **include** the contents (see **A1.7B21**) as part of that summary. [4.7B1]

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"

See also supplementary instructions on notes pertaining to nature, scope, or form for **music** (B2.7B1), **cartographic resources** (B3.7B1), **sound** (B6.7B1), and **manuscripts** (C1.7B1).

**A1.7B2. Frequency.** For instructions on notes pertaining to frequency for **serials** and **integrating resources**, see A2.7B2 and A3.7B2. [new]

**A1.7B3. Language and script.** Make notes on the language(s) and/or script(s) of the content of the resource unless this is apparent from the rest of the description. [1.7B2]

Commentary in English

Spanish version of: Brushing away tooth decay

Latin text; parallel English translation [2.7B2]

Place names in Italian [3.7B2]

Legend in English and Afrikaans [3.7B2]

## GENERAL RULES FOR DESCRIPTION

Some items in English; some in French [4.7B2]

English with typewritten French translation [4.7B2]

Latin with English marginalia [4.7B2]

English words; includes principal melodies [5.7B2]

Sung in French [6.7B2]

French dialogue; English subtitles [7.7B2]

Dubbed into English [7.7B2]

Captions in Spanish [8.7B2]

Sound tape in Spanish and English [8.7B2]

Record the programming language as part of the system requirements note (see A1.7B15). [9.7B2]

See also supplementary instructions on notes pertaining to language and script for *music*, see B2.7B3.

**A1.7B4. Source of title proper.** Make a note on the source of the title proper if it is other than the chief source of information. [1.7B3]

**A1.7B5. Variations in title.** Make notes on titles by which the resource is commonly known or on titles borne by the resource other than the title proper if considered to be important. *Optionally*, provide a romanization of the title proper. [1.7B4]

Cover title: Giovanni da Firenze

Original title: L'éducation sentimentale

Commonly known as: LCIB

For instructions on notes pertaining to changes in title for *resources issued in successive parts* and *integrating resources*, see A2.7B5 and A3.7B5.

See also supplementary instructions on notes pertaining to variations in title proper for *manuscripts* (C1.7B5) and *digital media* (C7.7B5).

**A1.7B6. Parallel titles.** Make notes on the title in another language and/or script not recorded in the title and statement of responsibility area if considered to be important. [1.7B5]

For instructions on notes pertaining to changes in parallel titles for *resources issued in successive parts* and *integrating resources*, see A2.7B6 and A3.7B6.

**A1.7B7. Other title information.** Make notes on other title information not recorded in the title and statement of responsibility area if considered to be important. [1.7B5]

## GENERAL RULES FOR DESCRIPTION

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

For instructions on notes pertaining to changes in other title information for *resources issued in successive parts* and *integrating resources*, see A2.7B7 and A3.7B7.

**A1.7B8. Statements of responsibility.** Make notes on forms of names of persons or bodies appearing in the resource that differ from those recorded in the title and statement of responsibility area if considered to be important. Include statements of responsibility not recorded in the title and statement of responsibility area. Make notes on persons or bodies connected with the resource, or significant persons or bodies connected with previous editions and not already named in the description. [1.7B6]

Attributed to Thomas Dekker

Original, signed by John Hancock

Marginalia by Robert Graves

Dictated to Clare Wheeler

Collection made by P.M. Townshend

Provide 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. [12.7B7.1]

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)

For instructions on notes pertaining to statements of responsibility and changes in statements of responsibility for *resources issued in successive parts* and *integrating resources*, see A2.7B8 and A3.7B8.

See also supplementary instructions on notes pertaining to statements of responsibility for *sound* (B6.7B8) and for *moving images* (B7.7B8).

**A1.7B9. Edition and history.** Make notes relating to the edition being described, its bibliographic history, and its relationships to other resources. [1.7B7]

Rev. ed. of: The portable Dorothy Parker

Formerly available as: CAS 675

## GENERAL RULES FOR DESCRIPTION

First released in 1969 [8.7B9]

Recast in bronze from artist's plaster original of 1903  
[10.7B7]

Cite other works upon which the resource depends for its intellectual or artistic content. [10.7B7]

Based on the novel by Thomas Hardy [1.7B6]

Inspired by themes from the music of George Butterworth  
[1.7B6]

Author's adaptation of his Russian text [2.7B2]

Adaptation of: The taming of the shrew / William  
Shakespeare [2.7B2]

Based on: Historiae / Thucydides ; edited by H.S. Jones and  
J.E. Powell. Oxford : Clarendon Press, 1967-1970 [9.7B7]

Game based on: Lateral thinking / by M. Freedman [10.7B7]

Make notes on important relationships between the resource being described and the immediately preceding, immediately succeeding, or simultaneously issued resources. [12.7B.8]

- a) *Continuation or sequel.* If a resource continues or is a sequel to a previously published resource, provide the name of the preceding resource. (See also XX.XX, XX.XX, and XX.XX.)

Continues: Monthly Scottish news bulletin

Continues the monograph: Total baseball

[New example for sequel]

If a resource is continued by a subsequently published resource, provide the name of the succeeding resource, and optionally the date of the change. (See also XX.XX, XX.XX, and XX.XX.)

Continued by: Regina

Continued by a section in: Canadian Association of  
Geographers' newsletter

- b) *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 c) below), provide the name of the original.

Translation of: Blé dans le monde

## GENERAL RULES FOR DESCRIPTION

Translation of: La muerte de Artemio Cruz [2.7B2]

If a resource is translated, **provide** 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

- c) *Simultaneous edition.* If a resource is one of two or more editions differing in partial content and/or in language, **provide** the name of the other edition(s).

English ed. of: Bulletin critique du livre français

[New example for simultaneous edition of a monograph]

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

- d) *Supplement.* If a resource is a supplement to another resource, **provide** 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

[New example for supplement to a monograph]

Make brief general notes on irregular, informal, numerous, or unimportant supplements that are not described separately.

Supplements accompany some numbers

Numerous supplements

For additional instructions on notes pertaining to edition and history and changes in edition information for **resources issued in successive parts** and **integrating resources**, see A2.7B9 and A3.7B9.

See also supplementary instructions on notes pertaining to edition and history for **sound** (B6.7B9), **moving images** (B7.7B9), and **digital media** (C7.7B9).

## GENERAL RULES FOR DESCRIPTION

**A1.7B10. Manifestations in other formats. Make notes on** the details of other formats in which the content **or partial content** of the **resource** has been issued (see **A1.5A3**). **[1.7B16]**

Issued also on CD-ROM **[2.7B16]**

Also issued electronically via World Wide Web in PDF format **[2.7B16]**

Issued also on cassette (VHS or Sony U-Matic) **[7.7B16]**

Issued also in 16 mm format

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 **[9.7B16]**

Latest tables of contents and other information about the journal available online **[12.7B16]**

Also issued in printed form, 1997-1999 **[12.7B16]**

For details of other formats available in the library, see **A1.7B28**.

**A1.7B11. Material (or type of publication) specific details. Make notes relating to material or type of publication specific details.** **[1.7B8]**

Scale of original: ca. 1:6,000

Military grid

File size varies

Vol. numbering irregular

Numbering begins each year with no. 1

Make notes on complex or irregular numbering of a *multipart resource* not already specified in the numbering area if considered to be important (see **also A1.3G**). Make notes on issuing peculiarities if considered to be important. **[12.7B10.2]**

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

## GENERAL RULES FOR DESCRIPTION

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

See also supplementary instructions on notes pertaining to material specific details for *resources issued in successive parts* (A2.7B11), *music* (B2.7B11), and *cartographic resources* (B3.7B11).

### A1.7B12. Publication, distribution, etc

**A1.7B12.1.** Make notes on publication, distribution, etc., details that are not included in the publication, distribution, etc., area and are considered to be important. [1.7B9]

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

For instructions on notes pertaining to publication, distribution, etc., and changes in publication, distribution, etc., for *resources issued in successive parts* and *integrating resources*, see A2.7B12 and A3.7B12.

**A1.7B12.2** For a resource in an *unpublished* form, provide the name of the place in which the resource was produced (i.e., written, drawn, filmed, etc.) if it appears on the resource and is not recorded elsewhere in the description. Record the source of the information. [4.7B8]

At end: Long Beach Island

On t.p.: London-Zagreb-Trieste

**A1.7B13. Technical description.** Make notes on important technical details that are not included in the technical description area, especially if these affect the use of the resource. [1.7B10]

Printed area measures 30 × 46 cm

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

## GENERAL RULES FOR DESCRIPTION

Magnetic sound track

Alternate pages blank [2.7B10]

Hand coloured [3.7B10]

Mounted map created from several segments [3.7B10]

Paper watermarked: KS and a crown [4.7B10]

Acoustic recording [6.7B10]

Impressed on rectangular surface 20 × 20 cm [6.7B10]

For 65-note player piano [6.7B10]

Composite photo [8.7B10]

Filmstrip mounted in rigid format for use with Phono-viewer [8.7B10]

Images placed in frame both horizontally and vertically [8.7B10]

Displays in red, yellow, and blue [9.7B10]

Four times actual size. - The parts of the ear are painted to show anatomical structure

If the **technical** description includes (*various pieces*) (see A1.5B2) and a description of the pieces is considered to be useful, **provide** such a description. [10.7B10]

Includes headdress, beaded shirt, trousers, and moccasins

Contains 1 small stage, 5 foreground transparencies, 2 backgrounds, 5 story sheets, and 1 easel

**Record the duration of each part contained in a resource without a collective title and described as a unit (see A1.1G).** [6.7B10]

Durations: 17 min.; 23 min.; 9 min.

**Make notes on the number and location of illustrative matter issued within another part of the resource (e.g., in a pocket inside the cover of a book) or in a container (see A1.5C9.5).**

: ill., col. maps

**Note:** Four maps on 2 folded leaves in pocket

Coloured map of Australia on endpapers [2.7B10]

## GENERAL RULES FOR DESCRIPTION

In wooden case bearing, on its inner faces, representations of the celestial hemispheres [3.7B10]

For instructions on notes pertaining to changes in technical details for *resources issued in successive parts* and *integrating resources* see A2.7B13 and A3.7B13.

See also supplementary instructions on notes pertaining to technical details for *print and graphic media* (C1.7B13), *micrographic media* (C2.7B13), *tactile media* (C3.7B13), *audio media* (C5.7B13), *projected graphic, film, and video media* (C6.7B13), and *digital media* (C7.7B13).

**A1.7B14. Ancillary material.** Make notes on details of ancillary material (including minor supplements) not mentioned in the technical description area (see A1.5E1). [1.7B11]

Set includes booklet: New mathematics guide. 16 p.

Accompanied by 1 tutorial, 1 installation and performance guide, 1 AutoLISP programmer's reference, 1 IGES interface specifications, 1 addendum, 1 plastic template [9.7B11 (2004 amendments)]

Accompanied by supplement (37 p.) issued in 1971 [1.9A1]

**Add** the frequency of **ancillary** materials that are a regular feature of the resource. [12.7B13]

Sound disc with last issue of each year

Slides with every 7th issue

Vol. 7, no. 6 contains wall chart (col. ; 26 × 40 cm)

Every 3rd issue includes supplement: EEC facts and statistics

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

**Make notes on the location of ancillary material as issued if considered to be important (see A1.5E2).**

Three photos. of first performance in pocket inside each cover [5.7B11]

Lyrics on sheets in container [6.7B11]

## GENERAL RULES FOR DESCRIPTION

For resources in an *unpublished* form, make notes on details of ancillary material, especially (for letters) envelopes, enclosures, and endorsements; and (for legal documents) accompanying papers and endorsements. **[4.7B11]**

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

See also supplementary instructions on notes pertaining to ancillary material for a *remote access digital resource* (C7.7B14).

**A1.7B15. System requirements.** Make a note on the system requirements of the resource if applicable and if the information is readily available. Begin the note with *System requirements:*. Precede each characteristic, other than the first, by a semicolon. **[9.7B1b)]**

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: Can be played as advanced-resolution surround, advance-resolution stereo and DVD-compatible Dolby digital (AC-3); advanced resolution audio and video content require DVD-audio-capable players **[new; proposed by MLA]**

System requirements: Compact disc/super audio compact disc hybrid; can be played on any compact disc or super audio compact disc-compatible player **[new; proposed by MLA]**

System requirements: Enhanced CD; accompanying jpeg files require Windows 98 and photo software for viewing **[new; proposed by MLA]**

[New example for video?]

See also supplementary instructions on notes pertaining to system requirements for *digital media* (C7.7B15).

**A1.7B16. Mode of access.** If the resource is available only by remote access, always specify the mode of access. Begin the note with *Mode of access:*. **[9.7B1c)]**

## GENERAL RULES FOR DESCRIPTION

Mode of access: AUSINET

Mode of access: Electronic mail using ARPA

Mode of access: World Wide Web

Mode of access: Internet via ftp

**A1.7B17. Series.** Make notes on series data that cannot be recorded in the series area. [1.7B12]

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

For instructions on notes pertaining to series and changes in series for *resources issued in successive parts* and *integrating resources*, see A2.7B17 and A3.7B17.

**A1.7B18. Dissertations.** If the resource being described is a dissertation or thesis presented as part of the requirements for an academic degree and contains a formal thesis statement, make a note beginning *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. Enclose the statement of the degree in parentheses. Precede the name of the institution by a dash and precede the year in which the degree was granted by a comma. [1.7B13]

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

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

Thesis (doctoral)—Freie Universität, Berlin, 1973

If the resource lacks a formal thesis statement, or if it is a revision or abridgement of a thesis, provide this information followed by a brief statement of the degree, the name of the institution, and the year in which the degree was granted.

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

Originally presented as the author's thesis (doctoral)—Universität Regensburg, 2001 [new]

Revision of the author's thesis (Magisterarbeit)—Universität Frankfurt am Main, 2004 [new]

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

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

## GENERAL RULES FOR DESCRIPTION

Based on Paul Edward Smith's thesis (Ph.D.)—Catholic University of America, 1942 [new]

If the resource was presented under a different title than that on the resource being described, make a bibliographic history note.

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

**A1.7B19. Audience.** Make a brief note of the intended audience for, or intellectual level of, the resource if this information is stated on the resource. [1.7B14]

Intended audience: Elementary grades

For children aged 7-9

Intended audience: Clinical students and postgraduate house officers

**A1.7B20. Summary.** Provide a brief objective summary of the content of the resource (other than one that consists entirely or predominantly of music) unless another part of the description provides enough information. [1.7B17]

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

Summary: Episodes from the novel, read by Ed Begley [6.7B17]

Summary: A brief historical account up to the introduction of wave mechanics [6.7B17]

**A1.7B21. Contents.** List the contents of the resource, either selectively or fully, if they are considered to be important. [1.7B18]

When recording titles formally, take them from the head of the part to which they refer rather than from contents lists, etc. [4.7B18]

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

Bibliography: p. 859-910 [2.7B18]

With musical extracts from the works of the composer [6.7B18]

Includes petition to the King from the citizens of London, 1783, in scroll form [4.7B18]

## GENERAL RULES FOR DESCRIPTION

Also contains two short prose pieces dated 1937 [4.7B18]

Contains letters to Mrs. Wells and Gabrielle Gissing  
[4.7B18]

Contents: Surrey - Kent - Middlesex - Essex [11.7B18]

Includes: Bibliography of Northwest materials [12.7B19]

Issues for 1922-1931 include: The woman voter : official  
organ of the League of Women Voters [12.7B19]

See also supplementary instructions on contents notes for *music* (B2.7B21),  
*cartographic resources* (B3.7B21), *graphics* (B4.7B21), *sound* (B6.7B21), and  
*moving images* (B7.7B21).

**A1.7B22. Indexes and finding aids.** Make notes on the availability, nature, and  
location of indexes and finding aids (whether accompanying the resource or available  
separately), if considered to be important. [new]

Includes indexes [12.7B17a]

Each third volume is an index to all preceding volumes  
[12.7B17a]

Includes unnumbered chronology volume [12.7B17b]

Published finding aid available

Finding aid available in the Manuscript Reading Room and on  
the Internet

Correspondence index to 1880

*Optionally*, give details of the level of control of the index or finding aid.

Finding aid listing subdivisions is available in the  
Reading Room

Finding aid: detailed list

Finding aid: provisional summary description

For instructions on notes pertaining to indexes for *serials* see A2.7B22.

**A1.7B23. Reference to published descriptions.** Cite briefly descriptions in standard  
lists in accordance with standard practice. Begin the note with *References:*. Precede  
each citation other than the first by a semicolon. [1.7B15]

References: HR6471; GW9101; Goff D-403

Reference: HR 6471

## GENERAL RULES FOR DESCRIPTION

or Reference: Hain-Reichling 6471 [2.18C1]

References: BMC (XV cent.) II, p. 346 (IB.5874); Schramm, v. 4, p. 10, 50, and ill. [2.18C1]

**A1.7B24. Numbers associated with the resource (other than those covered in A1.8).** Record important numbers associated with the resource other than ISBNs, ISSN, or any other internationally agreed standard number (see A1.8B). [1.7B19]

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

Warner Bros.: K56151

In describing a resource in several volumes, record inclusive numbers if the numbering is consecutive; otherwise record individual numbers or, if there are more than three of these, the first number and the last number separated by a diagonal slash. Record 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. [5.7B19]

[New examples]

See also supplementary instructions on notes pertaining to numbers for *music* (B2.7B24) and *sound* (B6.7B24).

**A1.7B25. “With” notes.** If the title and statement of responsibility area contains a title that applies to only a component part of a resource lacking a collective title and, therefore, more than one description is made (see A1.0G), make a note beginning *With:* and list the other separately titled component parts of the resource in the order in which they appear. [1.7B21]

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

**A1.7B26. Details of the original.** In describing a facsimile or reproduction, record all the details of the original in a single note (see also A1.7A4). Record the details of the original manifestation in the order of the areas of the description. [1.11F]

Facsim. of: 2nd ed., rev. London : Routledge, 1877

Contents: Complete facsimile of the British Museum manuscript of Alice’s adventures under ground – Front matter of the Macmillan 1886 edition – Back matter of the Macmillan 1886 edition

Reproductions of 251 drawings from Birmingham City Museums

## GENERAL RULES FOR DESCRIPTION

Facsim. of: A classification and subject index for cataloguing and arranging the books and pamphlets of a library. Amherst, Mass., 1876 (Hartford, Conn. : Case, Lockwood & Brainard). 44 p. ; 25 cm [1.7B22]

**A1.7B27. Issue, part, or iteration described.** For resources issued in successive parts, integrating resources, and multipart monographs, 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 A1.0A1). [1.7B23]

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 record the date on which the resource was viewed for description.

Description based on contents viewed on Oct. 21, 1999

Title from title bar (viewed on Jan. 13, 2000)

*(Issue, iteration, or part described note combined with source of title proper note)*

For additional instructions on identifying the issue, part, or iteration described for resources issued in successive parts and integrating resources, see A2.7B27 and A3.7B27.

**A1.7B28. Item being described and library's holdings.** Record important descriptive and technical details of the particular resource being described. [1.7B20]

Ms. notes by author on endpapers

Lacks last 15 min. of recording

[Add example of "bound with"]

Library's copy lacks appendices, p. 245-260 [2.7B20]

Record details of the library's holdings of a serial, integrating resource, or multipart monograph if those holdings are incomplete.

Library set lacks slides 7-9

See also supplementary instructions on notes pertaining to the copy being described, etc., for *early printed books, etc.*, (C1.7B28), and *digital media* (C7.7B28).

**A1.7B29. Donor, source, etc., and previous owner(s).** Make notes on the donor or source of an original resource or assembled collection, and on previous owners if readily ascertainable. Add the year or years of accession to the name of the donor or

## GENERAL RULES FOR DESCRIPTION

source, and add the years of ownership to the name of a previous owner. [4.7B7 / 8.7B6]

Gift of Worthington C. Ford, 1907

Purchase, 1951-1968

Purchased from the Del Monte collection, 1901

Gift of Mr. Wright, 1938-1954

Previously owned by L. McGarry, 1951-1963

**A1.7B30. Restrictions on access and use.** Make notes on all restrictions on access to, or use of, the resource, including the nature and duration of the restriction, as specifically as possible. [4.7B14]

Accessible after 2008

Open to researchers under library restrictions

Access open for research; written permission required for both reproduction and public use during the lifetime of the interviewee [new]

Reproduction and use in any form requires written permission of the donor [new]

Restricted: Information on reproduction rights available at Reference Counter [new]

Security classification [new]

"Embargoed until 1.00 a.m. Wednesday 5 April, 1995" [new]

Access restricted to subscribers via a username and password or IP address authentication [new]

Restricted to institutions with a subscription [new]

If the literary rights in a resource in an unpublished form have been reserved for a specified period or are dedicated to the public and a document stating this is available, make a note *Information on literary rights available*.

## A1.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

Contents:

- A1.8A Preliminary rule
- A1.8A1 Sources of information
- A1.8A2 Facsimiles and reproductions
- A1.8A3 Punctuation

## GENERAL RULES FOR DESCRIPTION

A1.8B	Standard number
A1.8C	Key-title
A1.8D	Terms of availability
A1.8E	Qualification

**A1.8A. Preliminary rule**

**A1.8A1. Sources of information.** Take information included in this area from any source. Do not enclose any information in brackets. [1.8A2]

**A1.8A2. Facsimiles and reproductions.** In describing a facsimile or reproduction that has a standard number, record it in the standard number and terms of availability area, together with the key-title and terms of availability of the facsimile or reproduction. Record the standard number and key-title of the original manifestation in the note area (see A1.7B26). [1.11E]

**A1.8A3. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see A1.0C. [1.8A1]

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.

**A1.8B. Standard number**

**A1.8B1.** Record the International Standard Book Number (ISBN), an International Standard Serial Number (ISSN), or any other internationally agreed standard number for the resource being described. Record such numbers with the agreed abbreviation and with the standard spacing or hyphenation. [1.8B1]

ISBN 0-552-67587-3

ISSN 0002-9769

ISBN 0-79132-699-3

(Resource described is an integrating resource) [12.8B1]

**A1.8B2.** If the resource bears two or more such numbers, record the one that applies to the resource being described. [1.8B2]

Optionally, record more than one number and add a qualification as prescribed in A1.8E. Record a number for a complete set before the number(s) for the part(s).

Record numbers for parts in the order of the parts. Record a number for ancillary material last.

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

## GENERAL RULES FOR DESCRIPTION

**A1.8B3.** Record any number associated with the resource other than an internationally agreed standard number in a note (see A1.7B24). [1.8B3]

**A1.8B4.** If a number is known to be incorrectly represented in the resource, record the correct number if it can be readily ascertained and add (*corrected*) to it. [1.8B4]

ISBN 0-340-16427-1 (*corrected*)

**A1.8C. Key-title**

**A1.8C1.** Record the key-title of the resource, if it appears on the resource or is otherwise readily available, after the International Standard Serial Number (ISSN). Record the key-title even if it is identical with the title proper. If no ISSN is recorded, do not record the key-title. [1.8C1]

ISSN 0340-0352 = IFLA journal

ISSN 0479-7469 = Volunteer (Washington) [12.8C1]

ISSN 0268-9707 = British Library Bibliographic Services  
newsletter [12.8C1]

ISSN 0319-3012 = Image (Niagara ed.) [12.8C1]

**A1.8D. Terms of availability**

**A1.8D1.** *Optionally*, record the terms on which the resource is available. These terms consist of the price (recorded in numerals with standard symbols) if the resource is for sale, or a brief statement of other terms if the resource is not for sale. [1.8D1]

£2.50

Free to students of the college

For hire

£0.50 per issue [12.8D1]

\$6.45 per year [12.8D1]

**A1.8E. Qualification**

**A1.8E1.** Record, after the standard number, a brief qualification when the resource bears two or more standard numbers. If the resource has only one standard number, add the type of binding if considered to be important. If standard numbers for parts of the resource are recorded (see A1.8B2), follow each number with the designation of the part to which it applies. [1.8E1] [last sentence derived from 2.8D1]

ISBN 0-435-91660-2 (*cased*). — ISBN 0-435-91661-0 (*pbk.*)

## GENERAL RULES FOR DESCRIPTION

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

ISBN 0-901212-04-0 (v. 38) **[2.8D1]**

*Optionally*, when the terms of availability (see **A1.8D**) need qualification, **record** one briefly.

£1.00 (£0.50 to members)

\$12.00 (\$6.00 to students)

\$30.00 per year (\$25.00 to association members) **[12.8E1]**

£3.00 to individuals (£8.40 to libraries) **[12.8E1]**

For additional instructions on qualification of terms of availability for *updating loose-leafs*, see **A3.8E1**.

**A1.8E2.** If there is no standard number, **record** the terms of availability before any qualification. **[1.8E2]**

\$10.00 (pbk.)

**A1.9. MULTIMEDIA RESOURCES****Contents:**

- A1.9A One predominant part
- A1.9B No predominant part
- A1.9B1 General material designation
- A1.9B2 Technical description
- A1.9B3 Notes

**A1.9A. One predominant part.** If the resource has one predominant part, describe it in terms of that part and **record** details of the subsidiary part(s) as ancillary material following the **technical** description (see **A1.5E**) or in a note (see **A1.7B14**). **[1.10B]**

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

**A1.9B. No predominant part.** If the resource has no predominant part, apply the following in addition to other relevant rules in this chapter and in the appropriate following chapters. **[1.10C]**

## GENERAL RULES FOR DESCRIPTION

**A1.9B1. General material designation.** If a general material designation is used (see **A1.1C**): **[1.10C1]**

- a) for a resource without a collective title, record the appropriate designation after each title as instructed in **A1.1C2**.

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

- b) for a resource with a collective title, follow the instructions in **A1.1C4**.

... [multimedia]

**A1.9B2. Technical description.** Apply whichever of the following three methods is appropriate to the resource being described: **[1.10C2 (2004 amendments)]**

- a) Record the extent of each part or group of parts belonging to each distinct type of medium as the first element of the technical description (do this if no further technical description of each part is desired). *Optionally*, if the parts are in a container, name the container and record 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) Record a separate technical description for each part or group of parts conveyed in a distinct type of media (do this if a further technical description of each part is desired). Record each technical description on a separate line. *Optionally*, if the parts are in a container, name the container after the last technical description and record 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

## GENERAL RULES FOR DESCRIPTION

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 **resources comprising** a large number of heterogeneous **parts**, **record** a general term as the extent. **Record** the number of such pieces unless it cannot be ascertained. *Optionally*, if the pieces are in a container, name the container and **record** its dimensions.

various pieces

27 various pieces

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

**A1.9B3. Notes.** **Record** notes on particular parts together following the series area or following the **technical** description(s) if no series area is present. **[1.10C3]**

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

**A1.10. “IN” ANALYTICS****Contents:****A1.10B** Parts of “In” analytics

**A1.10A.** The descriptive part of an “In” analytic entry (see **A1.0K**) consists of a description of the part **or component part** analyzed followed by a short citation of the **aggregate resource** in which the part **or component part** occurs. **[13.5A]**

Make a description of the part **or component part** analyzed consisting of those of the following elements that apply to the part **or component part**:

title proper, other title information, statement(s) of responsibility  
 edition **statement**  
 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 **aggregate resource**)  
 other **technical** details  
 dimensions  
 notes

Begin the citation of the **aggregate resource** with *In* (italicized, underlined, or otherwise emphasized). Follow *In* by:

name and/or uniform title heading (see **XX**) for the **aggregate resource**, if appropriate

## GENERAL RULES FOR DESCRIPTION

title proper  
 statement(s) of responsibility when necessary for identification  
 edition statement  
 numbering (of a serial) or publication details (of a monograph)

Miss Mapp [GMD] / E.F. Benson. - 310 p. ; 23 cm.  
*In* [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, 331/3 rpm, stereo. ; 12 in.  
*In* Texas country. - Los Angeles : United Artists, p1976

Nonbook materials (NBM) [GMD] / Ronald Hagler. - on side B  
 of tape 2 of 3 sound cassettes : analog, mono.  
*In* [Heading]. Institute on International Standards as  
 Related to Universal Bibliographic Control. - [Los Angeles] :  
 Development Digest, c1976

### A1.10B. Parts of “In” analytics

**A1.10B1.** In making an “In” analytic entry for a part or component part of a resource that is itself catalogued by means of an “In” analytic entry, make an “In” analytic note containing information about the aggregate resource and about the part or component part containing the part being analyzed. Record information about the smaller part or component part first, and then information about the aggregate resource in the form of a series statement. **[13.5B1]**

The Tào teh king, or, The Tào and its characteristics  
 [GMD]. - p. [45]-124 ; 23 cm.

## GENERAL RULES FOR DESCRIPTION

*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)*

**A1.11. MULTILEVEL DESCRIPTION**

**A1.11A.** In describing both the aggregate resource and its parts by means of a multilevel description (see A1.0L), divide the descriptive information into two or more levels. Record at the first level only information relating to the resource as a whole. Record at the second level information relating to a group of parts or to the individual part being described. If information at the second level relates to a group of parts, record information relating to the individual part at a third level. Make the levels distinct by layout and/or other means. [13.6A]

*The sacred books of the East [GMD] / translated by various  
oriental scholars and edited by F. Max Müller. - Oxford :  
Clarendon Press, 1879-1910. - 50 v. ; 23 cm.*

*Vols. 39-40. : The texts of Taoism / translated by James  
Legge. - 1891. - (The sacred books of China)*

*Pt. 1 : The Tâo teh king. The writings of Kwang-tsze,  
books I-XVII. - xxii, 396 p.*

*American folklore [GMD] / co-ordinated for the Voice of  
America by Tristram Coffin. - Washington : United States  
Information Agency, 1967. - 28 sound tape reels : analog, 7½  
ips, mono. ; 7 in. - (Forum series)*

*8 : The American traditional ballad / G.M. Laws. - 1 sound  
tape reel (35 min.). - Includes illustrative excerpts*

*Remembrance of things past [GMD] / Marcel Proust ;  
translated by C.K. Scott Moncrieff. - London : Chatto &  
Windus, 1957. - 12 v. ; 19 cm. - Translation of: À la  
recherche du temps perdu*

*Vols. 1-2 : Swann's way / illustrated by Philippe Jullian.  
- Translation of: Du côté de chez Swann. - This translation  
originally published in 1922*

*Pt. 1 : 1957 (1973 printing). - 303 p., 4 leaves of plates  
: ill. - ISBN 0-7011-1048-1*

When all the parts are received, complete any element left open.

## CHAPTER

**A2**

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**Resources Issued in Successive Parts***Contents*

- A2.0 **PRELIMINARY** RULES
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- A2.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA
  - A2.1B Title proper
    - A2.1B1** Transcription of the title proper
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  - A2.2B Edition statement
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- A2.4 PUBLICATION, DISTRIBUTION, ETC., AREA
  - A2.4C Place of publication, distribution, etc.
    - A2.4C9 Change in place of publication, distribution, etc.
  - A2.4D Name of publisher, distributor, etc.
    - A2.4D10 Change in name of publisher, distributor, etc.
  - A2.4F Date of publication, distribution, etc.
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    - A2.4G5 Change in place and/or name of manufacturer
- A2.5 **TECHNICAL** DESCRIPTION AREA
  - A2.5B Extent (including specific material designation)
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## RESOURCES ISSUED IN SUCCESSIVE PARTS

- A2.6 SERIES AREA
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      - A2.7B13.2 Change in technical description
    - A2.7B17 Series
      - A2.7B17.2 Change in series
    - A2.7B22 Indexes
    - A2.7B27 Issue, iteration, or part described

**A2.0. PRELIMINARY RULES****A2.0A. Scope**

**A2.0A1.** The rules in this chapter supplement the corresponding rules in chapter A1 and apply specifically to the description of resources issued in successive parts (i.e., serials and multipart monographs issued in successive parts intended to remain discrete). These rules also cover the description of reprints of serials and multipart monographs, regardless of whether the reprints are issued in successive parts, issued in a single part, or issued in two or more parts simultaneously. The rules in this chapter do not apply to the description of resources that are issued in two or more parts simultaneously (see chapter A1) or added to or changed by means of updates that are not intended to remain discrete and are integrated into the whole (see chapter A3). **[12.0A1]**

If a rule does not apply to all resources issued in successive parts, the scope of that rule is indicated.

See chapter XX for guidelines to determine if a change on subsequent issues or parts of a serial requires a new description. If a new description is not made, see the

## RESOURCES ISSUED IN SUCCESSIVE PARTS

rules regarding changes in this chapter (e.g., A2.1B12, A2.1D6, A2.1E7) for instructions.

**A2.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA****A2.1B. Title proper**

**A2.1B1. Transcription of the title proper.** Correct obvious typographic errors when transcribing the title proper and record 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. [12.1B1]

Housing starts

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

**A2.1B6. Omissions and abridgements.** 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 record the mark of omission. Record relationships with other resources in a note (see A2.7B9). [12.1B1]

International gas report

Note: Absorbed: World gas report

(Title appears on the source of information as: International gas report, including World gas report)

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 record the mark of omission.

[12.1B7]

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 on the source of information as: Frommer's Washington, D.C. on \$35 a day)

The annual report of Governor ...

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

Annual report                      not                      ... Annual report

**A2.1B8. Title in two or more parts.** If a phrase such as "new series," "second series," etc., appears with the title proper of an unnumbered series on the source of information, transcribe such a phrase as a section title (see A1.1B8). [1.6H3]

## RESOURCES ISSUED IN SUCCESSIVE PARTS

**A2.1B12. Change in title proper**

- a) *Serials*. If a major change in the title proper occurs, make a new description (see **XX.XX**). If a minor change occurs in the title proper on a subsequent issue or part, in general **record** the later title in a note (see **A2.7B5**). [**12.1B8a**]
- b) *Multipart monographs*. If a change in the title proper occurs on a subsequent part, in general **record** the later title in a note (see **A2.7B5**). [**new**]

**A2.1D. Parallel titles**

**A2.1D6. Change in parallel title.** 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 **A2.7B6**). [**12.1D3a**]

**A2.1E. Other title information**

**A2.1E1.** Transcribe other title information as instructed in **A1.1E** if considered to be important. [**12.1E1 (2004 amendments)**]

Aakrosh [GMD] : Asian journal on terrorism and internal conflicts

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 (see **A1.1B7**), 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

- 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 **A1.1E4**).

The greenwood tree [GMD] : newsletter of the Somerset and Dorset Family History Society

941.1 [GMD] : newsletter of AAL in Scotland

## RESOURCES ISSUED IN SUCCESSIVE PARTS

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 [A1.1E6](#)).

Hawaii Institute of Physics [GMD] : [report]

Do not transcribe other title information that consists solely of words relating to the currency of the contents or the frequency of updating.

Texas rules of civil procedure [GMD]

*not* Texas rules of civil procedure [GMD] : including amendments through order of December 5, 1983, effective April 1, 1984

If other title information has not been transcribed in the title and statement of responsibility area, **record** it in a note (see [A1.7B7](#)) *or* ignore it.

**A2.1E7. Change in other title information.** If other title information **is** 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 [A2.7B7](#)). **[12.1E2a]**

### A2.1F. Statements of responsibility

**A2.1F1. Editors.** For **serials**, do not record as statements of responsibility statements relating to persons who are editors. If a statement relating to an editor is considered **to be important**, **record** it in a note (see [A2.7B8](#)). **[12.1F3a]**

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

**A2.1F16. Change in statements of responsibility.** 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 [XX.XX](#)), **record** the name of the later person or body in a note or make a note of the deletion (see [A2.7B8](#)). 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. **[12.1F5a]**

## A2.2. EDITION AREA

### A2.2B. Edition statement

## RESOURCES ISSUED IN SUCCESSIVE PARTS

**A2.2B1.** Record an edition statement relating to a resource as a whole as instructed in A1.2B. For statements indicating regular revision or frequent updating and statements indicating numbering, see A2.2B3. [12.2B1a]

**A2.2B3.** For *serials*, record statements indicating regular revision (e.g., *Rev. ed. issued every 6 months*) as frequency in the note area (see A2.7B2). Record statements indicating numbering (e.g., *1<sup>st</sup> ed., 1916 ed.*) in the numbering area (see A1.3). [12.2B2a]

#### A2.2F. Change in edition information

**A2.2F1.** If edition information is added, deleted, or changed on a subsequent issue or part and this change does not require a new description (see XX.XX), make a note if the change is considered to be important (see A2.7B9). [12.2F1a]

### A2.4. PUBLICATION, DISTRIBUTION, ETC., AREA

#### A2.4C. Place of publication, distribution, etc.

**A2.4C9. Change in place of publication, distribution, etc.** If the place of publication, distribution, etc., changes on a subsequent issue or part, record the later place in a note if considered to be important (see A2.7B12). [12.4C2a]

#### A2.4D. Name of publisher, distributor, etc.

**A2.4D10. Change in name of publisher, distributor, etc.** If the name of the publisher, distributor, etc., changes on a subsequent issue or part and this change does not require a new description (see XX.XX), record the later name in a note if considered to be important (see A2.7B12). If the change is only in the presentation of the name, make a note if the change is considered to be important. [12.4D2a]

#### A2.4F. Date of publication, distribution, etc.

**A2.4F1.** If the first published issue or part is available, record the beginning date followed by a hyphen. If the resource has ceased or is complete and the last published issue or part is available, record the ending date, preceded by a hyphen. If the first and last published issues or parts are available, record the beginning and ending publication dates, separated by a hyphen. If the publication date is the same for all issues or parts, record only that date as the single date. [1.4F8]

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

, -1997  
(First published part not available)

, 1968-1973

## RESOURCES ISSUED IN SUCCESSIVE PARTS

*(First and last published parts available)*

, 1997

*(All issues published in same year)*

If the first and/or last published issue or part is not available, do not **record** the beginning and/or ending date; **record** information about the beginning and/or ending date in a note if it can be readily ascertained (see **A1.7B12**, **A2.7B12**).

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)*

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)*

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)* **[12.4F2]**

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)* **[12.4F2]**

*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)*

Berkeley : Auditor's Office, -[1997]

*(Description not based on either first or last issue or part)* **[12.4F2, modified]**

#### **A2.4G. Place of manufacture, name of manufacturer, date of manufacture**

**A2.4G5. Change in place and/or name of manufacturer.** 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, **record** the later place and/or name of the manufacturer in a note if considered to be important (see **A2.7B12**). **[12.4D2a]**

## RESOURCES ISSUED IN SUCCESSIVE PARTS

**A2.5. TECHNICAL DESCRIPTION AREA****A2.5B. Extent (including specific material designation)**

**A2.5B1. Number of physical units.** In describing a resource issued in a succession of physical units that is not yet complete, record the specific material designation alone. [1.5B5]

microscope slides

v.

v. (loose-leaf) [12.5B2]

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

84 microscope slides [new]

6 v. [new]

2 v. (loose-leaf) [12.5B2]  
(Loose-leaf serial issued in two binders)

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., record the number of volumes). Make a note (see A2.7B13) to the effect that no more volumes have been published. [2.5B21]

**A2.5C. Other technical details**

**A2.5C14. Change in other technical details.** If other technical details are added on a subsequent issue or part, change the technical description area to reflect all the issues or parts as instructed in A1.5C. 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 A2.7B13). [12.5C2a]

**A2.5D. Dimensions**

**A2.5D4. Change in dimensions.** If the dimensions of a resource change, or multiple parts differ in size, record the dimensions from smallest or smaller to largest or larger separated by a hyphen unless otherwise instructed in rule .5D in the chapter in section C dealing with the medium in which the resource is conveyed. [12.5D2]

v. : ill. ; 27-32 cm

models : col., plastic ; 45 × 60 × 4 cm or smaller  
(Resource described is a cartographic resource)

## RESOURCES ISSUED IN SUCCESSIVE PARTS

**A2.6. SERIES AREA****A2.6G. Numbering within series**

**A2.6G1.** If the parts of a *multipart monograph* are separately numbered within a series, **record** the first and the last numbers if the numbering is continuous. Otherwise, **record** all the numbers. **[1.6G2]**

(... ; v. 11-15)

(... ; v. 131, 145, 152)

For *serials*, do not **record** series numbering if each issue or part is separately numbered within the series. **[12.6B1]**

(Acta Universitatis Stockholmiensis)

*(Each part is separately numbered)*

(Public Health Service publication ; no. 1124)

*(Each issue of the serial carries the same series number)*

**A2.6K. Change in series statement**

**A2.6K1.** 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 **A2.7B17**). **[12.6B2a]**

**A2.7. NOTE AREA****A2.7B. Notes**

**A2.7B2. Frequency.** For *serials*, make notes on the frequency of **release of issues or parts** 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. **If changes in frequency have been numerous, make a note *Frequency varies*.** **[12.7B1]**

Annual

Monthly (except Aug.)

Monthly (during school year)

Several times a week

Issued twice a month

Six issues yearly

Irregular

## RESOURCES ISSUED IN SUCCESSIVE PARTS

Bimonthly, Nov./Dec. 1980-Mar./Apr. 1992; monthly, May 1992-

Rev. ed. issued every 4 months

Frequency varies

**A2.7B5. Variations in title****A2.7B5.1. Change in title proper**

- a) **Serials.** Make notes on minor changes in title proper that occur after the first/earliest issue or part (see A2.1B12). If scattered issues or parts have a different title proper, make a general note. [12.7B4.2a]

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) **Multipart monographs.** Make notes on changes in title proper that occur after the first/earliest part (see A2.1B12). If scattered parts have a different title proper, make a general note. [new; based on 12.7B4.2a]

**A2.7B6. Parallel titles**

- A2.7B6.1. Change in parallel title.** Make notes on changes in parallel titles that occur after the first/earliest issue or part if considered to be important (see A2.1D6). If the changes have been numerous, a general statement may be made. [12.7B5.2a]

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

Title in French not present on issues after 1998

Order of titles varies

**A2.7B7. Other title information**

- A2.7B7.1. Change in other title information.** Make notes on changes in other title information that occur after the first/earliest issue or part if considered to be important

## RESOURCES ISSUED IN SUCCESSIVE PARTS

(see A2.1E7). If the changes have been numerous, a general statement may be made. [12.7B6.2a]

Subtitle: A journal of feminism and film theory (varies slightly)

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

Subtitle varies

**A2.7B8. Statements of responsibility**

**A2.7B8.1.** For *serials*, make a note on the name of any editor considered to be an important means of identifying the serial (e.g., if a particular person edited the serial for all or most of its existence; if the person's name is likely to be better known than the title of the serial). [12.7B7.1]

Editor: Wyndham Lewis

Founded, edited, and published by Jean-Paul Sartre

**A2.7B8.2. Change in statements of responsibility.** Make notes on changes in statements of responsibility that occur after the first/earliest issue or part if considered to be important (see A2.1F16). If the changes have been numerous, a general statement may be made. [12.7B7.2a]

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

**A2.7B9. Edition and history**

**A2.7B9.** In addition to the types of relationships referred to in A1.7B9, make notes on the following: [12.7B.8]

- a) *Merger*. If a resource is the result of the merger of two or more other resources, provide 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

If a resource is merged with one or more other resources to form a resource with a new title, provide 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

## RESOURCES ISSUED IN SUCCESSIVE PARTS

- b) *Split*. If a resource is the result of the split of a previous resource into two or more resources, **provide** 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, **provide** 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, **provide** the name of the resource of which it was once a part.

Separated from: Farm journal and country gentleman

- c) *Absorption*. If a resource absorbs another resource, **provide** 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, **provide** the name of the absorbing resource.

Absorbed by: Quarterly review of marketing

**A2.7B9.1. Change in edition information.** Make notes on changes in edition information that occur after the first/earliest issue or part if considered to be important (see **A2.2F**). If the changes have been numerous, a general statement may be made. **[12.7B9.2a]**

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

**A2.7B11. Material (or type of publication) specific details**

## RESOURCES ISSUED IN SUCCESSIVE PARTS

**A2.7B11.1.** If the period covered by a volume, issue, **part**, etc., of a **resource issued in successive parts annually or less frequently** is other than a calendar year, **make a note on the period covered.** [12.7B10.1]

Report year ends June 30

Report year varies

Each issue covers: Apr. 1-Mar. 31

Each issue covers: Every two years since 1961-1962

**A2.7B12. Publication, distribution, etc.**

**A2.7B12.1.** If a resource suspends publication with the intention of resuming at a later date, **make a note on** this fact. If publication is resumed, **include** the dates or designation of the period of suspension. [12.7B11.1]

Suspended with v. 11

Make notes on beginning and/or ending dates of publication not recorded in the publication, distribution, etc., area (see **A2.4F1**).

Began in 1984

Ceased in 1991

Ceased with no. 25 in 1987

No more published after 1993

**A2.7B12.1.1. Change in publication, distribution, etc.** Makes 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 **A2.4C9**, **A2.4D10**, **A2.4G5**). If the changes have been numerous, a general statement may be made. [12.7B11.2a]

Published: Denver, 1995-1997; Boston, 1998-  
(*Publication, distribution, etc., area: Dallas : Association for Kinetic Art, 1991- ; association still the publisher*)

Imprint varies

**A2.7B13. Technical description**

**A2.7B13.1.** **Make a note if not all volumes have been published and it appears that publication will not be continued (see A2.5B1).** [new]

No more published [2.7B10]

## RESOURCES ISSUED IN SUCCESSIVE PARTS

**A2.7B13.2. Change in technical description.** If other **technical** details are deleted or changed on a subsequent issue or part, make notes if considered to be important (see **A2.5C14**). If the changes have been numerous, a general statement may be made. **[12.7B12.2a]**

**A2.7B17. Series**

**A2.7B17.1. Make notes on** details of the numbering within a series if the numbering varies from issue to issue and is considered to be important. **[12.7B14.1]**

Each issue numbered 10, 20, 30, etc., in the series

**A2.7B17.2. Change in series.** Make notes on **additions, deletions, or** changes in series statements that occur after the first/earliest issue or part if considered to be important (see **A2.6K1**). If the changes have been numerous, a general statement may be made. **[12.7B14.2a]**

Subtitle of series varies

**A2.7B22. Indexes.** Make notes on the **availability** of cumulative indexes. If possible, **include** the type of index, the volumes, etc., of the **resource** indexed, the dates of the **resource** indexed, and the location of the index in the set or the numbering of the index if it is issued separately. **[12.7B17a]**

Indexes: Vols. 1 (1927)-25 (1951) in v. 26, no. 1

Indexes: Vols. 10-17 issued as v. 18, no. 3

Index published separately every Dec.

Indexes: Subject index, v. 1-11 in v. 13. Author-title index, v. 1-11 in v. 14

Indexes covering every 5 v. (beginning with v. 71 and excluding financial volumes) issued with title: Consolidated index-digest of reports of the Interstate Commerce Commission involving motor carrier operating rights

**A2.7B27. Issue, part, or iteration described**

**A2.7B27.1.** If the description is not based on the first issue or part, make a note. **[12.7B23]**

- a) **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.

## RESOURCES ISSUED IN SUCCESSIVE PARTS

Description based on: Vol. 1, no. 3 (Aug. 1999); title from cover

(*Resource described note combined with source of title proper note*)

Description based on: No. 8 (Jan./June 1997); latest issue consulted: no. 12 (Jan./June 1999)

Latest issue consulted: 2001/3

(*Description based on 1991/1, the first issue*)

- b) **Unnumbered serials.** Make a note of the earliest issue or part consulted (citing the issue or part as instructed in A1.7A4) and its date of publication. If other issues or parts have also been consulted and the latest issue or part can be identified, also record the latest issue or part consulted and its date.

Description based on: Labor and economic reforms in Latin America and the Caribbean, 1995

Description based on: The wood demon / by Anton Pavlovich Chekhov; translated by Nicholas Saunders and Frank Dwyer, 1993; latest issue consulted: Ibsen : four major plays / translated by Rick Davis and Brian Johnson, 1995

- c) **Multipart monographs.** Make a note of the part upon which the description is based (citing the part as instructed in A1.7A4 and/or its number or publication date, as appropriate). If more than one part has been consulted, make a note of the latest part consulted in making the description. Combine information about earliest and latest issues or parts consulted in a single note if both are appropriate. Do not make a note of earliest and/or latest parts recorded in the numbering area. [new]

[New example]

RESOURCES ISSUED IN SUCCESSIVE PARTS

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## INTEGRATING RESOURCES

## CHAPTER

**A3**

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**Integrating Resources***Contents*

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**A3.0. PRELIMINARY RULES****A3.0A. Scope**

**A3.0A1.** The rules in this chapter supplement the corresponding rules in chapter A1 and apply specifically to the description of integrating resources (i.e., those that are added to or changed by means of updates that do not remain discrete and are integrated into the whole, such as updating loose-leaves and updating Web sites).  
[12.0A1]

See chapter XX for guidelines to determine if a change 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., A3.1B12, A3.1D6, A3.1E7) for instructions.

**A3.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA****A3.1B. Title proper**

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**A3.1B1. Transcription of the title proper.** Correct obvious typographic errors when transcribing the title proper and **record** 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. [12.1B1]

[New example]

**A3.1B6. Omissions and abridgements.** 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 **record** the mark of omission. **Record** relationships with other resources in a note (see A3.7B9). [12.1B1]

[New example]

**A3.1B12. Change in title proper.** 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 XX.XX) and, in general, **record** the earlier title in a note (see A3.7B5). [12.1B8b]

### A3.1D. Parallel titles

**A3.1D6. Change in parallel title.** 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 **record** any earlier parallel title in a note if considered to be important (see A3.7B6). [12.1D3b]

### A3.1E. Other title information

**A3.1E1.** Transcribe other title information as instructed in A1.1E if considered to be important. [12.1E1]

Legislação estudantil [GMD] : coletânea de leis, decretos, resoluções e pareceres

A century of lawmaking for a new nation [GMD] : U.S. Congressional documents and debates, 1774-1873

Home health nutrition [GMD] : patient education manual

9-1-1 [GMD] : hotline to contemporary culture

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 (see A1.1B7), transcribe the acronym or initialism as other title information.

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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 **A1.1E4**).

Colorado chess informant [GMD] : the official Web site of  
the Colorado State Chess Association

- 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 **A1.1E6**).

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.

Architecture & building news headlines [GMD]

*not* Architecture & building news headlines [GMD] : updated  
daily

If other title information has not been transcribed in the title and statement of responsibility area, **record** it in a note (see **A3.7B7**) *or* ignore it.

**A3.1E7. Change in other title information.** 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 **A3.7B7**). **[12.1E2b]**

### **A3.1F. Statements of responsibility**

**A3.1F1. Editors.** Record statements relating to persons who are editors as statements of responsibility if considered to be important. **[12.1F3b]**

... / edited by Cyril H. Wecht

... / [edited by] John C. Minahan, Jr. ; adapted from M.  
Wagner, Minnesota legal forms

**A3.1F16. Change in statements of responsibility.** If the statement of responsibility is added, deleted, or changed on a subsequent iteration, change the title and statement

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of responsibility area to reflect the current iteration and make a note if the change is considered to be important (see [A3.7B8](#)). [12.1F5b]

**A3.2. EDITION AREA****A3.2B. Edition statement**

**A3.2B1.** Record an edition statement as instructed in [A1.2B1](#) if considered to be important. For statements indicating regular revision or frequent updating, see [A3.2B3](#). [12.2B1b]

**A3.2B3.** Record statements indicating regular revision or frequent updating (e.g., *Rev. ed. issued every 6 months*, *Frequently updated*) as frequency in the note area (see [A3.7B2](#)). [12.2B2b]

**A3.2F. Change in edition information**

**A3.2F1.** If edition information is added, deleted, or changed on a subsequent iteration and this change does not require a new description (see [XX.XX](#)), change the edition area to reflect the current iteration and make a note if the change is considered to be important (see [A3.7B9](#)). [12.2F1b]

**A3.4. PUBLICATION, DISTRIBUTION, ETC., AREA****A3.4C. Place of publication, distribution, etc.**

**A3.4C9. Change in place of publication, distribution, etc.** If the place of publication, distribution, etc., changes on a subsequent iteration, change the publication, distribution, etc., area to reflect the current iteration and record the earlier place in a note if considered to be important (see [A3.7B12](#)). [12.4C2b]

**A3.4D. Name of publisher, distributor, etc.**

**A3.4D10. Change in name of publisher, distributor, etc.** 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 record the earlier name in a note if considered to be important (see [A3.7B12](#)). [12.4D2b]

**A3.4F. Date of publication, distribution, etc.**

**A3.4F1.** If the first published iteration is available, record the beginning date followed by a hyphen. If the resource has ceased or is complete and the last published iteration is available, record the ending date, preceded by a hyphen. If the first and last published iterations are available, record the beginning and ending publication

## INTEGRATING RESOURCES

dates, separated by a hyphen. If the publication date is the same for all iterations **record** only that date as the single date. For an *updating loose-leaf*, supply the date of the last update if considered important. [1.4F8]

, 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 iteration is not available, do not **record** the beginning and/or ending date; **record** information about the beginning and/or ending date in a note if it can be readily ascertained (see A1.7B12, A3.7B12).

[New example]

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

[New example]

### A3.4G. Place of manufacture, name of manufacturer, date of manufacture

**A3.4G5. Change in place and/or name of manufacturer.** 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 **record** the earlier place and/or name of the manufacturer in a note if considered to be important (see A3.7B12). [12.4D2b]

## A3.5. TECHNICAL DESCRIPTION AREA

### A3.5B. Extent (including specific material designation)

**A3.5B1. Number of physical units.** In describing an **integrating resource** that is not yet complete, **record** the specific material designation alone. [1.5B5]

v. (loose-leaf) [12.5B2]

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

2 v. (loose-leaf) [12.5B2]  
*(Integrating loose-leaf issued in two binders)*

### A3.5C. Other **technical** details

**A3.5C14. Change in other **technical** details.** If other **technical** details are added, omitted, or changed on a subsequent iteration, change the **technical** description area to reflect the current iteration and make a note if the change is considered to be important (see A3.7B13). [12.5C2b]

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**A3.5D. Dimensions**

**A3.5D4. Change in dimensions.** If multiple parts of the same iteration differ in size, record the dimensions from smallest or smaller to largest or larger separated by a hyphen unless otherwise instructed in rule .5D in the chapter in section C dealing with the medium in which the resource is conveyed. [12.5D2]

v. (loose-leaf) ; 26-29 cm

If the dimensions of a subsequent iteration change, change the technical description area to reflect the current iteration and make a note if the change is considered to be important.

**A3.6. SERIES AREA****A3.6K. Change in series statement**

**A3.6K1.** 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 A3.7B17). [12.6B2b]

**A3.7. NOTE AREA****A3.7B. Notes**

**A3.7B2. Frequency.** Make notes on the frequency of updates 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. If changes in frequency have been numerous, make a note *Frequency varies*. [12.7B1]

Updated quarterly

Continually updated

Frequency varies

**A3.7B5. Variations in title**

**A3.7B5.1. Change in title proper.** Make notes on earlier titles proper (see A3.1B12). [12.7B4.2b]

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

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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

**A3.7B6. Parallel titles**

**A3.7B6.1. Change in parallel title.** 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 **A3.1D6**). If the changes have been numerous, a general statement may be made. **[12.7B5.2b]**

**A3.7B7. Other title information**

**A3.7B7.1. Change in other title information.** 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 **A3.1E7**). If the changes have been numerous, a general statement may be made. **[12.7B6.2b]**

**A3.7B8. Statements of responsibility**

**A3.7B8.2. Change in statements of responsibility.** 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 **A3.1F16**). If the changes have been numerous, a general statement may be made. **[12.7B7.2b]**

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

Editor varies

**A3.7B9. Edition and history**

**A3.7B9.** In addition to the types of relationships referred to in **A1.7B9**, make notes on the following. **[12.7B.8]**

- a) *Merger.* If a resource is the result of the merger of two or more other resources, **provide** the names of the resources that were merged.

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, **provide** the name(s) of the resource(s) with which it has merged and the name of the new resource.

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[New example]

- b) *Split*. If a resource is the result of the split of a previous resource into two or more resources, **provide** the name of the resource that has been split, and *optionally* the name(s) of the other resource(s) resulting from the split.

[New example]

If a resource splits into two or more separate resources, **provide** the names of the resources resulting from the split.

[New example]

If a resource has separated from another resource, **provide** the name of the resource of which it was once a part.

[New example]

- c) *Absorption*. If a resource absorbs another resource, **provide** the name of the resource absorbed, and *optionally* the date of absorption.

[New example]

If a resource is absorbed by another resource, **provide** the name of the absorbing resource.

[New example]

**A3.7B9.1. Change in edition information.** 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 **A3.2F**). If the changes have been numerous, a general statement may be made. **[12.7B9.2b]**

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

**A3.7B12. Publication, distribution, etc.**

**A3.7B12.1.** If a resource suspends publication with the intention of resuming at a later date, **make a note on** this fact. If publication is resumed, **include** the dates or designation of the period of suspension. **[12.7B11.1]**

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 **A3.4F1**).

Completed publication in 2000?

Began in 1967; ceased in 1998

## INTEGRATING RESOURCES

**A3.7B12.1.1. Change in publication, distribution, etc.** 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 [A3.4C9](#), [A3.4D10](#), [A3.4G5](#)). If the changes have been numerous, a general statement may be made. **[12.7B11.2b]**

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

### **A3.7B13. Technical description**

**A3.7B13.1. Change in technical description.** Make notes on **technical** details no longer present on the current iteration if considered to be important (see [A3.5C14](#)). If the changes have been numerous, a general statement may be made. **[12.7B12.2b]**

**Make notes on changes in dimensions between iterations if the changes are considered to be important (see [A3.5D4](#)).**

### **A3.7B17. Series**

**A3.7B17.1. Make notes on** details of the numbering within a series if the numbering varies from **iteration to iteration** and is considered to be important. **[12.7B14.1]**

Each **iteration** numbered 10, 20, 30, etc., in the series

**A3.7B17.2. Change in series.** Make notes on series statements no longer present on the current iteration if considered to be important (see [A3.6K1](#)). 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. **[12.7B14.2b]**

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)*

### **A3.7B27. Issue, part, or iteration described**

**A3.7B27.1.** If the description is not based on the first iteration, make a note of the latest iteration consulted in making the description. **[12.7B23b]**

Description based on: 1994 ed. through update 10

Description based on version consulted: Oct. 26, 2000

## INTEGRATING RESOURCES

**A3.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA****A3.8E. Qualification**

**A3.8E1.** For *updating loose-leaves*, add the qualification (*loose-leaf*) to the **standard number**. [12.7E1]

ISBN 0-86325-016-5 (loose-leaf)

[Blank]

# SECTION B

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## SUPPLEMENTARY RULES APPLICABLE TO SPECIFIC TYPES OF CONTENT

- B1 Text
- B2 Music
- B3 Cartographic Resources
- B4 Graphics
- B5 Three-Dimensional Resources
- B6 Sound
- B7 Moving Images

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[Verso of Contents Page for Section B]

TEXT

CHAPTER

# B1

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## Text

### *Contents*

- B1.0 PRELIMINARY RULES
    - B1.0A Scope
  - B1.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA
    - B1.1B Title proper
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    - B1.1E Other title information
  - B1.4 PUBLICATION, DISTRIBUTION, ETC., AREA
    - B1.4F Date of publication, distribution, etc.
- 

#### **B1.0. PRELIMINARY RULES**

**B1.0A. Scope.** The rules in this chapter supplement the corresponding rules in chapter A1 and apply specifically to content in which words (including numbers) are represented by means of alphabetic and numeric characters, syllabics, or other symbols (written, printed, braille, tactile, digitally encoded character sets, etc.).

For content in which words are represented in the form of sound, see chapter B6.

[new]

#### **B1.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA**

##### **B1.1B. Title proper**

## TEXT

**B1.1B11. Supplied or devised title.** If a text or assembled collection of texts in an unpublished form lacks a title, supply or devise a title proper as instructed below [4.1B2]

**Manuscript volumes and similar material.** Devise 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, supply a title by which the work is known.

[Diary]

[Seventeen poems]

**Ancient, medieval, and Renaissance manuscripts and oriental manuscripts lacking a title page.<sup>1</sup>** If the manuscript has no title page and 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 manuscript uniquely. If those instructions do not apply, supply a title by which the work is known or devise a title indicating the nature of the material.

[De re militari]

[Treatise on arithmetic]

**Single letters, postcards, telegrams, radiograms, etc.** Devise 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

[Telegram] 1889 Feb. 8, London [to] James McNeill Whistler, Chelsea, London

**Speeches, sermons, etc.** Devise 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]

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1. This rule is intended for general guidance only.

## TEXT

**Legal documents (wills, deeds, mortgages, leases, warrants, commissions, etc.).**

**Devise** 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]

**Assembled 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. **Supply** a title by which the collection is known, or **devise** a title indicating the nature of the collection. Unless more specific terms are **appropriate**, 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 manuscript texts.** For a manuscript not covered by the above sections, **supply** a title by which it is known, or **devise** a title indicating the nature of the material.

[Chart for Tender is the night]

**B1.1E. Other title information**

**B1.1E6.** If a letter, etc., speech, sermon, etc., or legal document **in an unpublished form** has a title lacking some information specified for supplied titles for those documents (see **B1.1B11**), add that information as other title information. **[4.1E2]**

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]

TEXT

**B1.4. PUBLICATION, DISTRIBUTION, ETC., AREA****B1.4F. Date of publication, distribution, etc.**

**B1.4F8.** For a text of a speech, sermon, etc., in an *unpublished* form, if the date of delivery of the speech, sermon, etc., differs from the date of the text, record the date of delivery in a note (see A1.7B12) unless this date is part of the title information. [4.4B2]

[Speech] Glasgow Labour Club [GMD] / James Maxton. — 1928  
Jan. 13

Note: Delivered Feb. 8, 1928

MUSIC  
CHAPTER  
**B2**

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Music

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**B2.0. PRELIMINARY RULES**

**B2.0A. Scope.** The rules in this chapter supplement the corresponding rules in chapter A1 and apply specifically to content in which music is represented by means of musical notation (staff notation, lute tablature notation, plainsong notation, tonic

## MUSIC

sol-fa notation, graphic notation, Braille music and other forms of tactile musical notation, digitally encoded musical notation, etc.).

For content in which music is represented in the form of sound, see chapter B6. [new]

## B2.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

### B2.1B. Title proper

**B2.1B1. Transcription of the title proper.** 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: **[5.1B1]**

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

## MUSIC

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 **A1.1E**).

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.

**B2.1B11. Supplied or devised title.** In a **devised** title proper for music, **record** all of the elements prescribed for uniform titles for music in the order prescribed in **XX.XX-XX.XX**. **[5.1B2]**

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

**B2.1D. Parallel titles**

**B2.1D1.** 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 **B2.1B1**) 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. **[5.1D1]**

Konzert Nr. 1 für Klarinette und Orchester, Es-Dur [GMD] =  
 E@-major = mi@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

## MUSIC

**B2.3. MUSICAL PRESENTATION STATEMENT****B2.3A. Preliminary rule**

**B2.3A1. Application.** This area is used to record a statement relating to the physical or musical presentation of the music. Follow the instructions in A1.3A1 for situations in which more than one type of material specific details is applicable. [new; from CTF proposal for area 3]

**B2.3A2. Sources of information.** Take information recorded in this area from the chief source of information. Enclose information supplied from any other source in square brackets. [new; based on 5.0B2]

**B2.3A3. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see A1.0C.

Precede this area, or each occurrence of this area, by a full stop, space, dash, space. [5.3A1]

**B2.3B. Musical presentation statement**

**B2.3B1.** Transcribe a statement found in the chief source of information indicating the physical or musical presentation of the music. [5.3B1]

Orchester-Partitur

Score and set of parts

Miniature score

Playing score

If the statement appears on the source of information in two or more languages or scripts, transcribe the one that is in the language or script of the title proper. If this criterion does not apply, transcribe the one that appears first.

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

Partitura = Partition

Játszópartitúra = 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

## MUSIC

**B2.3B2.** If a musical presentation statement is an inseparable part of another area and is recorded as such, do not repeat it here. **[5.3B2]**

**B2.7. NOTE AREA****B2.7B. Notes**

**B2.7B1. Nature, scope, or form.** 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 **resource** being described. Name a voice or instrument in English unless there is no satisfactory English equivalent. **[5.7B1]**

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

## MUSIC

If the information relating to the medium of performance **recorded** in the rest of the description is ambiguous or insufficient, provide 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)

**B2.7B3. Language and script.** Indicate **the language of vocal texts included in the resource separately from the music.** [5.7B2]

Latin words printed as text

French words; English translation on p. v-xxii

**B2.7B11. Material (or type of publication) specific details.** Make notes on the notation used in a **resource** if it is not the notation normally found in that type of **resource.** [5.7B8]

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

**B2.7B21. Contents.** Add to the titles **recorded in a contents note** 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 **resource**, do not repeat the musical form in the titles in the contents note. [5.7B18]

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

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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

**B2.7B24. Numbers associated with the resource (other than those covered in A1.8).** Make notes on publishers' numbers and/or plate numbers that appear on the resource as instructed in A1.7B24. 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, include that abbreviation, word, or phrase as part of the number. [5.7B19]

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, provide the plate or publisher's number(s) together with the statement that the resource is a reprint (see A1.7A4).

Reissued from Brandus plates. Pl. no.: B. et Cie 4520

MUSIC

[Blank]

## CARTOGRAPHIC RESOURCES

## CHAPTER

**B3**

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**Cartographic Resources***Contents*

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**B3.0. PRELIMINARY RULES**

**B3.0A. Scope.** The rules in this chapter supplement the corresponding rules in chapter A1 and apply specifically to content that represents, in whole or in part, the

## CARTOGRAPHIC RESOURCES

earth, any other celestial body, or any imaginary place (in the form of maps, charts, plans, block diagrams, map views, aerial photographs, remote sensing images, globes, relief models, cross-section models, etc., digitally encoded geo-spatial data, etc.).  
[new]

**B3.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA****B3.1B. Title proper**

**B3.1B1. Transcription of the title proper.** If the title proper includes a statement of the scale, include that statement in the transcription. **[3.1B2]**

Topographic 1:500,000 low flying chart

New half-inch cycling road maps of England and Wales

**B3.1B11. Supplied or devised title.** Always include in the **devised** title the name of the area covered. **[3.1B4]**

[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]

**B3.1E. Other title information**

**B3.1E6.** If the title proper does not include an indication of the geographic area covered 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] **[3.1E2]**

**B3.3. MATHEMATICAL AND OTHER MATERIAL SPECIFIC DETAILS AREA****B3.3A. Preliminary rule**

**B3.3A1. Application.** This area includes two distinct types of material specific details: mathematical data (see B3.3B–B3.3D), which is generally applicable to cartographic content; and digital graphic representation (see B3.3E), which is applicable to cartographic content in a digital form. Follow the instructions in A1.3A1

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for situations in which more than one type of material specific details is applicable.  
**[3.3A3 (2004 amendments)]**

Scale 1:250,000 ; universal transverse Mercator proj.  
 (E 138.00°-E 153.92°/S 9.00°-S 29.83°). – Raster : pixel. –  
 1996-

Use English words and abbreviations in recording mathematical data and the digital graphic representation. **[3.3A2]**

**B3.3A2. Sources of information.** Take information recorded in this area from any source within the resource or from ancillary material(s). Enclose information supplied from any other source in square brackets. **[new; based on 3.0B2]**

### B3.3A3. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see **A1.0C**.

Precede this area, or each occurrence of this area, by a full stop, space, dash, space.

Precede the projection statement by a semicolon.

Enclose the statement of coordinates and equinox in one pair of parentheses.

If both coordinates and equinox are recorded, precede the statement of equinox by a semicolon.

Precede the statement of epoch by a comma.

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. **[3.3A1]**

### B3.3B. Statement of scale

**B3.3B1. Record** the scale of the resource (except as noted below) as a representative fraction expressed as a ratio (1: ). Precede the ratio by *Scale*. **Record** the scale even if it is already recorded as part of the title proper or other title information. **[3.3B1]**

Scale ca. 1:36,000,000  
 (*Scale as it appears on the source of information*)

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 ancillary material is not expressed as a representative fraction, **record** it as a representative fraction in square brackets.

Scale [1:253,440]  
 (*Scale statement reads: 1 inch to 4 miles*)

If a representative fraction or other scale statement is found in a source other than the chief source of information or ancillary material (e.g., on a container or case not

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used as the chief source), **record** 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 **ancillary** material or on the container or case, estimate a representative fraction from a bar scale or a grid. **Record** in square brackets the representative fraction preceded by *ca.*

Scale [ca. 1:63,360]

If no scale can be determined by any of the above means, **record** *Scale not given.*

*Optionally*, estimate a scale by comparison with a **resource** of known scale and **record** in square brackets the estimated scale preceded by *ca.* If no scale can be determined by comparison, **record** the statement *Scale not given.*

For **digital** resources, **record** the scale if the resource has a scale statement or if the scale is already recorded as part of the title proper or other title information. Otherwise, **record** *Scale not given.*

Scale 1:3,000,000  
(*Scale appears in title: ArcWorld 1:3M*)

**B3.3B2.** *Optionally*, **record** additional scale information that **appears** on the **resource** (such as a statement of comparative measures or limitation of the scale to particular parts of the **resource**). Use standard abbreviations and numerals in place of words. Precede such additional information by a full stop. **[3.3B2]**

Scale 1:250,000. 1 in. to 3.95 miles. 1 cm to 2.5 km

Quote the additional scale information if:

- a) the statement presents unusual information that cannot be verified by the cataloguer
- or b) a direct quotation is more precise than a statement in conventional form
- or c) the statement on the **resource** is in error or contains errors.

Scale 1:59,403,960. "Along meridians only, 1 inch = 936 statute miles"

Scale [ca. 1:90,000] not "1 inch to the mile"

**B3.3B3.** If the scale within one **map, etc.** varies and the outside values are known, **record** both scales connected by a hyphen. **[3.3B3]**

Scale 1:15,000-1:25,000

If the values are not known, **record** *Scale varies.*

**B3.3B4.** In describing a **resource** in which the main maps, etc., are of more than one scale, **record** *Scales differ.* **[3.3B4]**

*Optionally:*

## CARTOGRAPHIC RESOURCES

- a) If the description is of a **resource** with two or more scales, and the projections and/or coordinates are also different for each main **map, etc.**, **record** each scale in a separate scale statement. If there is more than one title, **record** the scale statements in the same order in which the titles are **recorded**. If there is only a collective title, **record** 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 **resource** with two or more scales, and the projection and coordinates are the same for each main **map, etc.**, **record** the scales in one scale statement. If there is more than one title, **record** the scales in the same order in which the titles are **recorded**. If there is only a collective title, **record** 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*, **record** 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°)

**B3.3B5.** If the **resource** is not drawn to scale, **record** *Not drawn to scale*. Do not estimate a scale. **[3.3B5]**

**B3.3B6.** **Record** a statement of scale for a **resource** with a nonlinear scale (e.g., celestial charts; some maps of imaginary places) only if the information appears on the **resource**. If no scale statement **appears** on the **resource**, **record** *Scale not given*. Do not estimate a scale. **[3.3B6]**

Scale 1' per 2 cm

**B3.3B7.** In describing a relief model, other three-dimensional **resource**, or a two-dimensional representation of a three-dimensional **resource** (e.g., block diagram, profile), **record** the vertical scale (specified as such) after the horizontal scale if the vertical scale can be ascertained. **[3.3B7]**

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

### **B3.3C. Statement of projection**

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**B3.3C1.** Record the statement of projection if it appears on the resource, its container or case, or ancillary material. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C. [3.3C1]

; conic equidistant proj.

**B3.3C2.** *Optionally*, record phrases associated with the projection statement that concern meridians and/or parallels. Information about ellipsoids may be recorded in a note (see B3.7B11). [3.3C2]

; transverse Mercator proj., central meridian 35°13'30"E

; azimuthal equidistant proj. centered on Nicosia, N  
35°10', E 33°22'

**B3.3D. Statement of coordinates and equinox**

**B3.3D1.** *Optionally*, for terrestrial maps, etc., record the coordinates in the following order: [3.3D1]

westernmost extent of area covered (longitude)  
easternmost extent of area covered (longitude)  
northernmost extent of area covered (latitude)  
southernmost extent of area covered (latitude)

Express the coordinates in degrees (°), 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°)

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**Optionally**, in situations where a more precise indication of geographic coverage is desired, describe each closed polygon using a string of coordinate pairs, in which each pair represents a vertex of the polygon.

List coordinate pairs in clockwise order, starting with the southeasternmost vertex of the polygon. In each coordinate pair, **record** longitude, followed by latitude, and express each in degrees, minutes, and seconds as appropriate to the size of the area being described.

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, semicolon, 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**, **record** other meridians **appearing** on the **resource** in the note area (see B3.7B11).

**B3.3D2.** For celestial charts, **record** as coordinates the right ascension of the **chart**, or the right ascensions of the western and eastern limits of its collective coverage, and the declination of the centre of the **chart**, or the northern and southern limits of its collective coverage. **[3.3D2]**

Designate the right ascension by *RA*, followed by the hours and, when necessary, minutes and seconds of the twenty-four-hour clock.

Designate the declination by *Decl.*, followed by the degrees (°) and, when necessary, minutes (') and seconds (") of the sexagesimal system (360° circle), using a plus sign (+) for the northern celestial hemisphere and a minus sign (–) for the southern celestial hemisphere.

Separate right ascensions and declinations from each other by a diagonal slash, neither preceded nor followed by a space. When two right ascensions are found, **record** both separated by *to*. When two declinations are found, **record** both separated by *to*.

When coordinates are **recorded**, **record** also the statement of equinox. Express the equinox as a year preceded by a semicolon and *eq.* **Record** 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)

## CARTOGRAPHIC RESOURCES

(RA 16 hr./Decl.  $-23^{\circ}$  ; eq. 1950)

(RA 2 hr./Decl.  $+30^{\circ}$  ; eq. 1950)

(RA 2 hr. 00 min. to 2 hr. 30 min./Decl.  $-30^{\circ}$  to  $-45^{\circ}$  ; eq. 1950)

For a chart centered on a pole, record the declination limit.

(Centered at South Pole/Decl. limit  $-60^{\circ}$ )

For an atlas or charts arranged in declination zones, record the declination limits of each zone, but omit the statement of right ascension. If the zones are numerous, record the declination limits of the first few zones followed by the mark of omission and the declination limit of the last zone.

(Zones  $+90^{\circ}$  to  $+81^{\circ}$ ,  $+81^{\circ}$  to  $+63^{\circ}$ ,  $+63^{\circ}$  to  $+45^{\circ}$  ; eq. 1950)

(Zones  $+90^{\circ}$  to  $+81^{\circ}$ ,  $+81^{\circ}$  to  $+63^{\circ}$ , ...  $-81^{\circ}$  to  $-90^{\circ}$  ; eq. 1950)

### B3.3E. Digital graphic representation

**B3.3E1.** For a digital resource, if the information is readily available, record 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 recorded in a note (see B3.7B11). [3.3E1]

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

## B3.7. NOTE AREA

### B3.7B. Notes

**B3.7B1. Nature, scope, or form.** Make a note on unusual or unexpected features of the cartographic content. [3.7B1]

## CARTOGRAPHIC RESOURCES

Maps dissected and pasted onto the sides of 42 wooden blocks to form an educational game

Free ball globe in transparent plastic cradle with graduated horizon circle and "geometer"

"Contour interval 20 feet"

Relief shown by contours, hachures, and spot heights

**B3.7B11. Mathematical and other material specific details.** Make notes on the magnitude of celestial charts. **[3.7B8]**

Limiting magnitude 3.5

**Provide** mathematical data not already included in the mathematical and other material specific details area for remote-sensing images.

"f5.944, alt. 12,000 ft."

**Provide** other mathematical and cartographic data additional to, or elaborating on, that **recorded** 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, **record** the horizontal coordinate system (geographic system or map projection or grid coordinate system) and the name of the geodetic datum, and, if applicable, the vertical coordinate system (e.g., for digital elevation models). Enclose each set of projection or ellipsoid parameters in parentheses; separate the multiple parameters by a space, semicolon, space; and precede the secondary/related reference method by a colon, space.

Altitude datum name: National Geodetic Vertical Datum of 1929 ; altitude resolution: not given ; units of measurement: feet ; vertical encoding method: explicit elevation coordinate included with horizontal coordinates

Geographic system: coordinates ; longitude resolution: 0.0004 ; latitude resolution: 0.0004 ; unit of measure: decimal degrees

## CARTOGRAPHIC RESOURCES

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)

**Provide** digital graphic representation data not already included in the mathematical and other material specific details area for **digital** resources.

Distributed as a Zip file

Topology level 2

If the scales differ (see **B3.3B4**) and if one or more of the scales is readily discernible and can be expressed concisely, **record** the scale(s).

Scale of third and fourth maps: 1:540,000

Scales: 1:250,000, 1:200,000, 1:150,000

Predominant scale: 1:250,000

**B3.7B21. Contents.** If **an aggregate resource comprising maps, etc.**, is described as a unit, make notes on the state of the **resource** at the time of description and indicate the composition of the complete **resource** if possible. **Record** variations between sheets in the **resource**. Complete this note when the **aggregate resource** is complete. **[3.7B18]**

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 **the resource**, 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. **Record** 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

## CARTOGRAPHIC RESOURCES

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

CARTOGRAPHIC RESOURCES

[Blank]

GRAPHICS  
CHAPTER  
**B4**

---

## Graphics

### *Contents*

- B4.0 PRELIMINARY RULES
    - B4.0A Scope
  - B4.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA
    - B4.1B Title proper
      - B4.1B11 Supplied or devised title
  - B4.7 NOTE AREA
    - B4.7B Notes
      - B4.7B21 Contents
- 

#### **B4.0. PRELIMINARY RULES**

**B4.0A. Scope.** The rules in this chapter supplement the corresponding rules in chapter A1 and apply specifically to content in the form of a two-dimensional representation of a person, place, thing, etc., or an abstract form, produced through drawing, sketching, painting, photography, computer graphics, etc.

For two-dimensional representations of the earth, a celestial body, or imaginary place, or part thereof (maps, aerial photographs, remote sensing images, etc.) see chapter B3. [new]

#### **B4.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA**

##### **B4.1B. Title proper**

## GRAPHICS

**B4.1B11. Supplied or devised title.** If an assembled collection of graphic resources lacks a title, supply a title by which the collection is known or devise a title indicating the nature of the collection. **[8.1B3]**

[Dance posters]

**B4.7. NOTE AREA****B4.7B. Notes**

**B4.7B21. Contents.** List the titles of individually named parts of a graphic resource. 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. **[8.7B18]**

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.)

## THREE-DIMENSIONAL RESOURCES

## CHAPTER

**B5**

---

**Three-Dimensional Resources***Contents*

- B5.0 PRELIMINARY RULES  
     B5.0A Scope
- B5.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA  
     B5.1F Statements of responsibility
- 

**B5.0. PRELIMINARY RULES**

**B5.0A. Scope.** The rules in this chapter supplement the corresponding rules in chapter A1 and apply specifically to content in three-dimensional form (sculptures, models, dioramas, toys, artefacts, naturally occurring objects, microscope specimens, etc.).

For three-dimensional representations of the earth, a celestial body, or imaginary place, or part thereof (globes, relief models, etc.) see chapter B3. **[new]**

**B5.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA****B5.1F. Statements of responsibility**

**B5.1F1.** Transcribe statements relating to persons or bodies responsible for the display or selection **of the resource.** **[10.1F1]**

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

THREE-DIMENSIONAL RESOURCES

[Blank]

## SOUND

## CHAPTER

**B6**

---

**Sound***Contents*

- B6.0 PRELIMINARY RULES
  - B6.0A Scope
- B6.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA
  - B6.1B Title proper
    - B6.1B1 Transcription of the title proper
    - B6.1B11 Supplied or devised title
  - B6.1D Parallel titles
  - B6.1F Statements of responsibility
- B6.4 PUBLICATION, DISTRIBUTION, ETC., AREA
  - B6.4F Date of publication, distribution, etc.
- B6.7 NOTE AREA
  - B6.7B Notes
    - B6.7B1 Nature, scope, or form
    - B6.7B8 Statements of responsibility
    - B6.7B9 Edition and history
    - B6.7B21 Contents
    - B6.7B24 Numbers associated with the resource

---

**B6.0. PRELIMINARY RULES**

**B6.0A. Scope.** The rules in this chapter supplement the corresponding rules in chapter A1 and apply specifically to content in which words (including numbers), music, etc., are represented by vocal or audible communication (spoken word, vocal and instrumental performances of music, vocal performances of dramatic dialogue,

## SOUND

sounds made by or simulating birds, animals, machinery, etc., digitally encoded sound, etc.). [new]

**B6.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA****B6.1B. Title proper**

**B6.1B1. Transcription of the title proper.** For data to be included in titles proper for recordings of music, see B2.1B1. [6.1B1]

Symphony no. 3, A major, op. 56

**B6.1B11. Supplied or devised title.** For data to be included in titles proper for recordings of music, see B2.1B11. [to reflect instructions implied in reference from 6.1B1 to 5.1B]

[Sonatas, piano, no. 17, op. 31, no. 2, D minor]

**B6.1D. Parallel titles**

**B6.1D1.** For supplementary instructions on transcribing parallel titles for recordings of music see B2.1D1. [to reflect instructions implied in reference from 6.1D1 to 5.1D]

Quattro concerti per l'organo ed altri stromenti [GMD] =  
Vier Orgelkonzerte = Four organ concertos = Quatre concertos  
pour orgue

Heccrbt yfhjlyst gtcyb [GMD] = Russian folk songs

**B6.1F. Statements of responsibility**

**B6.1F1.** 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), record 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), record the statement in the note area (see B6.7B8). [6.1F1]

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

## SOUND

*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

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., **record** them in the note area (see **B6.7B8**) if they are considered important. Otherwise omit them. **[6.1F2]**

Quartet in F major [GMD] / Ravel

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

## B6.4. PUBLICATION, DISTRIBUTION, ETC., AREA

### B6.4F. Date of publication, distribution, etc.

**B6.4F1.** If the date of recording appears on a published sound recording, **record** it in a note (see **B6.7B9**). **[6.4F2]**

[New York] : Music Guild, 1971

*Note:* Recorded in 1961

## B6.7. NOTE AREA

### B6.7B. Notes

**B6.7B1. Nature, scope, or form.** **Make a note on** the medium of performance, **if it can be determined**, as instructed in **B2.7B1**. **[6.7B1]**

Singer, bass, 2 electric guitars, drums

**B6.7B8. Statements of responsibility.** **Make notes on** 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 **considered to be important**. Make notes relating to any

## SOUND

other persons or bodies connected with **the content** that are not named in the statements of responsibility. **[6.7B6]**

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

Backing by Coral Reefer Band

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

Piano: Joshua Rifkin

Incorporate the names of performers into the contents note if appropriate (see **B6.7B21**).

**B6.7B9. 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. **[6.7B7]**

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, **record** the available details of the event.

Recording of speech given at the University of Kentucky  
Academic Library Institute, Lexington, Ky., May 24, 1984.

**B6.7B21. Contents.** Add to each title **recorded in a contents note** statements of responsibility not included in the title and statement of responsibility area and the duration of the piece (see **A1.5B3**). **[6.7B18]**

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.)

## SOUND

Contents: Louise. Depuis le jour / G. Charpentier (Mary Garden, soprano, with orchestra) – Tosca. Vissi d'arte / Puccini (Maria Jeritza, soprano, with piano)

**B6.7B24. Numbers associated with the resource (other than those covered in A1.8).** Make notes on publisher's stock numbers (usually an alphabetic and/or numeric symbol) as found. Precede each number by the brand or trade name associated with it on the label or container (see A1.4D5) and a colon. [6.7B19]

Tamla Motown: STMA 8007

Island: ILPS 9281

If the resource has two or more numbers, record the principal number if one can be ascertained, otherwise record both or all. If one of the numbers applies to the set as a whole, record it first and designate it as such.

If the resource consists of separately numbered units, record inclusive numbers if the numbering is consecutive; otherwise record individual numbers or, if there are more than three of these, the first number and the last number separated by a diagonal slash.

SOUND

[Blank]

## MOVING IMAGES

## CHAPTER

**B7**

---

**Moving Images***Contents*

- B7.0 PRELIMINARY RULES
  - B7.0A Scope
- B7.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA
  - B7.1B Title proper
    - B7.1B11 Supplied or devised title
  - B7.1E Other title information
  - B7.1F Statements of responsibility
- B7.4 PUBLICATION, DISTRIBUTION, ETC., AREA
  - B7.4F Date of publication, distribution, etc.
- B7.7 NOTE AREA
  - B7.7B Notes
    - B7.7B8 Statements of responsibility
    - B7.7B9 Edition and history
    - B7.7B21 Contents

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**B7.0. PRELIMINARY RULES**

**B7.0A. Scope.** The rules in this chapter supplement the corresponding rules in chapter A1 and apply specifically to content in which actions, emotions, etc., are represented through movement (performances of dramatic action, pantomime, dance, images imparting the impression of movement through cinematography, computer animation, etc.). [new]

**B7.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA**

## MOVING IMAGES

**B7.1B. Title proper**

**B7.1B11. Supplied or devised title.** If a resource lacks a title, follow these particular instructions. [7.1B2]

**Commercials.** Devise 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 or devised 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, record a description of the action and length of each shot in a note (see B7.7B21).

**B7.1E. Other title information**

**B7.1E6.** If the resource is a trailer containing extracts from a larger film, add *[trailer]* as other title information. [7.1E2]

Annie Hall [GMD] : [trailer]

**B7.1F. Statements of responsibility**

**B7.1F1.** 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, record the statement as found. [7.1F3]

New readers begin here [GMD] / University of Salford  
Audiovisual Media for University of Salford Library

Record statements of responsibility other than those relating to persons or bodies credited in the chief source of information with a major role in creating a film (e.g., as producer, director, animator), including those relating to performance, in notes (see B7.7B8). [7.1F1]

**B7.4. PUBLICATION, DISTRIBUTION, ETC., AREA****B7.4F. Date of publication, distribution, etc.**

## MOVING IMAGES

**B7.4F1.** *Optionally, record* a date of original production differing from the date of publication, distribution, etc., of a published *resource* in the note area (see **B7.7B9**). **[7.4F2]**

Santa Monica [Calif.] : Pyramid Films [distributor], 1971  
*Note:* Made in 1934

**B7.7. NOTE AREA****B7.7B. Notes**

**B7.7B8. Statements of responsibility.** Make notes relating to players, performers, etc., and other persons who have contributed to the artistic and/or technical production of a motion picture or videorecording as instructed below. **[7.7B6]**

- a) *Cast.* List featured players, performers, narrators, and/or presenters. *Begin the note with Cast:*. Precede each name, other than the first, by a comma.

Presenter: Jackie Glanville

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

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

Incorporate names of the cast into the contents note if appropriate (see **B7.7B21**).

- b) *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 **B7.1F1**). Do not include the names of assistants, associates, etc., or any other persons making only a minor contribution. *Begin the note with Credits:*. Preface each name or group of names with a statement of function. Precede each statement of function, other than the first, by a semicolon, and each name by a comma.

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

**B7.7B9. Edition and history.** Make notes relating to the edition being described or to the history of the motion picture or videorecording. **[7.7B7]**

Shorter version of the 1969 motion picture of the same name

## MOVING IMAGES

**Provide** a date of original production differing from the date of publication, distribution, etc. **[7.7B9]**

Made in 1927

**Provide** the country of original release if it is not stated or implied elsewhere in the description. **[7.7B9]**

First released in Yugoslavia

**B7.7B21. 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. **[7.7B18]**

Contents: pt. 1. The cause of liberty (24 min.) - pt. 2.  
The impossible war (25 min.)

**Unedited material and newsfilm.** **Provide** 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.)

# SECTION C

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## SUPPLEMENTARY RULES APPLICABLE TO SPECIFIC TYPES OF MEDIA

- C1 Print and Graphic Media
- C2 Micrographic Media
- C3 Tactile Media
- C4 Three-Dimensional Media
- C5 Audio Media
- C6 Projected Graphic, Film, and Video Media
- C7 Digital Media

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[Verso of Contents Page for Section C]

## PRINT AND GRAPHIC MEDIA

## CHAPTER

**C1**

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**Print and Graphic Media***Contents*

- C1.0 PRELIMINARY RULES
  - C1.0A Scope
- C1.5 **TECHNICAL DESCRIPTION AREA**
  - C1.5B Extent (including specific material designation)
    - C1.5B1 Number of physical units
    - C1.5B2 Number of components
      - C1.5B2.1 Pages, leaves, etc.
      - C1.5B2.2 Scores, parts, etc.
      - C1.5B2.3 Flip charts
      - C1.5B2.4 Maps, etc.
      - C1.5B2.5 Manuscripts
    - C1.5C Other technical details
      - C1.5C3 Layout
      - C1.5C4 Production method
      - C1.5C10 Colour
    - C1.5D Dimensions
      - C1.5D1.1 Books, etc.
      - C1.5D1.2 Scores, parts, etc.
      - C1.5D1.3 Unbound sheets, broadsides, prints, charts, etc.
      - C1.5D1.4 Maps, etc.
      - C1.5D1.5 Photographic prints, postcards, flash cards, etc.
      - C1.5D1.6 Radiographs
      - C1.5D3 Multipart resources and assembled collections
        - C1.5D3.1 Maps, etc.
- C1.7 NOTE AREA
  - C1.7B Notes
    - C1.7B1 Nature, scope, or form
      - C1.7B1.1 Manuscripts
    - C1.7B5 Variations in title
      - C1.7B5.1 Ancient, medieval, and Renaissance manuscripts
    - C1.7B13 Technical description
      - C1.7B13.1 Pagination
      - C1.7B13.2 Early printed books, etc.
      - C1.7B13.3 Maps, etc.
      - C1.7B13.4 Ancient, medieval, and Renaissance manuscripts
      - C1.7B13.5 Art prints
      - C1.7B13.6 Duration of performance

## PRINT AND GRAPHIC MEDIA

C1.7B28 Item being described and library's holdings

C1.7B28.1 Early printed books, etc.

**C1.0. PRELIMINARY RULES**

**C1.0A. Scope.** The rules in this chapter supplement the corresponding rules in chapter A1 and apply specifically to print and graphic media.

Print and graphic media are those conveying two-dimensional analog representations in the form of notation (text, music, etc.) and/or images (including cartographic images), etc., produced through printing or an analogous process, handwriting, drawing, painting, photography, radiography, engraving, etching, etc. This chapter covers all opaque and transparent media, except those requiring magnification (see chapter C2) or those intended to be viewed using projection equipment (see chapter C6). [new]

**C1.5. TECHNICAL DESCRIPTION AREA**

**C1.5B. Extent** (including specific material designation)

**C1.5B1. Number of physical units.** For *updating loose-leafs*, add the qualifier (*loose-leaf*). [12.5B1]

v. (loose-leaf) [12.5B1]

**C1.5B2. Number of components**

For resources comprising *pages, leaves, etc.*, record the number of components as instructed in C1.5B2.1.

For resources comprising *scores, parts, etc.*, record the number of components as instructed in C1.5B2.2.

For resources comprising *flip charts*, record the number of components as instructed in C1.5B2.3.

For resources comprising *maps, etc.*, record the number of components as instructed in C1.5B2.4.

For *manuscripts*, record the number of components as instructed in C1.5B5.

**C1.5B2.1. Pages, leaves, etc.** Record the number of pages or leaves in the resource in accordance with the terminology suggested by the volume, etc. That is, describe a volume, etc., with leaves bearing text, images, etc., on both sides in terms of pages; describe a volume, etc., with leaves bearing text, images, etc., on only one side in terms of leaves; and describe a volume, etc., that has more than one column to a page and is numbered in columns in terms of columns. [2.5B1]

## PRINT AND GRAPHIC MEDIA

If **the resource** contains sequences of leaves and pages, or pages and numbered columns, or leaves and numbered columns, record each sequence.<sup>1</sup> Describe a **volume, etc., without** numbering in terms of leaves or pages, but not of both. For the treatment of plates, see **C1.5B2.1.9**.

**C1.5B2.1.1. Record** the number of pages, leaves, or columns in terms of the numbered or lettered sequences in the volume, **etc. Record** the last numbered page, leaf, or column in each sequence and follow it with the appropriate term or abbreviation. **[2.5B2]**

1 v. (327 p.)

1 portfolio (321 leaves)

1 v. (381 columns)

1 v. (xvii, 323 p.)

1 portfolio (27 p., 300 leaves)

1 atlas (xvii, 37 p., 74 leaves of plates) **[3.5B3]**

**Record** pages, etc., that are lettered inclusively in the form *A-K p.*, *a-d leaves*, etc. **Record** pages, etc., that are numbered in words or characters other than arabic or roman in arabic figures. **[2.5B2]**

1 v. (A-Z p.)

*(Pages lettered: A-Z)*

1 pamphlet (32 p.)

*(Pages numbered in words)*

**C1.5B2.1.2. Disregard** unnumbered sequences, unless such a sequence constitutes the whole (see **C1.5B2.1.6**) or a substantial part (see also **C1.5B2.1.7**) of the **resource**, or unless an unnumbered sequence includes pages, etc., that are referred to in a note. When recording the number of unnumbered pages, etc., either **record** the estimated number preceded by *ca.*, without square brackets, or enclose the exact number in square brackets. **[2.5B3]**

1 part (8, vii, ca. 300, 73 p.)

1 portfolio (33, [31] leaves)

1 v. ([8], 155 p.)

*Note: Bibliography: 6th prelim. page*

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<sup>1</sup> 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.

## PRINT AND GRAPHIC MEDIA

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

**C1.5B2.1.3.** If the **number 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 **resource**, 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. **[2.5B4]**

1 v. (48 [i.e. 96] p.)

1 v. (329 [i.e. 392] p.)

**C1.5B2.1.4.** If the numbering within a sequence changes (e.g., from roman to arabic numerals), ignore the numbering of the first part of the sequence. **[2.5B5]**

1 v. (176 p.)  
(Pages numbered: i-xii, 13-176)

**C1.5B2.1.5.** If the pages, etc., are numbered as part of a larger sequence (e.g., one volume of a multivolume **resource**) or if the **resource** appears to be incomplete (see also **C1.5B2.1.15**), **record** the first and last numbers of the pages or leaves, preceded by the appropriate term or abbreviation. **[2.5B6]**

1 portfolio (leaves 81-149)

1 part (p. 713-797)

**C1.5B2.1.6.** If the pages or leaves of a volume, etc., are unnumbered and the number of pages or leaves is readily ascertainable, **record** the number in square brackets. If the number is not readily ascertainable, estimate the number of pages or leaves and **record** that estimated number without square brackets and preceded by *ca.* **[2.5B7]**

1 v. ([93] p.)

1 portfolio ([55] leaves)

1 v. (ca. 600 p.)

1 v. (ca. 300 leaves)

**C1.5B2.1.7.** If the volume has complicated or irregular paging, **record** the pagination using one of the following methods: **[2.5B8]**

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

1 v. (1000 p. in various pagings)

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1 portfolio (256 leaves in various foliations)

- or b) record 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

1 v. (226, [44] p.)

1 v. (366, 98, [99] p.)

- or c) record *1 v. (various pagings)*, *1 atlas (various pagings)*, *1 case*, or *1 portfolio*, as appropriate

1 atlas (various pagings) [3.5B3]

**C1.5B2.1.8.** For *updating loose-leafs*, record *loose-leaf* in parentheses following the number of volumes (see C1.5B1), and omit the number of pages.

1 v. (loose-leaf)

3 v. (loose-leaf)

**C1.5B2.1.9.** Record the number of leaves or pages of *plates* (see *Glossary*) at the end of the sequence(s) of pagination, whether the plates are found together or distributed throughout the *resource*, 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 **C1.5B2.1.7.** [2.5B9]

1 v. (246 p., 32 p. of plates)

1 v. (xvi, 249 p., [12] leaves of plates)

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

1 v. (xii, 24 p., 212, [43] leaves of plates)

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

1 v. (323 p., [19] p. of plates)  
(Contains 16 pages and 3 leaves of plates)

**C1.5B2.1.10.** Describe folded leaves as such. [2.5B10]

1 portfolio (122 folded leaves)

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

1 case (25 folded leaves of plates)

## PRINT AND GRAPHIC MEDIA

**C1.5B2.1.11.** If numbered pages or leaves are **presented** on a double leaf (e.g., books in the traditional oriental format), **record** them as pages or leaves according to their numbering. If they are unnumbered, count each double leaf as two pages. **[2.5B11]**

**C1.5B2.1.12.** If the paging is duplicated, as is sometimes the case with books having parallel texts, **record** both pagings and make an explanatory note (see **C1.7B13.1**). **[2.5B12]**

1 v. (xii, 35, 35 p.)

Note: Opposite pages bear duplicate numbering

**C1.5B2.1.13.** If a volume, **etc.**, has a pagination of its own and also bears the pagination of a larger work of which it is a part, **record** the paging of the individual volume, **etc.**, in this area and **record** the continuous paging in a note (see **C1.7B13.1**). **[2.5B13]**

1 part (328 p.)

Note: Pages also numbered 501-828

**C1.5B2.1.14.** If the volume, **etc.**, has groups of pages numbered in opposite directions, as is sometimes the case with books having texts in two languages, **record** the pagings of the various sections in order, starting from the title page selected for cataloguing. **[2.5B14]**

1 v. (ix, 155, 127, x p.)

**C1.5B2.1.15.** If the last part of **the item** is missing and the paging of a complete copy cannot be ascertained, **record** the number of the last numbered page followed by **+ p.** Make a note of the imperfection (see **C1.7B28**). **[2.5B15]**

1 v. (xxiv, 179 + p.)

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

**C1.5B2.1.16.** If the number of bibliographic volumes differs from the number of physical volumes, **record** the number of bibliographic volumes followed by *in* and the number of physical volumes. **[2.5B18]**

8 v. in 5

**C1.5B2.1.17.** If a set of volumes is continuously paged, **record** the pagination in parentheses after the number of volumes. Ignore separately paged sequences of preliminary matter in volumes other than the first. **[2.5B19]**

2 v. (xxxxi, 999 p.)

3 v. (xx, 800 p.)

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

**C1.5B2.1.18.** **Optionally**, if the volumes, **etc.**, in a **multipart resource** are individually paged, **record** the pagination of each volume, **etc.**, in parentheses after the number of volumes, **etc.** **[2.5B20]**

## PRINT AND GRAPHIC MEDIA

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

**C1.5B2.1.19.** In recording the pagination of a single volume or multivolume *early printed book, etc.*, or of an early printed broadside or sheet(s), **record** each sequence of leaves, pages, or columns in the terms and form presented. If the volume is printed in pages but numbered as leaves, **record** the numbering as leaves. If required, **record** more precise information about pagination, blank leaves, or other aspects of collation, by *either* expanding the extent (if this can be done succinctly) *or* making a note. **[2.17A1]**

1 v. (xi, 31 p.)

1. v. (XII, 120 leaves)

1 v. (x, 32 p., 90 leaves)

1 v. (xi, [79] leaves)

1 v. ([160] p.)

1 portfolio (40 leaves, [8] p.)

[2] sheets

VIII sheets

**C1.5B2.2. Scores, parts, etc.** For special types of music, use an appropriate specific term (e.g., *choir book, table book*). **[5.5B1]**

1 v. (1 choir book)

If there is no appropriate specific term, use *p. of music*, or *leaves of music*.

1 v. (xx p., 55 p. of music)

**C1.5B2.2.1. Record** the number of scores and/or parts issued by the publisher. **[5.5B2]**

1 v. (1 score and part)

*Note:* Part printed on p. 5 of the score

**C1.5B2.2.2.** Add the pagination as instructed in **C1.5B2.1**. **[5.5B2]**

1 v. (1 score, vi, 27 p.)

1 v. (2 scores, 20 p. each)

**C1.5B2.2.3.** If the **resource** consists of different types of score, or a score and parts separately, or different types of score and parts, **record** the details of each in the order of the **following** list, separated from each other by a space, plus sign, space. **[5.5B2]**

score

## PRINT AND GRAPHIC MEDIA

condensed score  
 close score  
 miniature score<sup>2</sup>  
 piano [violin, etc.] conductor part  
 vocal score  
 piano score  
 chorus score  
 part

25 v. (1 score, viii, 278 p. + 24 parts)

18 v. (1 score, 23 p. + 1 piano conductor part, 8 p. + 16 parts)

**C1.5B2.3. Flip charts.** If the parts of a multipart flip chart have the same number of components (i.e., sheets) or approximately the same number of components, use the form 3 *flip charts (20 sheets each)*. Otherwise, record the total number of components if they are consecutively numbered or omit the statement of the number of components. [8.5B3]

2 flip charts (30 sheets each) [new]

3 flip charts (60 sheets) [new]

4 flip charts

**C1.5B2.4. Maps, etc.** If the maps, etc., are presented in two or more segments designed to fit together to form one or more maps, etc., record the number of complete maps, etc., followed by *in and* the number of segments. [3.5B2]

1 sheet (1 section in 4 segments)

1 sheet (2 views in 6 segments)

*Optionally*, omit the specification of the number of segments from the extent and, if desired, record such information in a note (see C1.7B13).

1 sheet (2 views)

Note: Each view in 3 segments

**C1.5B2.5. Manuscripts.** Add, to the pagination, etc., (see C1.5B2.1) of ancient, medieval, and Renaissance manuscripts, the number of columns (if more than one) and the average number of lines to the page. [4.5B1]

1 v. ([208] leaves (41 lines))

1 v. ([26] leaves (2 columns, 45-47 lines))

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1. Use for scores reduced in size and not intended primarily for performance.

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**C1.5C. Other technical details****C1.5C3. Layout**

**C1.5C3.1. Maps, etc.** Describe any unusual layout of the map(s), etc., on the sheet(s). Use *both sides* if the **map, etc.** 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*. [3.5C2]

1 sheet (1 map) : both sides

1 sheet (3 maps) : both sides

1 sheet (2 maps) : back to back

**C1.5C3.2. Charts and flip charts.** If the resource is in the form of a chart or flip chart and is double sided, indicate this. [8.5C1d]

1 flip chart (8 sheets) : double sided

**C1.5C4. Production method**

**C1.5C4.1.** If the resource is a *manuscript*, record *ms.* [new]

34 sheets (34 maps) : ms.

1 v. (1 score) : ms.

**C1.5C10. Colour**

**C1.5C10.1.** Give an indication of colour (e.g., *col.*, *b&w*, *sepia*) for all *graphic media* other than art originals and technical drawings. [8.5C2]

1 sheet (1 art print) : engraving, tinted

16 cards (16 flash cards) : col.

1 sheet (1 picture) : col.

4 cards (4 postcards) : tinted

7 sheets (7 posters) : blue and white

1 sheet (1 study print) : col.

**C1.5D. Dimensions**

**C1.5D1.** Record dimensions as instructed in the following rules. [new]

## PRINT AND GRAPHIC MEDIA

**C1.5D1.1. Books, etc.** Measure the height of the binding if the volume, etc., is bound. Otherwise, measure the height of the volume, etc., itself. If the volume, etc., measures less than 10 centimetres, record the height in millimetres. [2.5D1]

; 22 cm [new]

*Optionally, for early printed books, etc.,* record the format in an abbreviated form (e.g., fol., 4to, 8vo, 12mo) in parentheses following the dimensions. [2.17C1]

; 23 cm (4to)

; 20 cm (8vo)

; 33 cm (fol.)

; 23 cm (4to)

**C1.5D1.1.1.** If the width of the volume, etc., is either less than half the height or greater than the height, record the height × width. [2.5D2]

; 20 × 8 cm

; 20 × 32 cm

**C1.5D1.1.2.** If the volume, etc., consists of separate physical units of varying height bound together, record the height of the binding only. [2.5D5]

**C1.5D1.2. Scores, parts, etc.** Record the dimensions as instructed in C1.5D1.1. If the volume, etc., consists of score(s) and part(s), record the dimensions after all the details of the score(s) and part(s). If the dimensions of the score(s) and part(s) differ, record the dimensions of each after the details to which they apply. [5.5D1]

1 v. (1 score, 20 p.) + 1 v. (1 part) ; 28 cm

1 v. (1 score, vi, 63 p.) ; 20 cm + 16 v. (16 parts) ; 32 cm

**C1.5D1.3. Unbound sheets, broadsides, prints, charts, etc.** Record the height and the width in centimeters. [8.5D1]

1 sheet (1 picture) : b&w ; 20 × 25 cm

1 sheet (1 study print) : col. ; 34 × 47 cm

1 sheet (1 technical drawing) : blueprint ; 87 × 87 cm

If the sheet, etc., is designed to be folded when issued, add the dimensions of the sheet when folded, separating the dimensions by a comma. [2.5D4 (2004 amendments)]

1 sheet ; 48 × 30 cm, folded to 24 × 15 cm

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If the sheet is designed to be read in pages when folded, describe it as *1 folded sheet* and **record** the number of imposed pages and the height of the sheet when folded. **[2.5D4]**

1 folded sheet (8 p.) ; 18 cm

**C1.5D1.3.1. Record** the height × width of **an art print**, excluding any frame or mount and make a note on the size as framed or mounted (see C1.7B13.5). **[8.5D4]**

1 sheet (1 art print) : lithograph, col. ; 28 × 36 cm  
Note: Size when framed: 40 × 48 cm

**C1.5D1.3.2. Record** the height × width of **a technical drawing or wall chart** when extended and (when appropriate) folded, separating the dimensions by a comma. **[8.5D6 (2004 amendments)]**

1 sheet (1 wall chart) : col. ; 244 × 26 cm, folded to 30 × 26 cm

**C1.5D1.3.3. Record** 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. **[4.5D1 (2004 amendments)]**

3 sheets (6 p.) ; 24 cm

4 sheets ([7] p.) ; 24 × 30 cm

1 sheet (12 leaves) : ill. ; 20 cm, folded to 10 × 12 cm

1 sheet ([1] leaf) : parchment ; 35 × 66 cm, folded to 10 × 19 cm

**C1.5D1.4. Maps, etc. Record** the height × width in centimetres. *Optionally*, for early and manuscript sheet maps, etc., **record** the dimensions to the **nearest tenth** of a centimetre. **Record** the measurements of the face of the map, etc., measured within the neat line. **Record** 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, **record** 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), **record** the height × width of the sheet specified as such. **[3.5D1 (2004 amendments)]**

1 sheet (1 map) : col. ; 25 × 35 cm

1 sheet (1 ms. map) ; 123.5 × 152.4 cm

1 sheet (1 map) : col. ; 45 cm in diam.

1 sheet (1 map) : col. ; sheet 45 × 33 cm

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**C1.5D1.4.1.** If a map, etc., is on sheets of two sizes, **record** both sets of dimensions. If the sheets are of more than two sizes, **record** the greatest height of any of them followed by the greatest width of any of them and *or smaller*. **[3.5D1]**

2 sheets (1 map) ; sheets 25 × 35 cm and 30 × 35 cm

4 sheets (1 map) ; sheets 30 × 40 cm or smaller

**C1.5D1.4.2.** If a map, etc., is on one or more sheets in two or more segments designed to fit together to form one map, etc., **record** 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 **recorded** in the extent. If such a map, etc., is mounted, **record** the dimensions of the whole map, etc., alone. **[3.5D1]**

1 sheet (1 map in 4 segments) ; 10 × 60 cm, sheet 25 × 35 cm

9 sheets (1 map) ; 264 × 375 cm, sheets 96 × 142 cm

1 sheet (1 map) ; 120 × 276 cm

(Mounted map created from several segments)

**C1.5D1.4.3.** 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, **record** only the height and width of the sheet(s) specified as such. **[3.5D1]**

3 sheets (1 map) ; sheets 30 × 40 cm

6 sheets (2 maps) ; sheets 60 × 60 cm or smaller

**C1.5D1.4.4.** 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), **record** the size of the map, etc., followed by the sheet size. Separate the dimensions by a comma and precede the sheet size with *on*. **[3.5D1]**

1 sheet (1 map) ; 20 × 31 cm, on sheet 42 × 50 cm

**C1.5D1.4.5.** If a map, etc., is presented 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, **record** the size of the map, etc., and add the sheet size in folded form, preceded by a comma. **[3.5D1]**

1 sheet (1 map) ; 80 × 57 cm, folded to 21 × 10 cm

1 sheet (1 map) : col. ; 9 × 20 cm, on sheet 40 × 60 cm, folded to 21 × 10 cm

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**C1.5D1.4.6.** If a map, etc., is presented on both sides of a sheet at a consistent scale, **record** the dimensions of the map, etc., as a whole, and **record** the sheet size, separated by a comma and preceded by *on*. If it is difficult to measure such a map, etc., **record** the sheet size alone. **[3.5D1]**

1 sheet (1 map) : both sides ; 45 × 80 cm, on sheet 50 × 44 cm

*(Printed on both sides of sheet with line for joining indicated)*

1 sheet (1 map) : both sides ; on sheet 45 × 30 cm

*(Printed on both sides of sheet)*

**C1.5D1.5. Photographic prints, postcards, flash cards, etc.** **Record** the height × width in centimetres. **[8.5D1]**

16 cards (16 flash cards) : col. ; 28 × 10 cm

24 sheets (24 photographs) : b&w ; 13 × 8 cm

**C1.5D1.6. Radiographs.** **Record** the height × width of a radiograph in centimetres. **[8.5D1]**

1 radiograph ; 38 × 38 cm

### **C1.5D3. Multipart resources and assembled collections**

**C1.5D3.1 Maps, etc.** If the maps, etc., in an **aggregate resource** are of two sizes, **record** both. If they are of more than two sizes, **record** the greatest height of any of them followed by the greatest width of any of them and *or smaller*. **[3.5D1]**

60 sheets (60 maps) ; 44 × 55 cm and 48 × 75 cm

60 sheets (60 maps) ; 60 × 90 cm or smaller

## **C1.7. NOTE AREA**

### **C1.7B. Notes**

#### **C1.7B1. Nature, scope, or form**

**C1.7B1.1 Manuscripts.** Make notes on the nature of a manuscript or manuscripts unless it is apparent from the rest of the description. Use one of the following terms, as appropriate: **[4.7B1]**

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 **aggregate resources comprising** handwritten manuscripts)

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printout(s)  
typescript(s)

Holograph

Ms.

Typescripts

If the manuscript is signed, add *signed*.

Holograph, signed

If the **manuscript** or **manuscripts** being described **are** 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 **manuscripts** 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 **manuscript** 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 **the** manuscript if it is not apparent from the rest of the description.

Poem

Journal and account book

Typescript of sound recording

## PRINT AND GRAPHIC MEDIA

Printout of catalog

**C1.7B5. Variations in title**

**C1.7B5.1. Ancient, medieval, and Renaissance manuscripts.** 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 **manuscript** to be identified. [4.7B23]

Tractatus begins (on leaf [17]<sup>a</sup>): Est via que videt<sup>r</sup> homi  
rcta nouissima ...

**C1.7B13. Technical description**

**C1.7B13.1. Pagination.** Make a note explaining duplicated paging recorded in the extent (see C1.5B2.1.12). [2.7B10]

Opposite pages bear duplicate numbering

Make a note giving the pagination of a larger work if the volume bears such pagination in addition to the pagination for the individual volume, etc., recorded in the extent (see C1.5B2.1.13).

Pages also numbered 501-828

**C1.7B13.2. Early printed books, etc.** Make a note giving details of the signatures, if considered to be important. [2.18D1]

Signatures: a-v8, x6

Woodcuts on leaves B2b and C5b signed: b [2.18E1]

Provide the number of columns or lines and the type measurements, if considered to be important. Provide fuller details of the illustrations if considered to be important. Make a note on colour printing. [2.18E1]

24 lines

Woodcuts: ill., initials, publisher's and printer's devices

Title and headings printed in red

**C1.7B13.3. Maps, etc.** If the **resource** is a photoreproduction and the general term (*photocopy*) is used in the **technical** description area (see A1.5C4), provide the generic name of the process, if it is likely to affect the use of the **resource** (e.g., when it is a blueline print). [3.7B10]

**C1.7B13.4. Ancient, medieval, and Renaissance manuscripts.** Make the following notes for ancient, medieval, and Renaissance manuscripts and **aggregate resources comprising** such manuscripts. [4.7B23]

## PRINT AND GRAPHIC MEDIA

- a) *Style of writing.* **Make a note on** the script used in a manuscript or the predominant script in **an aggregate resource comprising manuscripts.**

Textura script with marginal corrections in roman script

- b) *Illustrative matter.* **Make a note on** 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]<sup>a</sup>

- c) *Collation.* **Make a note on** 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]<sup>10</sup>, b<sup>10+2</sup> (1st and last leaves on vellum), c-f<sup>10</sup>, g<sup>10+2</sup>, h-p<sup>10</sup>, q<sup>10+2</sup> (2nd and 11th leaves on vellum), r-t<sup>10</sup>, v<sup>8</sup> (the last 2 leaves blank)

- d) *Other physical details.* **Make notes on** 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

**C1.7B13.5. Art prints.** Make notes on the size of an art print when framed or mounted. **[8.7B10]**

Size when framed: 40 × 35 cm

**C1.7B13.6. Duration of performance.** **Make a note on** the duration of performance of a **score, part, etc.**, if it is stated. **Record** the duration in English and in abbreviated form. **[5.7B10]**

Duration: 18 min.

Duration: about 1 hr., 10 min.

**C1.7B28. Item being described and library's holdings**

**C1.7B28.1. Early printed books, etc.** 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. **[2.18F1]**

Leaves I5-6 incorrectly bound between h3 and h4

## PRINT AND GRAPHIC MEDIA

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

[Blank]

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# Micrographic Media

## *Contents*

- C2.0 PRELIMINARY RULES
  - C2.0A Scope
  
- C2.5 **TECHNICAL DESCRIPTION AREA**
  - C2.5B Extent (including specific material designation)
  - C2.5B2 Number of components**
  - C2.5C Other technical details
  - C2.5C10 Colour**
  - C2.5D Dimensions
    - C2.5D1.1 Aperture cards
    - C2.5D1.2 Microfiches
    - C2.5D1.3 Microfilms
    - C2.5D1.4 Microopaques
  
- C2.7 NOTE AREA
  - C2.7B Notes
    - C27B13 Technical description**

### **C2.0. PRELIMINARY RULES**

**C2.0A. Scope.** The rules in this chapter supplement the corresponding rules in chapter A1 and apply specifically to micrographic media.

Micrographic media are those conveying two-dimensional analog representations of notation (text, music, etc.) and/or images, (including cartographic images), etc., that require magnification to be read or viewed. This chapter covers both opaque and transparent media requiring magnification, but does not cover slides of specimens intended for viewing through magnification (see chapter C4). **[new]**

### **C2.5. TECHNICAL DESCRIPTION AREA**

**C2.5B. Extent (including specific material designation)**

## MICROGRAPHIC MEDIA

**C2.5B2. Number of components.** *Optionally*, if the micrographic resource contains images of *pages, scores, maps, etc.*, add the number of components using an appropriate term for the print or graphic counterpart (see C1.5B). [new]

2 microfiches (230 frames, 459 p.)

1 microfilm reel (465 frames, xv p., 450 maps)

**C2.5C. Other technical details****C2.5C10. Colour**

**C2.5C10.1.** If the illustrative matter contained in 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). [11.5C3]

1 microfilm reel : col.

1 microfilm reel : col. & ill.

1 microfilm reel : col. ill., col. maps

**C2.5D. Dimensions**

**C2.5D1.** Record the dimensions as instructed in the following rules. Record dimensions expressed in centimetres to the next whole centimetre up. [11.5D1]

**C2.5D1.1. Aperture cards.** Record the height × width of an aperture card mount in centimetres. [11.5D2]

20 aperture cards ; 9 × 19 cm

**C2.5D1.2. Microfiches.** If the dimensions of a microfiche are other than 10.5 × 14.8 cm, record the height × width in centimetres. [11.5D3]

1 microfiche ; 12 × 17 cm

2 microfiches ; 11 × 15 cm-12 × 17 cm

**C2.5D1.3. Microfilms.** Record the width of a microfilm in millimetres. [11.5D4]

1 microfilm reel ; 16 mm

1 microfilm cartridge ; 35 mm

**C2.5D1.4. Microopaques.** Record the height × width of a microopaque in centimetres. [11.5D5]

5 microopaques ; 8 × 13 cm

## MICROGRAPHIC MEDIA

## C2.7. NOTE AREA

## C2.7B. Notes

C2.7B13. **Technical** description. Make the following notes. [11.7B10]

- a) *Reduction ratio.* **Make a note on** 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 **record**  
 also the specific ratio (e.g., *Ultra high reduction, 150×*))  
 reduction ratio varies

- b) *Reader.* **Make a note on** the name of the reader on which a cassette or cartridge microfilm is to be used if it affects the use of the **resource**.

For Information Design reader

- c) *Film.* **Make a note on** details of the nature of the film.

Silver based film

- d) *Other **technical** details.* Make notes on important **technical** details that are not included in the **technical** description area, especially if these affect the use of the **resource**.

Image printed on thin paper

[Blank]

## TACTILE MEDIA

## CHAPTER

**C3**

---

**Tactile Media***Contents*

- C3.0 PRELIMINARY RULES
  - C3.0A Scope
- C3.5 **TECHNICAL** DESCRIPTION AREA
  - C3.5C Other **technical** details
  - C25C2** Special format characteristics
  - C3.5D Dimensions
- C3.7 NOTE AREA
  - C3.7B Notes
  - C3.7B13** Technical description

**C3.0. PRELIMINARY RULES**

**C3.0A. Scope.** The rules in this chapter supplement the corresponding rules in chapter A1 and apply specifically to tactile media.

Tactile media are those conveying analog representations of notation (text, music, etc.) and/or images (including cartographic images), etc., produced using raised symbols and/or differently textured surfaces that are intended for use by the visually impaired. [new]

**C3.5. TECHNICAL DESCRIPTION AREA****C3.5C. Other technical details****C3.5C2. Special format characteristics**

**C3.5C2.1.** Record an appropriate term (e.g., *braille*, *Moon type*, *jumbo braille*, *press braille*, *computer braille*, *solid dot braille*, *tactile*). [new]

1 v. (310 leaves) : braille

v. : braille

## TACTILE MEDIA

1 v. (125 leaves) : Moon type

4 v. : jumbo braille

1 v. (320 leaves) : computer braille

1 v. (300 p.) : press braille

1 v. (40 leaves) : solid dot braille

1 sheet (1 map) : braille and tactile

1 atlas (3 v.) : tactile

2 v. (1 vocal score) : braille

1 v. of music : press braille

1 chart : tactile

If the **resource** consists of eye-readable print and tactile data, or of two or more tactile writing systems, use a concise description of the combination (e.g., *print and braille*, *braille and Nemeth code*, *print and tactile*). **[2.5B22]**

1 v. (300 p.) : print and braille

1 v. (205 leaves) : braille and Nemeth code

1 sheet (1 map in 4 segments) : print, braille, and tactile)

1 globe : print and tactile

For a *braille cassette* (see A1.5B1), do not repeat the term *braille*.

### C3.5D. Dimensions

**C3.5D1.** Record the dimensions appropriate to the type of resource as instructed in C1.5D1. **[new]**

## C3.7. NOTE AREA

### C3.7B. Notes

**C3.7B13. Technical description.** For braille, etc., indicate the grade, etc., if known. **[new]**

Grade 3 braille **[2.7B10]**

For resources that include both tactile components and components in print or graphic media, indicate this and record details identifying the tactile components.

TACTILE MEDIA

Alternate leaves of print and Braille **[2.7B10]**

Legends in braille **[3.7B10]**

County boundaries tactile **[3.7B10]**

[Blank]

## CHAPTER

**C4**

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**Three-Dimensional Media***Contents*

- C4.0 PRELIMINARY RULES
  - C4.0A Scope
- C4.5 **TECHNICAL** DESCRIPTION AREA
  - C4.5C Other **technical** details
    - C4.5C10 **Colour**
  - C4.5D Dimensions
    - C4.5D1.1 **Models, etc.**
    - C4.5D1.2 **Globes**
    - C4.5D1.3 **Microscope slides**

**C4.0. PRELIMINARY RULES**

**C4.0A. Scope.** The rules in this chapter supplement the corresponding rules in chapter A1 and apply specifically to three-dimensional media.

Three-dimensional media are those comprising artefacts or naturally-occurring objects or conveying analog representations in three dimensions (including three-dimensional cartographic representations). This chapter also covers slides of specimens intended for viewing through magnification. **[new]**

**C4.5. TECHNICAL DESCRIPTION AREA****C4.5C. Other technical details****C4.5C10. Colour**

**C4.5C10. Record** *col.* for multicoloured **resources**, or name the colour(s) of the **resource** if it is in one or two colours, or **record** *b&w* for black and white objects. If a microscope slide is stained, state this. **[10.5C2]**

1 bowl : porcelain, blue and white

1 model : wood, blue

## THREE-DIMENSIONAL MEDIA

1 paperweight : glass, col.

1 model : balsa wood and paper, b&w

1 microscope slide : stained

1 globe : col. [3.5C5]

**C4.5D. Dimensions**

**C4.5D1. Record the dimensions as instructed in the following rules. [new]**

**C4.5D1.1. Models, etc.** When appropriate, **record** the dimensions of the object. **Record** them in centimetres, to the next whole centimetre up. If necessary, add a word to indicate which dimension is being **recorded**. If multiple dimensions are **recorded**, **record** them as height × width × depth. [10.5D1]

1 sculpture : polished bronze ; 110 cm high

1 model : plastic, col. ; 45 × 35 × 2 cm [new]

If the object is in a container, name the container and **record** its dimensions either after the dimensions of the object or as the only dimensions, separating the dimensions by a comma when appropriate. [10.5D2 (2004 amendments)]

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

**C4.5D1.2. Globes. Record** the diameter of a globe, specified as such. [3.5D4]

1 globe : col., wood, on metal stand ; 12 cm in diam.

**C4.5D1.3. Microscope slides. Record** the height × width of a microscope slide in centimetres. [10.5D1]

6 microscope slides : stained ; 3 × 8 cm

## AUDIO MEDIA

## CHAPTER

**C5**

---

**Audio Media***Contents*

- C5.0 PRELIMINARY RULES
  - C5.0A Scope
- C5.5 **TECHNICAL DESCRIPTION AREA**
  - C5.5C Other technical details
    - C5.5C11 Sound characteristics
      - C5.5C11.1 Type of recording
      - C5.5C11.2 Playing speed
      - C5.5C11.3 Groove characteristic
      - C5.5C11.4 Track configuration
      - C5.5C11.5 Number of tracks
      - C5.5C11.6 Number of sound channels
      - C5.5C11.7 Recording and reproduction characteristics
    - C5.5D Dimensions
      - C5.5D1.1 Sound discs
      - C5.5D1.2 Sound track films
      - C5.5D1.3 Sound cartridges
      - C5.5D1.4 Sound cassettes
      - C5.5D1.5 Sound tape reels
      - C5.5D1.6 Rolls
- C5.7 NOTE AREA
  - C5.7B Notes
    - C5.7B13 Technical description

**C5.0. PRELIMINARY RULES**

**C5.0A. Scope.** The rules in this chapter supplement the corresponding rules in chapter A1 and apply specifically to audio media.

Audio media are those conveying recordings of sound produced for use with audio devices such as turntables, audiocassette players, CD players, etc. This chapter does not cover media that convey recorded sound as an integral component of a moving image (see chapter C6) or as an integral component of a multimedia resource produced for use with a computer (see chapter C7). [new]

## AUDIO MEDIA

**C5.5. TECHNICAL DESCRIPTION AREA****C5.5C. Other technical details**

**C5.5C11. Sound characteristics.** Record the following details pertaining to sound characteristics, as applicable to the resource (in this order). [6.5C1]

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

**C5.5C11.1. Type of recording.** Record the type of recording (i.e., the way in which the sound is encoded). [6.5C2]

1 sound disc (45 min.) : analog  
 1 sound cassette (60 min.) : digital  
 1 sound track film reel (10 min.) : magnetic

**C5.5C11.2. Playing speed.** Record the playing speed of an analog disc in revolutions per minute (*rpm*). [6.5C3]

1 sound disc (45 min.) : analog,  $33\frac{1}{3}$  rpm

Record the playing speed of a digital disc in metres per second (*m. per sec.*).

Record 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,  $1\frac{5}{16}$  ips

Record 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 record the playing speed if it is standard for the type of carrier (e.g.,  $1\frac{7}{8}$  inches per second for an analog tape cassette; 1.4 metres per second for a digital disc).

**C5.5C11.3. Groove characteristic.** Record the groove characteristic of an analog disc if it is not standard for the type of disc. [6.5C4]

1 sound disc (7 min.) : analog, 78 rpm, microgroove

## AUDIO MEDIA

**C5.5C11.4. Track configuration.** For sound track films, **record** the track configuration (e.g., *centre track*, *edge track*). **[6.5C5]**

1 sound track film reel (10 min.) : magnetic, 25 fps,  
centre track

**C5.5C11.5. Number of tracks.** For tape cartridges, cassettes, and reels, **record** the number of tracks, unless the number of tracks is standard for the **type of carrier** (e.g., the standard number of tracks for a cartridge is 8 and for an analog cassette 4). **[6.5C6]**

**C5.5C11.6. Number of sound channels.** **Record** the number of sound channels, if the information is readily available, using one or more of the following terms as appropriate: **[6.5C7]**

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, 33<sup>1</sup>/<sub>3</sub> rpm, mono., stereo.

**C5.5C11.7. Recording and reproduction characteristics.** **Optionally**, **record** the recording and reproduction characteristics (e.g., *Dolby processed*, *NAB standard*). **[6.5C8]**

1 sound cassette (60 min.) : analog, stereo., Dolby  
processed

## C5.5D. Dimensions

**C5.5D1.** **Record** the dimensions as **instructed** in the following rules. **[6.5D1]**

**C5.5D1.1. Sound discs.** **Record** the diameter of a disc in inches. **[6.5D2]**

1 sound disc (20 min.) : analog, 33<sup>1</sup>/<sub>3</sub> rpm, stereo. ; 12 in.

1 sound disc (56 min.) : digital, stereo. ; 4¾ in.

5 sound discs : analog, 33<sup>1</sup>/<sub>3</sub> rpm, stereo. ; 10-12 in.

**C5.5D1.2. Sound track films.** **Record** the gauge (width) of a film in millimetres. **[6.5D3]**

1 sound track film reel (10 min.) : magnetic, 25 fps,  
centre track ; 16 mm

## AUDIO MEDIA

**C5.5D1.3. Sound cartridges.** Record the dimensions of a cartridge in inches if other than the standard dimensions ( $5\frac{1}{4} \times 3\frac{7}{8}$  in.). Record the width of the tape in fractions of an inch if other than the standard width ( $\frac{1}{4}$  in.). [6.5D4]

**C5.5D1.4. Sound cassettes.** Record 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.). Record 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.). [6.5D5]

1 sound cassette (85 min.) : analog, mono. ;  $7\frac{1}{4} \times 3\frac{1}{2}$  in.,  $\frac{1}{4}$  in. tape

**C5.5D1.5. Sound tape reels.** Record the diameter of a reel in inches. Record the width of a tape in fractions of an inch if other than the standard width ( $\frac{1}{4}$  in.). [6.5D6]

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

**C5.5D1.6. Rolls.** Do not record any dimensions. [6.5D7]

## C5.7. NOTE AREA

## C5.7B. Notes

**C5.7B13. Technical description.** Make notes on technical details that are not standard to the type of resource being described (e.g., assume that all analog discs are electrically recorded, laterally cut, and designed for playing from the outside inward). [6.7B10]

Vertically cut from inside outward

Analog recording  
(For a digital disc made from an analog original)

Digital recording  
(For an analog disc made from a digital original)

Paper tape

Recording made with stacked heads

## CHAPTER

**C6**

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**Projected Graphic, Film, and Video Media***Contents*

- C6.0 PRELIMINARY RULES
  - C6.0A Scope
- C6.5 **TECHNICAL DESCRIPTION AREA**
  - C6.5B Extent (including specific material designation)
    - C6.5B2 Number of components
      - C6.5B2.1 Filmstrips and filmstrips
      - C6.5B2.2 Stereographs
      - C6.5B2.3 Transparencies
      - C6.5B2.4 Videodiscs
    - C6.5B3 Playing time
  - C6.5C Other technical details
    - C6.5C10 Colour
    - C6.5C11 Sound characteristics
    - C6.5C12 Projection characteristics
      - C6.5C12.1 Aspect ratio and special projection characteristics
      - C6.5C12.2 Projection speed
  - C6.5D Dimensions
    - C6.5D1.1 Films
    - C6.5D1.2 Filmstrips and filmstrips
    - C6.5D1.3 Slides
    - C6.5D1.4 Stereographs
    - C6.5D1.5 Transparencies
    - C6.5D1.6 Videodiscs
    - C6.5D1.7 Videoreels, videocartridges and videocassettes
- C6.7 NOTE AREA
  - C6.7B Notes
    - C6.7B13 Technical description
      - C6.7B13.1 Films
      - C6.7B13.2 Transparencies
      - C6.7B13.3 Videorecordings

**C6.0. PRELIMINARY RULES**

## PROJECTED GRAPHIC, FILM, AND VIDEO MEDIA

**C6.0A. Scope.** The rules in this chapter supplement the corresponding rules in chapter A1 and apply specifically to projected graphic, film, and video media.

Projected graphic, film, and video media are those conveying moving or still images produced for use with projection devices or electronic devices such as television receivers, videocassette players, DVD players, etc. This chapter does not cover media that convey recordings of moving or still images as an integral component of a multimedia resource produced for use with a computer (see chapter C7). [new]

**C6.5. TECHNICAL DESCRIPTION AREA****C6.5B. Extent (including specific material designation)****C6.5B2. Number of components**

For *filmslips* and *filmstrips*, record the number of components as instructed in C6.5B2.1.

For *stereographs*, record the number of components as instructed in C6.5B2.2.

For *transparencies*, record the number of components as instructed in C6.5B2.3.

For *videodiscs*, record the number of components as instructed in C6.5B2.4.

**C6.5B2.1. Filmslips and filmstrips.** Record the number of frames or double frames of a filmslip or filmstrip. [8.5B2]

1 filmstrip (36 fr.)

1 filmstrip (10 double fr.)

If the frames are unnumbered and their number cannot be readily ascertained, record an approximate number.

1 filmstrip (ca. 100 fr.)

If the title frames are separately numbered, record the number of title frames after the number of other frames.

1 filmstrip (41 fr., 4 title fr.)

If the parts of a multipart filmslip or filmstrip have the same number of components (i.e., frames or double frames) or approximately the same number of components, use the form *3 filmstrips (50 fr. each)* or *3 filmslips (ca. 10 fr. each)*, etc. Otherwise, record the total number of frames or double frames if they are consecutively numbered or omit the statement of the number of components. [8.5B5]

4 filmstrips (50 double fr. each)

**C6.5B2.2. Stereographs.** Record the number of pairs of frames of a stereograph. [8.5B2]

## PROJECTED GRAPHIC, FILM, AND VIDEO MEDIA

1 stereograph reel (7 pairs of fr.)

If the parts of a multipart stereograph have the same number of components (i.e., pairs of frames) or approximately the same number of components, use the form *6 stereographs (7 pairs of fr. each)* or *12 stereographs (ca. 8 pairs of fr. each)*, etc. Otherwise, record the total number of pairs of frames if they are consecutively numbered or omit the statement of the number of components. [8.5B5]

8 stereographs (7 pairs of fr. each) [new]

**C6.5B2.3. Transparencies.** Record the number or approximate number of overlays, if any, for a transparency. If the overlays are attached, indicate this. [8.5B4]

1 transparency (5 overlays)

1 transparency (5 attached overlays)

If the parts of a multipart transparency have the same number of components (i.e., overlays) or approximately the same number of components, use the form *3 transparencies (50 overlays each)* or *4 transparencies (ca. 10 overlays each)*, etc. Otherwise, record the total number of overlays if they are consecutively numbered or omit the statement of the number of components. [8.5B5]

2 transparencies (20 overlays)

**C6.5B2.4. Videodiscs.** Optionally, record the number of frames if the playing time is not stated on the resource and the number of frames is readily ascertainable. [7.5B2]

1 videodisc (45,876 fr.)

**C6.5B3. Playing time.** Optionally, for videodiscs consisting of both moving images and still images, whether the playing time is stated or not, record in a note the number of frames of still images and the duration of the moving images (see C6.7B13).

### C6.5C. Other technical details

#### C6.5C10. Colour

**C6.5C10.1.** Record *col.* or *b&w* to indicate whether the resource is in colour or black and white. Record *b&w* for a sepia print (see also C6.7B13). [7.5C4]

1 film reel (10 min.) : col.

3 filmstrips : col.

14 slides : b&w and col.

3 transparencies (5 overlays each) : col.

## PROJECTED GRAPHIC, FILM, AND VIDEO MEDIA

**Record** a succinct statement to indicate that **the resource** 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

**C6.5C11. Sound characteristics**

**C6.5C11.1. For *film* and *video*, record** *sd.* (sound) or *si.* (silent) to indicate the presence or absence of a sound track. **[7.5C3]**

1 videoreel (15 min.) : sd.

If a silent film is known to be photographed at the speed of sound film, **record** *si. at sd. speed.*

**C6.5C12. Projection characteristics**

**C6.5C12.1. Aspect ratio and special projection characteristics.** If a *film* has special projection requirements, **record** them as succinctly as possible (e.g., *Cinerama*, *Panavision*, *multiprojector*); and whether anamorphic, techniscope, stereoscopic, or multiscreen). **[7.5C2]**

14 film reels (157 min.) : Panavision

**C6.5C12.2. Projection speed.** **Record** the projection speed of a *film* in frames per second (*fps*), if considered to be important. **[7.5C5]**

1 film reel (1 min., 17 sec.) : col., 25 fps

Do not **record** the projection speed if it is standard for the **type of film** (24 fps for a sound film; 16 fps for a silent film).

**C6.5D. Dimensions**

**C6.5D1. Record** the dimensions as **instructed** in the following rules. **[7.5D1]**

**C6.5D1.1. Films.** **Record** the gauge (width) of a motion picture **film** in millimetres. If 8 mm, state whether single, standard, super, or Maurer. **[7.5D1]**

1 film reel (12 min.) : sd., b&w ; 16 mm

2 film reels (ca. 30 min. each) : b&w ; 16-35 mm

1 film cassette (21 min.) : sd., col. ; standard 8 mm

**C6.5D1.2. Filmstrips and filmstrips.** **Record** the gauge (width) of the film in millimetres. **[8.5D2]**

## PROJECTED GRAPHIC, FILM, AND VIDEO MEDIA

1 filmstrip (50 fr.) : col. ; 35 mm

**C6.5D1.3. Slides.** Do not record the dimensions of slides if they are 5 × 5 cm (2 × 2 in.). [8.5D5]

1 slide : col.

1 slide : b&w ; 7 × 7 cm

**C6.5D1.4. Stereographs.** Do not record the dimensions of a stereograph. [8.5D3]

**C6.5D1.5. Transparencies.** Record the height × width of a transparency, excluding any frame or mount and make a note on the size as mounted (see C6.7B13.2).

3 transparencies (15 overlays) : b&w ; 26 × 22 cm

Note: Size as mounted 36 × 32 cm

**C6.5D1.6. Videodiscs.** Record the diameter of a videodisc in inches. [7.5D4]

1 videodisc (ca. 20 min.) : sd., b&w ; 8 in.

1 videodisc (38 min.) : sd., col. ; 12 in. .

**C6.5D1.7. Videoreels, videocartridges and videocassettes.** Record the gauge (width) of a videotape in inches or millimetres. [7.5D2]

1 videoreel (30 min.) : sd., b&w ; ½ in.

## C6.7. NOTE AREA

### C6.7B. Notes

#### C6.7B13. Technical description

**C6.7B13.1. Films.** Make the following notes on the technical description when appropriate and if this level of detail is desired: [7.7B10]

- a) *Sound characteristics.* Make notes on any special characteristics of the sound component of a film (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

- b) *Length of film or tape.* Make a note on the length in feet of a film (from first frame to last).

Film: 14,139 ft.

## PROJECTED GRAPHIC, FILM, AND VIDEO MEDIA

- c) *Colour.* Make notes on the process or colour recording system of a film, or any other details of the colour.

Technicolor

Colour recording system: SECAM

Sepia print

- d) *Form of print.* Make a note on 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.* Make a note on the film base (i.e., nitrate, acetate, or polyester).

- f) *Special projection requirements.* Make notes on special projection requirements not recorded in the technical description area (see C6.5C12).

Three-dimensional film

- g) *Other.* Make notes on any other physical details that are important to the use or storage of the film.

[New example]

**C6.7B13.2. Transparencies.** Make a note on the size of a transparency as mounted (see C6.5D1.5). [new]

Size as mounted 36 x 32 cm

**C6.7B13.3. Videorecordings.** Make the following notes on the technical description when appropriate and if this level of detail is desired: [7.7B10]

- a) *Sound characteristics.* Make notes on any special characteristics of the sound component of a videorecording.

Dolby stereo., mono. compatible

- b) *Length of tape.* Make a note on the length in feet of a videotape (from first programme signal to last).

[New example]

- c) *Colour.* Make notes on the process or colour recording system of a videorecording, or any other details of the colour.

Colour recording system: SECAM

- d) *Videorecording system.* Make a note on the system(s) used for a

## PROJECTED GRAPHIC, FILM, AND VIDEO MEDIA

videorecording.

Beta

Laser optical CAV

VHS Hi-fi

LaserVision CAV

For videotape, **record** the number of lines and fields, followed by the modulation frequency (e.g., *high band*, *low band*).

Standard: 405 lines, 50 field, high band

- e) *Generation of copy.* For videotapes, **make a note on** the generation of the copy and either *master copy* or *show copy*.

Second generation, show copy

- f) *Duration and number of frames.* **Make a note on** 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

- g) *Other.* **Make notes on** any other physical details that are important to the use or storage of the videorecording.

One side CAV, one side CLV

[Blank]

## DIGITAL MEDIA

## CHAPTER

**C7**

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**Digital Media***Contents*

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**C7.0. PRELIMINARY RULES**

## DIGITAL MEDIA

**C7.0A. Scope.** The rules in this chapter supplement the corresponding rules in chapter A1 and apply specifically to digital media.

Digital media are those conveying digital representations in the form of notation (text, music, etc.), still images (including cartographic images), structures, sound, moving images, data, or computer programs. This chapter covers media conveying both character-based and image-based digital representations of textual, numeric, or graphic information, and digital resources combining notation, graphics, sound, and/or moving images in a form designed to be processed by a computer with multimedia capabilities. This chapter does not cover digitally encoded sound produced for use with audio devices such as CD players, etc., (see chapter C5), or digital recordings of moving or still images produced for use with electronic devices such as DVD players, etc., (see chapter C6).

[new]

## C7.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

### C7.1B. Title proper

**C7.1B1. Transcription of the title proper.** 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, record a file name or data set name not used as the title proper in a note (see C7.7B5). [9.1B3]

## C7.2. EDITION AREA

### C7.2B. Edition statement

**C7.2B1. Record** the source of the edition statement in a note (see C7.7B9) if it is different from the source of the title proper. [9.2B1]

**C7.2B4. Optionally,** if a digital 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. [9.2B3]

[Version 7, Rev. version]

[Windows 95 ed.]

Do not treat an issue of a file 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

## DIGITAL MEDIA

changes in the physical characteristics (e.g., blocking factors, recording density). If desired, **record** the details of such changes in a note (see **C7.7B9**). **[9.2B4]**

**C7.5. TECHNICAL DESCRIPTION AREA****C7.5A. Preliminary rule****C7.5A1. Application**

- a) **Direct access digital resources.** Record other technical details as instructed in **C7.5B-C7.5E**. **[9.5A1 (2004 amendments)]**
- b) **Remote access digital resources.** Do not record a technical description for a digital resource that is available only by remote access unless the option at **C7.5B1** is applied. Otherwise, record technical details in notes (see **C7.7B13** and **C7.7B15**). See also **C7.5E1**.

**C7.5B. Extent (including specific material designation)**

**C7.5B1. Number of physical units.** For **direct access digital resources**, record the number of physical units as instructed in **A1.5B1**. **[9.5B1 (2004 amendments)]**

- 1 computer disk
- 2 computer tape cassettes
- 1 computer tape reel
- 1 computer optical disc

**Record** a trade name or other similar specification in a note (see **C7.7B15**).

*Optionally*, record the extent of a **remote access digital resource**. Use an appropriate term preferably taken from **Table 2 on pages A1-58 and A1.59** or a term in common usage. See also **C7.5C**. **[9.5B3 (2004 amendments)]**

- 1 photograph
- 6 remote-sensing images
- 1 sound file
- Web site
- 1 **digital** text

**C7.5B2. Number of components.** Record the number of components as instructed in **A1.5B2**, if readily available and considered to be important. **[9.5B4 (2004 amendments)]**

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- 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 recorded succinctly, record them in a note (see C7.7B13).

Optionally, if the computer file is in a format that parallels a print or graphic counterpart (e.g., PDF), record the number of components using an appropriate term for the print or graphic counterpart (see Table 2 on pages A1-58 and A1.59). [9.5B1 (2004 amendments)]

- 1 CD-ROM (184 remote-sensing images)
- 3 CD-ROMs (xv p., 450 maps)

**C7.5C. Other technical details**

**C7.5C1.** Optionally, if the extent of a *remote access digital resource* has been recorded (see C7.5B1), record other technical details as applicable. [new]

**C7.5C13. Other digital characteristics**

**C7.5C13.1.** When recording the extent of a digital resource that is available only by *remote access* (see C7.5B1), record other digital characteristics of the resource (e.g., file types) if readily available and considered to be important. [9.5C3 (2004 amendments)]

- 1 photograph : digital, TIFF file
- 69 p. : digital, PDF file
- 3 sound files : digital, mp3 file
- 1 digital text : HTML file

If such characteristics cannot be recorded succinctly, record them in a note (see C7.7B13).

**C7.5D. Dimensions**

**C7.5D1.** Record the dimensions as instructed in the following rules. [new]

**C7.5D1.1. Computer cartridges.** Record, in inches to the next ¼ inch up, the length of the side of the cartridge that is to be inserted into the machine. [9.5D1]

- 1 computer chip cartridge ; 3½ in.

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*Optionally*, record the dimensions of the cartridge in centimetres to the next whole centimetre up.

**C7.5D1.2. Computer cassettes.** Record the length and height of the face of the cassette in inches, to the next 1/8 inch up. [9.5D1]

1 computer tape cassette ;  $3\frac{7}{8} \times 2\frac{1}{2}$  in.

*Optionally*, record the dimensions of the cassette in centimetres to the next whole centimetre up.

**C7.5D1.3. Computer discs/disks.** Record the diameter of the disc or disk in inches, to the next 1/4 inch up. [9.5D1]

1 computer disk : col. ;  $5\frac{1}{4}$  in.

1 computer optical disc : col. ;  $4\frac{3}{4}$  in.

*Optionally*, record the dimensions of the disc or disk in centimetres to the next whole centimetre up.

**C7.5D1.4. Computer tape reels.** Do not record dimensions for computer tape reels. [9.5D1]

### C7.5E. Ancillary material

**C7.5E1.** If no technical description is recorded for a remote access digital resource (see C7.5A1), record details of any ancillary material in a note (see C7.7B14). [9.5E2]

## C7.7. NOTE AREA

### C7.7B. Notes

**C7.7B5. Variations in title.** *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 C7.7B28. [9.7B4]

File name: CC.RIDER

**C7.7B9. Edition and history.** Make a note on the source of the edition statement if it is different from the source of the title proper. [9.7B7]

Ed. statement from container label

Make notes on details of minor changes such as those listed in C7.2B4 if they are considered to be important.

Mnemonic tags substituted for numeric tags

## DIGITAL MEDIA

Monochrome version recoded for colour

**Make notes on** 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 **ancillary** 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

**C7.7B13. Technical description.** **Make notes giving technical details for a digital resource that is available only by *remote access* not recorded in the technical description (see C7.5A1 and C7.5B1).** [new]

Stereo sd. [9.7B10]

Displays in red, yellow, and blue [9.7B10]

Not copy-protected [9.7B10]

Hierarchical file structure [9.7B8]

Number of variables: 960 [9.7B8]

ASCII character set [9.7B8]

**Make notes on the number or approximate number of files that make up the content and/or the number or approximate number of records, statements, or bytes, not recorded in the technical description if readily available and considered to be important (see C7.5B2).**

File size: 520, 300, 280, 320, 400, 500 records [9.7B8]

File size varies [9.7B8]

Blocked BCDs, 40 records per block, 90 characters per record [9.7B8]

**C7.7B14. Ancillary material.** **Make notes on details of any ancillary material for a resource available by *remote access* if not recorded in the technical description (see C7.5A1 and C7.5E1).** [new]

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**C7.7B15. System requirements.** Make a note on the system requirements of the resource if applicable and if the information is readily available. Begin the note with *System requirements:*. **Record** the following characteristics in the order in which they are listed below. Precede each characteristic, other than the first, by a semicolon. **[9.7B1b]**

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 recorded as separate system requirement statements for each make and model of the computer)*

**C7.7B28. Item being described and library's holdings.** If desired, **make a note on** a locally assigned file or data set name. If desired, **add** the date when the content of the resource was copied from, or transferred to, another source. **[9.7B1b]**

Local data set name: RBBIT.1

Copied June 1983

Resource copied Apr. 1999 from local area network

[Blank]

# GLOSSARY

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**Note:** *This draft of the glossary only contains definitions for terms used in part I. Terms that are used in part I as well as in subsequent parts are provisionally defined in the context of their usage in part I and are subject to revision as drafts of subsequent parts are completed.*

This glossary contains definitions of most of the technical bibliographic and cataloguing terms 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.
- 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.
- Added title page.** A title page preceding or following the title page chosen as the basis for the description of a resource. 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.
- Aggregate resource.** A resource containing two or more separately titled component parts, a multipart resource, or an assembled collection.
- 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*).
- Ancillary material.** Material other than a primary part or component issued with, and intended to be used with, the resource being catalogued.
- Architectural rendering.** A pictorial representation of a building intended to show, before it has been built, how the building will look when completed. *See also* Technical drawing.
- Area.** A major section of the bibliographic description, comprising data of a particular category or set of categories. *See also* Element.
- Art original.** An original two- or three-dimensional work of art (other than an art print 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). *See also* Art print, Art reproduction.
- Art print.** An engraving, etching, lithograph, woodcut, etc., printed from the plate prepared by the artist. *See also* Art original.
- Art reproduction.** A mechanically or electronically reproduced copy of a work of art, generally as one of a commercial edition. *See also* Art original, Art print.

## GLOSSARY

**Artefact.** Any object made or modified by one or more persons.

**Assembled collection.** A collection of resources not published, distributed, or produced together but assembled by a library, a cataloguing agency, a previous owner, a dealer, etc.

**Atlas.** A volume of maps, plates, engravings, tables, etc., with or without descriptive text. It may be an independent resource or it may have been issued as ancillary material.

**Audio media.** Media that convey recordings of sound produced for use with audio devices such as turntables, audiocassette players, CD players, etc. Audio media do not include those that convey recorded sound as an integral component of a moving image or as an integral component of a multimedia resource produced for use with a computer.

**Audio recording.** *See* Sound recording.

**Binder's title.** A title lettered on the cover of a volume, portfolio, etc., 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 piece of paper, printed on one side only and intended to be read unfolded; usually intended to be posted or publicly 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 music, immediately above the opening bars of the music.

**Carrier.** *See* Physical carrier.

**Cartographic resource.** Any resource representing the whole or part of the Earth, any other celestial body, or any imaginary place at any scale. Cartographic resources include two- and three-dimensional maps and plans; aeronautical, nautical, and celestial charts; atlases; globes; block diagrams; sections; aerial photographs with a cartographic purpose; bird's-eye views (map views), etc. *See also* Atlas, Chart (Cartography), Globe, Map, Section (Cartography), View (Cartography).

**Case.** As used in the technical description area, either a box containing bound or unbound material or a container of fascicles.

**Catalogue.** 1. A list or file of resources contained in a collection, a library, or a group of libraries, arranged according to some definite plan. 2. In a wider sense, a list or file of resources prepared for a particular purpose (e.g., an exhibition catalogue, a sales catalogue).

**Chart.** A two-dimensional representation of 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 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.

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- Cinefilm.** *See* Motion picture.
- Close score.** A musical score giving all the parts on a minimum number of staves, normally two, as with hymns.
- Collective title.** A title proper that is an inclusive title for a resource containing several separately titled component parts.
- Colophon.** A statement at the end of a resource 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.** One who selects and puts together content created by one or more persons or bodies. *See also* Editor.
- Component.** A presentation subunit (page, frame, map, picture, etc.) or an aggregation of presentation subunits (score, part, file, etc.) contained within a physical unit of a resource.
- Component part.** A discrete unit of content within a resource.
- Component resource.** A part or component part of an aggregate resource.
- Computer file.** *See* Digital resource.
- Condensed score.** A musical score giving only the principal musical parts on a minimum number of staves, and generally organized by instrumental sections.
- Container.** Housing that is 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. 2. A part issued in continuance of a monograph, a serial, or a series.
- Continuing resource.** A resource that is issued over time with no predetermined conclusion. Continuing resources include serials and ongoing integrating resources.
- Cover title.** A title printed on the cover of a resource as issued. *See also* Binder's title, Spine title.
- Devised title.** A title devised by the cataloguer for a resource that has no title proper on the chief source of information and for which no supplied title is available. *See also* Supplied title.
- Digital media.** Media that convey digital representations in the form of notation (text, music, etc.), still images (including cartographic images), structures, sound, moving images, data, or computer programs. Digital media do not include those used to convey digitally encoded sound produced for use with audio devices such as CD players, etc., or digital recordings of moving or still images produced for use with electronic devices such as DVD players, etc.
- Digital resource.** A resource (data and/or program(s)) encoded for manipulation by a computerized device. The resource 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 (Digital resources).
- Diorama.** A three-dimensional representation of a scene created by placing objects, figures, etc., in front of a two-dimensional painted background.
- Direct access (Digital resources).** The use of computer files via physical carriers (e.g., discs/disks, cassettes, cartridges) designed to be inserted into a computerized device or

## GLOSSARY

- its auxiliary equipment. *See also* Remote access (**Digital** resources).
- Disc (**Digital** resources).** *See* Optical disc (**Digital** resources).
- Disk (**Digital** resources).** A magnetic disk, usually encased in a protective plastic jacket or rigid case, used by computerized devices for storing and retrieving **digital** resources. Disks can either be fixed or removable. *See also* Optical disc (**Digital** resources).
- Distributor.** An agent or agency that has exclusive or shared marketing rights for a **resource**.
- Double leaf.** A leaf of double size with a fold at the fore edge or at the top edge of the **resource**. *See also* Traditional format (Oriental books).
- Edition (**Intangible** resources).** A remote access resource that is distinctive with respect to scope of content, language, presentation, etc.
- Edition (**Tangible** resources).** All copies produced from essentially the same **master** (whether by direct contact or by photographic or other methods) and issued by the same entity. *See also* Facsimile reproduction, Impression, Issue, Reprint.
- Editor.** One who prepares for publication a **resource** not his or her own. The editorial work may be limited to the preparation of the **resource** for the manufacturer, or it may include supervision of the manufacturing, revision (restitution), or elucidation of the content of the **resource**, 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 **resource**. *See also* Compiler.
- Element.** A word, phrase, or group of characters representing a distinct unit of bibliographic information and forming part of an area of the description.
- Engineering drawing.** *See* Technical drawing.
- Entry.** A record of a **resource** in a catalogue.
- 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.
- Expression.** The intellectual or artistic realisation of a work in the form of alphanumeric, musical or choreographic notation, sound, image, object, movement, etc., or any combination of such forms.
- Extent.** The number and the specific material designation of the **physical** units and/or the **number of components** of the **resource** being described, and, in some cases, **its playing time**.
- 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 **resource** 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 **content** 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 by being a temporary division of a **resource** rather than a formal **constituent** unit.
- File (**Digital** resources).** A basic unit in which **digital** resources are organized and stored. **Digital** resources can contain one or more files. *See also* **Digital** resource.
- Filmstrip.** A length of film containing a succession of images intended for projection one at a time, with or without recorded sound.

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- 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 a resource.
- Format (Printed books).** 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)).
- Full score.** *See* Score.
- Game.** A resource designed for play according to prescribed or implicit rules and intended for recreation or instruction. *See also* Activity card, Toy.
- General material designation.** A term indicating the type of content contained in a resource (e.g., text) or the medium in which the content is conveyed (e.g., digital). *See also* Specific material designation.
- Globe.** A model of the Earth or other celestial body (real or imaginary), depicted on the surface of a sphere.
- Graphic.** A two-dimensional representation of a person, place, thing, etc., or an abstract form, produced through drawing, sketching, painting, photography, computer graphics, etc., 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). *See also* Activity card, Architectural rendering, Art original, Art print, Art reproduction, Chart, Flash card, Filmstrip, Picture, Radiograph, Slide, Technical drawing, Transparency.
- Half title.** A title of a resource appearing on a page, frame, screen, etc., preceding the title page, title frame, title screen, etc.
- Impression.** All copies of an edition of a book, pamphlet, etc., printed at one time. *See also* Edition (Tangible resources), 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 text often contains the name of the author and the title of the text.
- Integrating resource.** A 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 Standard Book Number (ISBN).** *See* Standard number.
- International Standard Serial Number (ISSN).** *See* Standard number.
- Issue.** 1. All 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). 2. One of the successive parts of a serial. *See also* Edition (Tangible resources), Impression, Reprint.
- Item.** A single exemplar or instance of a manifestation.
- Iteration.** An instance of an integrating resource, either as first released or after it has been updated.
- Jacket (Disc).** *See* Sleeve.
- Japanese style.** *See* Traditional format (Oriental books).
- Key-title.** The unique name assigned to a resource by centres of the ISSN Network.

## GLOSSARY

- Large print.** Printed text intended for use by the visually impaired.
- 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 (Digital resources).** *See* Direct access (Digital resources).
- Loose-leaf publication.** *See* Updating loose-leaf.
- Machine-readable data file.** *See* Digital 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.
- Manifestation.** The physical embodiment of an expression of a work.
- 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 two-dimensional medium, of a selection of material or abstract features on, or in relation to, the surface of Earth, another celestial body, or an imaginary place. *See also* Chart (Cartography).
- 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.
- Medium.** 1. In its broadest sense, a means used to convey information or artistic content (e.g., print, audio, digital). 2. A physical or chemical substance used to create text, images, etc. (e.g., ink, chalk, oil). *See also* Storage medium.
- Mechanical drawing.** *See* Technical drawing.
- Microfiche.** A sheet of film bearing a number of microimages in a two-dimensional array.
- Microfilm.** A length of film bearing a number of microimages 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.
- 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 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 resource.** A resource made up of multiple parts, two or more of which are conveyed in different types of media.
- Multipart resource.** A resource comprising two or more parts, whether issued

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- simultaneously or successively. The parts may or may not be numbered.
- Multipart monograph.** A multipart resource that is complete or intended to be completed within more than one but a finite number of parts.
- Music.** A term used as a general material designation to indicate content in which music is represented by means of musical notation (staff notation, lute tablature notation, plainsong notation, tonic sol-fa notation, graphic notation, Braille music and other forms of tactile musical notation, digitally encoded musical notation, etc.).
- Musical presentation statement.** A term or phrase found in the chief source of information of a resource in which music is represented by means of musical notation that indicates the physical or musical 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).
- Nonprocessed sound recording.** A non-commercial recording that generally exists in a unique copy.
- Numbering.** The identification of each of the issues or parts of a multipart resource. 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 (Digital resources).** Any of several specific carriers delivering optically read data (e.g., CD-I, CD-ROM, Photo CD). *See also* Disk (Digital resources).
- Other title information.** A title borne by a resource other than the title proper or parallel or series title(s). Other title information may also include any phrase appearing in conjunction with the title proper, etc., that is indicative of the character, contents, etc., of the resource or the motives for, or occasion of, its production or publication. Other title information includes subtitles, avant-titres, etc., but does not include variations on the title proper (e.g., spine titles, sleeve titles).
- Overhead projectual.** *See* Transparency.
- Overlay.** A transparent sheet containing matter that, when superimposed on another sheet, modifies the data on the latter.
- Pamphlet.** 1. An independent resource consisting of a few leaves of printed matter fastened together but not bound; usually enclosed in paper covers. 2. As used in the technical description area, one of two or more such resources bound together or assembled in a portfolio for cataloguing as an assembled collection
- Parallel title.** The title proper in another language and/or script.
- Part.** 1. One of the units into which a resource has been divided by the publisher, manufacturer, etc. It is distinguished from a fascicle by being a formal constituent unit rather than a temporary division of a resource. 2. As used in the technical description area, one of two or more physical units intended to be bound several to a volume. *See also* Fascicle, Issue (2), Part (Music).
- Part (Music).** 1. The music for one of the participating voices or instruments in a musical work. 2. A part or component part of a resource containing one or more (but not all) such parts for the use of one or more performers, designated in the technical description area as part.

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**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 types of resources, the physical carrier may consist 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 resource. *See also* Container, Medium, Storage medium.

**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 graphic 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.

**Piece.** As used in the technical description area, one of two or more physical units of varying character (e.g., pamphlets, broadsides, sheets, etc.) contained in an aggregate resource.

**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 music, usually appearing 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.

**Preliminaries.** The title page(s), title frame(s), title screen(s), etc., of a resource, any preceding pages, frames, screens, etc., the page, frame, screen, etc., immediately following, and any 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 a resource. 2. An individual or organization that has responsibility for the technical aspect(s) (e.g., mixing of sound), manufacture or production of a resource.

**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).

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- Publisher's number (Music).** A numbering designation assigned to music, usually appearing 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 a 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 source.** Any source from which authoritative information may be obtained. Not limited to reference materials.
- Reissue.** *See* Issue 1, Reprint.
- Releasing agent.** An agent or agency responsible for the initial distribution of a motion picture.
- Remote access (Digital resources).** The use of digital resources via computer networks. *See also* Direct access (Digital resources).
- Reprint.** 1. A new printing made from the original type image, commonly by photographic methods. 2. A new edition with substantially unchanged content. *See also* Facsimile reproduction.
- Resource.** An entity that is the focus of a bibliographic description, or a related entity that may be described bibliographically. A resource may be a single unit or part, two or more parts issued simultaneously or successively, a separately titled component, or an assembled collection. It may be tangible or intangible. *See also* Aggregate resource.
- Resource, Digital.** *See* Digital resource.
- 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.
- Section.** A separately issued part of a 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,

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newspapers, and monographic series.

**Series.** 1. A group of separate **resources** related to one another by the fact that each **resource** bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual **resources** may or may not be numbered. 2. A separately numbered sequence of volumes **or issues** 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 **resource** within the series).

**Sheet.** As used in the **technical** description area, a single piece of paper other than a broadside with manuscript or printed matter on one or both sides. *See also* **Broadside**.

**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.

**Sleeve.** A protective envelope for a 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 **a specific type of physical carrier** (e.g., sound disc). *See also* General material designation.

**Spine title.** A title appearing on the spine of **a resource**. *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 **a resource** uniquely.

**Statement of responsibility.** A statement, transcribed from the **resource** being described, relating to persons responsible for the intellectual or artistic content of the **resource**, to corporate bodies from which the content emanates, or to persons or corporate bodies responsible for the performance of the content of the **resource**.

**Storage medium.** **A physical material or substance on which information or artistic content is stored.** *See also* **Medium, Physical carrier.**

**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.** **A resource**, usually issued separately, that complements one previously issued, 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* **Continuation, Sequel.**

**Supplied title.** A title supplied by the cataloguer for **a resource** that has no title proper on the chief source of information. It may be taken from elsewhere in the **resource** itself or from a reference source. *See also* **Devised title.**

**Tactile media.** **Media that convey analog representations of notation (text, music, etc.) and/or images (including cartographic images), etc., produced using raised symbols**

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- 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 content in which words (including numbers) are represented by means of alphabetic and numeric characters, syllabics, or other symbols (written, printed, braille, tactile, digitally encoded character sets, etc.). 2. The words of a song, song cycle, or, in the plural, a collection of songs.
- Title.** A word, phrase, character, or group of characters, normally appearing in a resource, that names the resource or a 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 resource.
- Title page.** A page at the beginning of a resource bearing the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication. *See also* Added title page.
- Title proper.** The chief name of a resource, including any alternative title but excluding parallel titles and other title information.
- Title screen (Digital resources).** 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.
- 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 or videorecording consisting of selected scenes from a film or videorecording to be released at a future date, used to advertise that film or videorecording.
- Transliteration.** *See* Romanization.
- Transparency.** A sheet of transparent material bearing an image and designed for use with an overhead projector or a light box. It may be mounted in a frame.
- 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.
- 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.
- Video media.** Media that convey moving or still images produced for use with electronic devices such as television receivers, videocassette players, DVD players, etc. Video media do not include those that convey recordings of moving or still images as an integral component of a multimedia resource produced for use with a computer.
- Videorecording.** A recording on which visual images, usually 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

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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. A major division of a **resource**, regardless of its designation by the publisher, distinguished from other major divisions of the same **resource** by having its own inclusive title page, half title, cover title, or portfolio title, and usually independent pagination, foliation, or signatures. This major unit may include various title pages and/or paginations. 2. **As used in the technical description area, a physical unit comprising** all that is contained in one binding, portfolio, etc., whether as originally issued or as bound after issue. The volume as a **physical** unit may not coincide with the volume as a **major division of the resource**.